



**2025-2026**

**Christian Veterinary Fellowship**  
**Student Manual**

(Revised 5/26/2025)



**Christian  
Veterinary Mission**

# Introduction

Each year hundreds of veterinary students participate in Student Christian Veterinary Fellowship (CVF) chapters across the United States. CVM seeks to challenge these students in their Biblical worldview of veterinary medicine and its applications, and encourages students to serve others through their profession, living out their Christian faith. These student chapters promote outreach to others in their campus and community through a variety of student-organized activities and events. Many students also become involved in short-term mission opportunities during their time in veterinary school.

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# Suggested Organization

## President:

- Supervise and coordinate events and meetings for CVF
- Set vision and leadership for CVF
- Coordinate functions & activities of CVF among officers and general membership
- Plan regular officer/leadership meetings
- Communicate general CVF updates to faculty advisor and to vet school at large
- Coordinate mission trips through CVM, or designate another officer or member to fulfill the role as the CVF Missions Coordinator
- We recommend that you set a Constitution and Bi-Laws as part of your CVF group. CVM has samples upon request.
- Act as the main point person between your CVF and your area CVM Region Rep

## Vice-president:

- Aid the president in planning and maintaining CVF activities throughout the year
- Assist in planning Bible study and prayer groups for the year and coordinating Bible study and prayer group leaders

## Secretary:

- Maintain and update contact information for all participants
  - Send updated contact list to CVM Region Rep at the beginning of the school year
  - Send graduate contact list to CVM Region Rep before leaving school at the end of the year
- Maintain and update the CVF website and/or Facebook Page
- Take notes at meetings
- Reserve rooms and maintain correspondence with public as needed

## Treasurer:

- Custodian of the financial resources of the organization and maintain the CVF bank account
  - Collect any monies received in accountable fashion
  - Pay bills as necessary
- Oversee other monetary transactions including fundraising and social activities
- Keep officers informed of CVF's financial status at least once a semester
- Arrange fundraising opportunities for the organization as needed.

## Other Officer Options:

- Some schools have such positions as Historians, Missions Chair, Social Media/PR Chair, and Social Organizer as well. Two other roles we recommend considering are a Delegate for each class/year, and Real Life Real Impact Coordinator (especially if your group will be hosting RLRI this school year.)

NOTE: Remember, these are just guidelines, add officers or consolidate roles as you see fit.

## Bible Studies

Study of God's Word is critical to every believer's spiritual growth! *"Your words have supported those who stumbled; you have strengthened faltering knees"* (Job 4:4, NIV). No one has grown deeper in their walk with God without a scriptural foundation. Having weekly Bible studies is a good way to foster growth and fellowship. It is also a good chance for outreach to the rest of the veterinary school. Encourage CVF members to invite their classmates and be open to seekers. Keep the atmosphere open and friendly so that people of various faiths feel welcome and able to ask questions. You can set up whatever time works best for most students to attend. Many CVF groups find that meeting at lunch works well because students of different years generally have the same lunch hour, and most are already at school. You might consider using the fall as a growth semester and the spring more for outreach or evangelism with your study. Remember to always discern whether any resource is Biblically based through prayer, wise counsel, and referring back to Scripture.

Here are some Bible Study resources for your CVF group:

- The CVM Staff have written a devotional series especially for CVF student groups based on this year's theme of **Grateful** from Psalm 100.
  - Get to know the CVM family and study our theme verse from many angles.
  - Includes 2-page studies through the first 17 verses of Colossians 3, with discussion questions for your group, and short bios about each author.
- There are a number of Bible studies online on the CVM Student Resources page (<https://cvm.org/student-devotionals>) that can be downloaded for your CVF group, including the CVM devotionals: **Grateful, Clothed with Compassion, The Light, Transformed, Grace, Strong and Courageous, Hope, Peace, Joy, Draw Near, Abounding Love** and **Called**. They are put together specifically with veterinary students in mind – one of the studies is written especially for First-Year Students.
- RightNow Media – Take advantage of this gift subscription from CVM to access thousands of video Christian Bible studies and devotionals individually or for your group. Email: [lcharles@cvm.org](mailto:lcharles@cvm.org) for access.
- Your group can also get together and choose any other topics for Bible study. Usually going through a book of the Bible works well. Other sources are NavPress and InterVarsity Press, or just stop by your local Christian bookstore and peruse the Group Bible Study materials.
- Many schools have found it helpful to have separate **Men's** and **Women's** studies, creating smaller more intimate groups, and encouraging vulnerability.

