

Constitution of the Murdoch VBMA

The system of fundamental principles by which the Murdoch VBMA governs itself. Recognized and accepted by the Murdoch Guild of Students on the 17th September 2007



Veterinary Business Management Association (VBMA)

1.1 The name of the association is the 'Veterinary Business Management Association' (VBMA)

1.2 The VBMA is an affiliate of the Murdoch Guild of students and is thus subject the Murdoch University Guild Stature, Guild Regulations and Guild Rules.

2 Objectives

2.1 Subject to the Guild Statute and Regulation, the objectives of the VBMA shall be:

Provide non-technical skill such as business acumen, leadership and communication to veterinary science students to prepare them for life as a new graduate.

2.2

- Determine professional goals, assessing career options, and focusing future choices.
- Obtain business acumen. Understand how a veterinary business works and how goals are translated into action.
- Managing people and processes, such as successful delegation to others, giving feedback, managing performance, hiring and conflict resolution.
- Satisfy clients and constituents through successful interaction and dialogue.
- Achieve life balance; highlight the issues involved regarding workload, commitment and unpredictability of private practice, industry and organization.
- Gain personal fulfillment by enjoying the profession.



- Attain knowledge on how to earn a level of compensation that meets life needs and permits one to sustain growth in the profession.

3. Activities

3.1 Subject to the Guild Statute and Regulations, the activities of the VBMA shall consist of the promotion of the objectives of the VBMA.

3.2 Any funding provided by the Murdoch University Guild of Students or external sponsors will be used for the activities the funding was provided for.

3.3 The VBMA prohibits the giving of gifts and/or money (money assets must stay within the club for running of the club).

3.4 The VBMA will not perform any initiation at any stage of its existence.

3.5 A price differential is in effect for any of the VBMA sponsored events or functions, which includes an entrance or participation fee. The differential will be applied to the full fee for Guild members and the VBMA members.

This differential shall be determined by the VBMA.

4. Membership

4.1 Subject to conditions stipulated in Guild regulations, any person may join the VBMA.

4.2 Membership shall begin on payment of a membership fee, and shall expire at the conclusion of that academic year.

4.3 Membership fees will be set by the VBMA, providing they do not conflict with the minimums or maximums set down by the Murdoch University Guild of Students.

4.4 A price differential will be in effect for any membership fees charged. Guild members shall be awarded a nominal discount.

5. Committee

5.1 The office bearers of the VBMA, in order of seniority shall be;

5.1.1 President

5.1.2 Vice-President



5.1.3 Secretary

5.1.4 Treasurer

5.1.4 Communications coordinator, membership and marketing liaison, events coordinator, off-campus development coordinator, fundraising coordinator.

5.2. No person shall hold more than one position on the committee.

5.3 In the case of a casual vacancy, the president may appoint a person from the membership of the VBMA.

5.4 The annual General Meeting of the society may decide to include a number of ordinary committee positions.

Alternatively

6. Committee

6.1 There shall be coordinators of the VBMA, the number to be determined at the VBMA Annual General Meeting.

6.2 No person shall hold more than one committee position.

6.3 In the case of a casual vacancy the committee shall appoint a person from the membership of the VBMA.

7. Committee responsibilities and powers

7.1 The committee shall meet at least once a month.

7.2 Quorum for such meetings shall be 2/3 of the total committee.

7.3 Notifications for such meetings shall be done by the secretary, or appointed coordinator of the VBMA, at least one week before the meeting.

7.4 The committee shall have the power to formulate activities and policy for the VBMA in general, as long as they are not in contradiction with prior policy as decided by an Annual General Meeting of the VBMA, this constitution, or other rules and regulations of the Murdoch Guild of Students.



7.5 The committee shall not have the power to allocate substantial sums of money without prior approval of a General meeting of the VBMA. A substantial sum in the case is deemed to be over one hundred dollars (\$100.00).

8. Responsibilities of the President.

8.1 To act as chairmen for all meeting of the VBMA.

8.2 To be an ex-officio member on all VBMA committees, subcommittee's, *et al.*

8.3 To coordinate and supervise the activities of committee members.

8.4 To represent the society in all matters relating to the VBMA.

8.5 To authorize expenditure of funds of the VBMA, providing that it is not in contradiction of 3.1, 3.2 and 6.4 of this constitution.

8.6 To familiarize members of the society with the objectives, activities, rules and regulation of the VBMA.

9 Responsibilities of the Secretary

9.1 To record the minutes of all meetings of the VBMA, to maintain a minute's file and to ensure that the minutes are signed by the chairperson of the meeting.