## Prayer

Prayer is vital! *"LORD, hear my prayer, listen to my cry for mercy; in your faithfulness and righteousness come to my relief"* (Psalm 143:1, NIV). Lives centered in prayer find peace, direction, and hope. There are many ways to promote prayer within your group. Here are some ideas that have worked for CVF groups:

- Weekly prayer meeting: Set aside a time each week (such as a breakfast) for members to get together and share prayer requests and pray for one another, maybe before class one morning.
- Prayer Partners: Set up a name exchange at a CVF meeting either at the beginning of the year or at each break. Purpose to pray for the other person each day.
- Prayer requests: Collecting prayer requests can also be used as an outreach to the school at large. If your club has a shadow box or mailbox, prayer requests can be placed here and the club can pray about it at the next Bible study or prayer meeting. Some clubs send out weekly emails with prayer requests. Others use their webpage to collect prayer requests. One school even put a QR code to a Prayer Google form on bathroom stalls for people to add requests to (be sure that's okay with your school if you try this one.)
- Pray before tests: You'll be surprised how many new faces will get involved with this CVF activity, *everyone* can use some prayer before exams.
- Weekly or Monthly Praise and Worship Nights
- NAVLE Prayer: Send out Google doc to get dates 4<sup>th</sup> years are taking NAVLE boards, then pray for them.

NOTE: Remember to keep prayer requests completely confidential.

## Ministry to Others

There are many ways your CVF group can serve. *Matthew 25: 44-45 (NCV) says, "Then those people will answer, 'Lord, when did we see you hungry or thirsty or alone and away from home or without clothes or sick or in prison? When did we see these things and not help you?' Then the King will answer, 'I tell you the truth, anything you refused to do for even the least of my people here, you refused to do for me.'"* Whenever we see others through the eyes of Jesus, we see how to love, serve, give and come alongside to love people toward Him.

- Connect with a local church in an ongoing, supportive ministry that is critically needed in your community.
- Start a pet food pantry to accompany a local human food pantry.
- Local food pantry/soup kitchen/Habitat for Humanity/Ronald McDonald House
- Partner with another club at school for a community service project to be "salt and light" both in the project and in relationship building with other students for His glory.
- Sponsor a family for Christmas through a program such as Angel Tree or Operation Christmas Child.
- Go to a nursing home and have a spa day with worship time.
- Visit a local camp or retreat center with horses or other livestock/pets and treat their animals.

- Check out CVM Animal Impact ([www.cvm.org/animal-impact](http://www.cvm.org/animal-impact)) which supports field worker projects such as the Give a Kid to a Kid goat project for children in Haiti plus many more vital ministries.

## Outreach

As Christians, we are called to share our faith with those around us. *Romans 1:16 (NIV)*, “For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile.” God has given us unique opportunities in veterinary school to reach out to our classmates, faculty and staff.