9.2 To ensure a copy of the Annual General Meeting is forwarded to the Clubs and Societies Officer of the Murdoch Guild of Students.

9.3 To maintain a list of the VBMA's members. This will record member's names, contact details, student number and association with the Murdoch Guild of Students. This list remains private and confidential except where deemed necessary to allow access by the Murdoch Guild of Students or the VBMA committee, with valid reason to do so. In such instances it shall only released in confidence.

9.4 To familiarize members of the VBMA with correspondence, minutes and members of the VBMA.

9.5 If the Guild of Students gives four (4) days written notice, provide them with the minutes of any VBMA meetings.



10 Responsibilities of the Treasurer

10.1 To keep a proper book of accounts dealing with property and finance of the VBMA.

10.2 To ensure collection of membership fees from members.

10.3 To prepare a financial statement showing all receipts and payments of the society for the preceding year at the VBMA's Annual General Meeting.

10.4 To prepare and present a budget of income and expenditure for the following year to the Annual General Meeting of the VBMA for approval.

10.5 To familiarize members of the VBMA with the accounts and financial status of the society.

10.6 To submit applications for funding on behalf of the VBMA.

10.7 To ensure the signatories to any of the VBMA bank accounts are current, and that the Murdoch Guild of Students Guild President, is also signatory.

11 Annual General Meeting

11.1 The Annual General Meeting of the VBMA shall be held between September or October every year.

11.2 The following events shall happen at the Annual General Meeting each year;

11.2.1 A report from each of the committee members, giving a summary of their activities and carrying out their responsibilities of the past year.

11.2.2 The election of the committee of the following year.

11.2.3 The passing of the budget of income and expenditure for the following year.

11.3 Quorum for the Annual General Meeting shall be twenty (20) percent or (10) members, whichever is greater.

11.4 Duties of committee members listed under 5.1.4 will be voted on and duties will be outlined in the bylaws.



12 General Meetings

12.1 Each General Meeting of the VBMA must include reports by each member of the committee on the carrying out of their responsibilities.

12.2 Any decision of a general meeting on matters of policy, objectives or activity shall be binding on the committee of the VBMA as long as those decisions are not contradictions with the rules and regulations of the Murdoch Guild of Students.

12.3 Quorum for a general meeting shall be fifteen (15) percent or (10) members, whichever is greater.

12.4 There shall be at least one General Meeting per University Semester. The AGM shall count as a General Meeting in this calculation.

13 Meeting Procedures

13.1 All meetings shall use the standard orders of the Senate as meeting procedure, as published in the University Handbook and Calendar. For "Senate" read "VBMA", for "Chancellor" read "Chairperson" for "Pro-chancellor" read "Deputy Chair". Ignore all references to the Vice-Chancellor. Quorum shall be noted in the Constitution.

Alternatively

13.2 The first motion of each meeting shall be "Standing orders are suspended". All decisions shall be by consensus.

14 Elections

14.1 Elections for the committee shall be held at the Annual General Meeting of the VBMA, except in the case of a casual vacancy, in which case the election will be held at the next General Meeting.

14.2 All elections for all positions shall be by optional preferential system and secret ballot. A returning officer who is not a candidate shall be appointed by the meeting. There shall be a provision for 'no candidate' in each election. If 'no candidate' is elected



the position shall be deemed vacant and nominations shall be open until the next meeting of the VBMA.

14.3 Any member of the VBMA may stand for any position in the VBMA.

15 Powers of members

15.1 Any five (5) members, upon written request may demand the Secretary to hold a meeting to discuss an issue if business noted upon their request.

15.2 Any member, after giving four (4) days written notice may demand of the appropriate committee members the right to view the membership list, (if such a request is made, an abbreviated membership list withholding members addresses and phone numbers will be issued, this is to respect and protect the privacy of members) and/or minutes book and/or correspondence file and/or account books.

15.3 Any member of the VBMA may attend meetings of the committee and will have moving and speaking rights.

16 Dissolution

16.1 The VBMA will be considered to have dissolved in the following circumstances.

16.1.1 Members fall below ten (10) persons.

16.1.2 Three (3) months of the University year (i.e. from beginning of semester one to the end of semester one lapse without an committee or general meeting of the VBMA at which quorum is reached.

16.1.3 An AGM or Special General Meeting (requiring the same amount of notice as an AGM) is called at which it is decided by an absolute majority of members to disband the VBMA. The Guild must be noticed in writing if this occurs.

17 Alterations to the Constitution

17.1 Alterations to the Constitution may only be made be a General meeting of the VBMA. Circulated alterations must be circulated with the items of business (if any).



17.2 Murdoch Guild of Students must first be notified in writing of any alterations to this constitution.