- Facebook Page/Group or Website: Through your school, set up a Facebook page and Instagram account for your CVF where people can find information about your Bible studies, activities, officer and faculty advisor contact information. Additional information to include could be a list of local churches, schedule of activities, links to CVM and other websites or devotionals, etc.
- New Parent Gift Basket: Put together a special treat for students who are welcoming a child.
- Custodial Meal: Serve a meal to your school’s custodial staff to show your appreciation.
- Kick-off Encouragements: Serve a breakfast for the first-year students to introduce them to CVF, give out first-test treat bags with scripture.
- Weekly Inspirational Emails: Think of short, inspiring quotes, text, and Bible verses to send out weekly to encourage your group.
- Finals Outreach: Think of ways to reach out to the vet school at finals such as, healthy food as a potluck one lunch, candy canes to everyone, inspirational notes around the vet school.
- Pancake Breakfast: Provide waffles or pancakes during finals, but not as a fundraiser...
- Prayer Box: Set out a prayer request box at school, check it often, and pray for the needs that people have in your school.
- CVF Banner and Brochures: CVM Brochures and Banner are available to CVF groups for open house, freshman orientation, club day, annual conferences, or other campus events. Please email ([studentinfo@cvmusa.org](mailto:studentinfo@cvmusa.org)) at least 1 month in advance with the date of the event and number of brochures needed. Banners will be reserved on a first-come first-serve basis.
- Local Church List: This can be placed in students’ mailboxes, emailed to students, or posted on the club website. This is especially important for First-Year students.
- Mailbox Stuffers: These can be little packets of candy and Bible verses to put in students’ mailboxes during finals week or a particularly busy week for one class. This is a great way to show the love of Christ to your classmates in the midst of tests and stress.
- Daily Bread: provide these devotionals for anyone who wants them.
- Teddy Bear Surgery – at your school’s open house.
- Special Meal: Consider preparing a meal for those who have to work in the school hospital on special days like Thanksgiving or Christmas. Or put out free coffee, hot chocolate, and tea during final exam week.

- Ice Cream Train: As a CVF group take little cups of ice cream around to clinicians and students in the vet school as an unexpected treat.
- “Not a Bake Sale” Bake Sale: Treats are free during pre-finals. Take a snack and write a note of encouragement to someone as “payment.”
- One on One with First Years: Take them out for cupcakes or coffee and get to know them one on one.
- Focus on 1<sup>st</sup> and 4<sup>th</sup> Years: Encourage 1<sup>st</sup> and 4<sup>th</sup> Years with candy and messages in mailboxes and potlucks.

## Speakers

Guest speakers are a great way to get other perspectives and delve into “real-world” topics. *Colossians 1:28 (NIV)*, “He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ.” CVM has a database of dedicated Christian veterinary professionals who can speak to your group, ask your Region Rep for such a list. We recommend maintaining a list of local speakers for your area and passing it down from year to year through the CVF officers. Some speaker events can be specific to CVF, while others can easily be of interest to the whole school. Topics that could be addressed are:

- Putting God first in the hectic pace of vet school
- Short-term missions
- Dealing with difficult clients
- International veterinary work
- How to share your faith
- Balancing your family and career
- Surviving your first year out of veterinary school
- Time and money management
- Personal testimonies
- Long-term Missions
- Handling stress
- The list goes on...

## Fundraisers

Fundraisers are not only effective in raising funds, they help get the message out about Jesus Christ through the ministry of CVF. Scripture reminds us that God has given us all we need for His glory (*1 Chronicles 29:11-17*). Fundraising allows your CVF to have funds for social activities, Bible study/outreach resources, short-term mission trips, and even supporting CVM fieldworkers. Below are some examples of what has worked for other clubs:

- The Animal Impact program is an amazing way to change the world for Christ! Monies raised are for animal adoption funds for fieldworkers to use to advance the Gospel in their context. ([www.cvm.org/animal-impact](http://www.cvm.org/animal-impact))
- “Dine with a Doctor” auction
- 5K Fun Run
- Social Media Ask
- Facebook Dessert Auction
- Sell Care Packages to parents to deliver to students during finals –“Survival Kits”
- Rummage sale
- Chili cook-off or international dinner
- Christmas pictures with pets and Santa
- Seasonal Candy-grams
- Pet Treat Valentines
- Make Homemade Valentine’s Cards together and sell them.
- Fall Festival
- Petting Zoo
- Pet Sitting: 60% goes to sitter, 40% goes to CVF group
- Rabies Clinic
- Carnation Sales
- Donut sales, especially during exams, \$1/donut
- Arrange with local restaurants to donate a percentage of their profit for a certain night and promote it throughout your vet school as a community/fundraising opportunity.
- Bake Sale (Donation Based), Book/CD Sales, Cookbook Sale
- Selling T-shirts, sweatshirts, bumper stickers, thermometers, postcards, surgery caps, cat toys/grass, homemade Christmas cards, fair-trade merchandise, Christmas ornaments, sunglass croquis
- Work at a Thrift Store together with other CVF members
- Have a local church provide lunch for your CVF meetings and ask everyone who attends to donate a dollar.
- Doggy Day – Wash people’s cars and dogs, throw in nail trims and ear cleanings for value added service

NOTE: Don’t be afraid to approach local churches, restaurants and businesses to ask for support and partnership with your fundraising efforts. You’ll be surprised how many people in the community want to participate in cause-minded events!

## Missions

Christian Veterinary Mission provides many mission trip opportunities to CVF student groups. *Romans 10:15 (NIV), “And how can anyone preach unless they are sent? As it is written: ‘How beautiful are the feet of those who bring good news!’”*



- Short-Term: Opportunities are available throughout the year and can be from 1-4 weeks in length. Many CVF groups go every year, sometimes twice or more a year! While winter and spring break trips are generally set up by request from the student group in the summer to early fall, student trips for the summer must be selected and confirmed with CVM by December 1, with the first non-refundable deposit due by January 1. Contact the short-term Missions Coordinator at ([shortterm@cvm.org](mailto:shortterm@cvm.org)) for a list of short-term trips especially suited for student groups. CVM also offers online student accounts where support money for trips can be deposited and directed toward your trip. Support can be raised for these trips through family, friends, your local church and other organizations.
- Missions Scholar Program: Students interested in long-term missions with CVM can find a path to learn more through our Mission Scholar Program under Grow>Library>Mission Scholar Program. Ask your Region Rep for details, or check out the app.
- International Apprenticeships: CVM's Missions Apprenticeship Program is an opportunity available to veterinary students in their 3rd or 4th year of veterinary school (or a graduate within 3 months of graduation) who sense a call to long term/career missions. This is 4-6 weeks serving with a CVM fieldworker. A matching program exists through CVM to provide financial assistance. Applications are due November 1<sup>st</sup>, more information can be found on the CVM website: ([www.cvm.org/mission-apprenticeships](http://www.cvm.org/mission-apprenticeships)).
- Support missions by participating in the Animal Impact program. ([www.cvm.org/animal-impact](http://www.cvm.org/animal-impact)).
- Perspectives on the World Christian Movement: Perspectives is a 15-week course you can find at many churches, that CVM highly recommends to learn more about missions. ([www.perspectives.org](http://www.perspectives.org))

## Social Activities

Social activities are a wonderful way to build community within the CVF club, and can also be a method of outreach to other students. *1 John 4:12 (NIV), "No one has ever seen God; but if we love one another, God lives in us and his love is made complete in us."* You can partner with other clubs on campus such as the pre-vet club or Christian Medical Dental Association. Here are some ideas for social events:

- Field trips to a CVM affiliated veterinarian. This can be a rich time of relationship building within the group and with doctors who can mentor and support your CVF
- Fall Festival
- Pumpkin Carving
- Bonfire
- Bowling
- Movie nights
- Potlucks/BBQ (Faculty Reps and Student Ministry Advocates love to host you)
- Game Night
- Christmas caroling

- Christmas cookie or ornament exchange
- A running group, walking group, or work-out group
- Ice cream social
- Super Bowl party
- Events with other local churches or ministries
- Church and Chicken
- Picnic in the Park
- Retreat Weekend
- Graduation Party
- Partner with another local vet school for a picnic, retreat, or service project!
- Be creative!

## CVM-Related Activities

CVM is here as a resource for your fellowship. *2 Thessalonians 1:3 (NIV), "We ought always to thank God for you, brothers and sisters, and rightly so, because your faith is growing more and more, and the love all of you have for one another is increasing."*

- **Two Roads Crossing:** CVM's Podcast which explores the intersection of faith and the veterinary profession is full of interesting content appropriate for your life stage as a student and a future veterinary professional. Episodes are released every other Wednesday, subscribe where you listen to podcasts, watch on our YouTube channel, or check it out on the CVM app and share with your CVF group. ([www.cvm.org/podcast](http://www.cvm.org/podcast))
- **CVM App:** Download the CVM App to find useful information about CVM, connect with others on your short-term mission team, and find details and presentations from CVM events like RLRI and the CVM Veterinary Conference. ([www.cvm.org/mobile-app](http://www.cvm.org/mobile-app))
- **Real Life Real Impact:** RLRI's are weekend student events at various locations early during the spring semester. Each year these conferences rotate between schools within each geographic region of the U.S. These events are organized by CVM and the area Region Rep with help from the host CVF group and faculty advisor. A typical weekend includes speakers, devotionals, praise and worship, and time for fellowship. Check the website ([www.cvm.org/rlri](http://www.cvm.org/rlri)) to find dates, locations, and to register. Start challenging your CVF group early to plan ahead for this awesome weekend!
- **Veterinary Conferences:** At every major veterinary conference, CVM has a booth to introduce the ministry of CVM to a wider audience and to connect to Christian doctors, techs, and students attending the conference. You will be encouraged when you stop by the booth, plus be an encouragement to others, and learn more of what is happening in the ministry at that time. Often, there are one to two CVM gatherings at each conference: a morning breakfast and/or an evening missions seminar. If you are attending any of these conferences, please stop by the booth and ask when/where they will be occurring.

- **CVM Veterinary Conference:** CVM and Nutramax have developed a different way to CE, a veterinary conference with devotionals, worship, fellowship, and ministry sessions. Students enjoy a discounted rate of \$100. Let us know if you're interested, but the cost is prohibitive. Consider attending the conference with some classmates to learn more about veterinary medicine and grow in your faith. ([www.cvmcec.org](http://www.cvmcec.org))
- **Externships:** Externship opportunities with Christian practitioners in the US can be found on the CVM webpage by going to ([www.cvm.org/jobs](http://www.cvm.org/jobs)). There are over 60 practices listed and more are being added, so check back often!
- **CVM's Online Job Database:** The CVM website ([www.cvm.org/jobs](http://www.cvm.org/jobs)) is regularly updated with new employment opportunities in veterinary practices across the country. This is a great resource for 4<sup>th</sup> year and graduating students.
- **Student Christian Veterinary Fellowship Facebook Group:** Join the CVF Facebook group to connect with other students from around the US and Canada as well as glean useful ideas about what other groups are doing and what's going on with CVM!
- **@CVMStudents Instagram:** Follow us on Instagram to keep up with what CVM students are doing around the world and be encouraged!

## About Christian Veterinary Mission (CVM)

Started 49 years ago by Dr. Leroy Dorminy, CVM is an international, interdenominational, non-profit organization that challenges, empowers, and facilitates veterinary professionals to serve others through their profession, living out their Christian faith. We work to change lives and communities by improving the care of livestock and other animals around the world. CVM provides education, resources, and encouragement for those who desire to minister through service, prayer, relationship building, and modeling Christ's love.

CVM is based in Seattle, Washington and has over 10,000 US veterinary professionals and students involved in the organization. Since its inception in 1976, more than 85 veterinarians have served long-term in over 600 combined years of long-term mission service and more than 4,000 short-term veterinary volunteers have served in supporting long-term missions. They have shared the love of Christ by teaching and training farmers about basic animal health care, as well as through direct ministering of the gospel of Jesus Christ. CVM also serves to challenge veterinarians to workplace ministry, fellowship and sharing at professional meeting and local ministry groups. CVM staff and volunteers serve to encourage CVF student groups at over 50 universities through leadership development, retreat weekends, networking, and short-term mission opportunities.

This manual serves to provide a compilation of ideas and guidelines that can be used to help organize and facilitate a CVF chapter. CVM and your CVM Region Rep are always available as resources for your CVF group.



# **Sample CVF Constitution**

## **LINCOLN MEMORIAL UNIVERSITY COLLEGE OF VETERINARY MEDICINE**

### **CHRISTIAN VETERINARY FELLOWSHIP CONSTITUTION & BY-LAWS**

#### **ARTICLE I – NAME**

##### ***Section I:***

The name of the organization shall be called Lincoln Memorial University-College of Veterinary Medicine (LMU-CVM) Christian Veterinary Fellowship (CVF).

#### **ARTICLE II – MISSION STATEMENT**

##### ***Section I:***

As veterinary students our goal is to establish a culture of God's love by serving our college, university, community, nation and world through community service, worship, ministering, and showing God's kingdom through the daily vigor of veterinary life.

#### **ARTICLE III – STATEMENT OF COMPLIANCE**

##### ***Section I:***

Christian Veterinary Fellowship abides by and supports established Lincoln Memorial University and Lincoln Memorial University-College of Veterinary Medicine policies, State and Federal Laws and follows local ordinances and regulations.

#### **ARTICLE IV: NON-DISCRIMINATION STATEMENT**

##### ***Section I:***

Lincoln Memorial University-College of Veterinary Medicine and Christian Veterinary Fellowship do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity,

sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## **ARTICLE V – MEMBERSHIP**

### ***Section I:***

Membership shall be open to all registered students at Lincoln Memorial University-College of Veterinary Medicine. Anyone is welcome to be a member and to come to any of the meetings.

## **ARTICLE VI – OFFICERS**

### ***Section I:***

The officers of this association shall be a president, vice-president, treasurer, secretary, events coordinator, and faculty advisors.

### ***Section II:***

The officers of this organization shall meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. The minimum GPA is 2.50.
2. Be in good standing with the university and enrolled as a Doctor of Veterinary Medicine (DVM) student at Lincoln Memorial University-College of Veterinary Medicine..
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 1 and 2.

## **ARTICLE VII – FINANCES**

### ***Section I:***

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 24 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment. Any money shall be used for special events and any other activity or cause that the executive board deems appropriate.

### ***Section II:***

In the event that the organization is dissolved, the members of the Executive Committee shall decide the manner in which the funds shall be disbursed.

## **ARTICLE VIII – AMENDMENTS AND RATIFICATION**

### ***Section I:***

Amendments to this constitution shall be submitted in writing at a regular meeting of the organization. Said amendment(s) will be presented to the club at the next regular meeting. Amendment(s) will be voted on at next subsequent meeting. In order to adopt the amendment, a vote of two-thirds ( $\frac{2}{3}$ ) of the general active membership is necessary. The amended constitution will be submitted within ten days to the Student Government Association for approval.

### ***Section II:***

This constitution shall become effective upon approval by three-quarters ( $\frac{3}{4}$ ) vote of the membership. Ratified constitutions must be submitted to Student Government Association within ten days for final approval.

## **ARTICLE IX – ELECTION OF OFFICERS**

### ***Section I:***

Eligibility: All officers must be Christian (believe that Jesus is God, is our Savior, died for our sins, and was raised from the dead) as referenced by Christian Veterinary Mission's Statement of Faith.

### ***Section II:***

Nomination of officers: Nominations will be taken at the last regular meeting of March and voted upon at the April meeting.

### ***Section III:***

Election of officers: Officers to be elected will be: a president, a vice president, as treasurer, a secretary, and an events coordinator. Officers will be elected by majority vote of the membership in session at the last meeting of March. All voting will take place online. All positions, regardless of number of candidates, must be voted on by at least three-fourths ( $\frac{3}{4}$ ) of the active club membership. If any candidate that does not receive majority of the votes cast on the first ballot, the names of the two candidates receiving the greatest number of votes shall be balloted upon again.

### ***Section IV:***

Tenure: Terms of office shall begin at the close of the last regular meeting of the calendar year and shall continue until the close of the last regular meeting of the following calendar year.

### ***Section V:***

1. Removal or resignation from office: Officers may be removed from office by one-half ( $\frac{1}{2}$ ) vote of the other officers and two-thirds ( $\frac{2}{3}$ ) of the general active membership if actions are deemed

inappropriate by the membership. The officer is permitted to speak before the Executive Board and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges. All officers or committee chairs wanting to resign from office should submit a letter of resignation to the Executive Board. Officers or committee chairs that are removed or resign from office shall not be allowed to run for office in the subsequent academic year. The officer will be replaced using the election procedures in the By-Laws Article I, Section III.

2. Actions that shall be deemed as inappropriate include the following:

- i. Not fulfilling their duties that have been set down within this constitution
- ii. Unfair treatment of members based on their religious denomination.

3. Any complaints against Executive Board members should be turned into the faculty advisor with a formal written statement. The faculty advisor has the ability to take any actions they deem fit.

4. Any complaints against a member should be turned into the Executive Board with a formal written statement. Statements will then be discussed and any appropriate action, if necessary, will be taken.

## **ARTICLE X – DUTIES OF THE EXECUTIVE OFFICERS**

### ***Section I:***

The duties of the President shall be:

- 1. to preside over all meetings
- 2. to represent organization on campus
- 3. to ensure that the organization is operating in conformity with the standards set forth by Lincoln Memorial University-College of Veterinary Medicine and Student Government Association
- 4. to appoint committees as deemed necessary to carry out chapter objectives and to establish the necessary duties for each
- 5. to maintain communication with organization adviser
- 6. to help lead Bible studies and prayer

### ***Section II:***

The duties of the Vice President shall be:

- 1. to preside over meetings in the absence of the president
- 2. to schedule meetings/events with appropriate University offices
- 3. to coordinate organization promotion and publicity of events
- 4. to represent CVF at Student Government Association meetings
- 5. to help lead Bible studies and prayer





### ***Section III:***

The duties of the Treasurer shall be:

1. to maintain accurate record of organization transactions
2. to develop organization budget and present to membership for two-thirds ( $\frac{2}{3}$ ) vote
3. to co-sign organization checks along with Advisor
4. to arrange fundraising opportunities for the organization
5. to solicit additional funding if needed from the Student Government Association
6. to associate in conjunction with the President
7. to help lead Bible studies and prayer

### ***Section IV:***

The duties of the Secretary shall be:

1. to notify members and potential members of the meeting times and places
2. to keep a current member list and keep brief minutes of the meetings
3. maintain a listserve for those who wish to receive extra information and updates regarding CVF
4. to help lead Bible studies and prayer

### ***Section V:***

The duties of the Events Coordinator shall be:

1. to organize special events: find a speaker, reserve a room, and provide necessary items
2. to plan and organize a mission trip
3. to organize any other social activities
4. to help lead Bible studies and prayer

### ***Section VI:***

The duties of the Advisor shall be:

1. to maintain communication and meet with officers regularly
2. to have awareness and approval of financial expenditures
3. to ensure that the organization is operating in conformity with the standards set forth by Lincoln Memorial University-College of Veterinary Medicine and the Student Government Association
4. to be the peer mediator for any complaints lodged against an Executive Board member or club member
5. to help lead Bible studies and prayer

## **ARTICLE XI – MEETINGS**

### ***Section I:***

The organization shall hold regular meetings unless otherwise stated by the Executive Board, who has the authority to change and/or cancel meeting when deemed necessary. The organization meeting date, time, and room will be determined by the Executive Board. Members will be notified in advance.