



STUDENT CHAPTER

Student Officer Manual

The Student Chapters of the American Association of Feline Practitioners (SCAAFP) Faculty Advisor and Officers should be aware of the information in this Manual.

American Association of Feline Practitioners (AAFP)

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I. Introduction

Welcome to the American Association of Feline Practitioners' (AAFP) Student Chapter Manual. The AAFP is dedicated to helping you reach your goal of increasing the standards of care provided to cats by providing resources to you through your Student Chapter. Many of the tools you will need to become a successful feline practitioner (veterinarians and veterinary technicians who treat cats), researcher, or leader in the profession are available through the AAFP—beginning with this manual—which is designed to enhance your personal development by providing information and guidance.

With the relaunch of official AAFP Student Chapters in 2023, the AAFP and its Student Engagement Committee are dedicated to fostering the development of AAFP student members, increasing feline education in veterinary and technician schools, and overseeing Student Chapters of the AAFP (SCAAFP).

This manual contains helpful information and is intended to help you run your SCAAFP more efficiently and in concert with the AAFP's mission and core values. We are constantly looking for ways to improve, so please do not hesitate to contact AAFP Headquarters staff and leadership with suggestions.

Thank you for serving your fellow students and the AAFP as an officer of your school's AAFP Student Chapter. We are excited about your interest in being a champion of feline medicine and wellbeing. Thank you for your commitment to the AAFP.

II. About the AAFP

a. Mission

The American Association of Feline Practitioners (AAFP) supports its members in improving the health and wellbeing of cats through high standards of practice, continuing education, and evidence-based medicine.

b. Vision Statement

We are the trusted leaders in feline health and wellbeing for the veterinary community and cat caregivers.

c. Core Values

- **Mission and Member-driven:** We work collaboratively and demonstrate a constant commitment to the best interests of our members.
- **Science-based:** We lead with science, providing trusted and evidence-based information. We support veterinary teams in their education and awareness of feline health and wellbeing, increasing the standards of care for cats, and encourage the ongoing pursuit of knowledge.
- **Professionalism:** We uphold high standards for the endeavors of the Association on behalf of our members and the community, acting with integrity, honesty, and respect in all of our individual pursuits and collective initiatives.
- **Diversity, Equity, Inclusion, and Access:** We commit to convene and nurture a diverse community of individuals, and respect the dimensions of diversity among us and the populations we serve. We further value the differences in ideas, perspectives, and people in our community in order to foster an environment of inclusion in pursuit of excellence in feline medicine and surgery.
- **Accountability:** We practice prudent financial decision-making and accountability, as well as demonstrate commitment, passion, and leadership to our members.

- **Respect:** We practice positive and effective communication, promote individual and organizational growth, work as a cohesive team, and support leadership decisions to be one voice for the Association.

d. What We Do

The AAFP works to improve the standards of feline health, in part by providing its members with progressive research and valuable resources. A few of these benefits include support of peer-reviewed scientific research in the *Journal of Feline Medicine and Surgery*, practical medical articles in *The Feline Practitioner* magazine, breakthrough continuing education offered at the AAFP Conferences and other events, and the well-respected and highly utilized Practice Guidelines, Educational Toolkits, and Consensus Statements developed by the AAFP.

The AAFP has established a reputation as a leader in the field of feline medicine. To that end, the Association has several initiatives to improve and standardize the delivery of feline veterinary care. Two of the highlighted endeavors developed by the AAFP are the Cat Friendly Practice® (CFP) Program and Cat Friendly Certificate Programs. These Programs provide support to veterinarians by outlining strategies for introducing changes in the delivery of care that incorporate a better understanding of the cat's distinct needs and behaviors.

AAFP members are veterinarians, technicians, and other veterinary professionals dedicated to improving feline health and wellbeing, and creating a better experience for each cat and caregiver. Members come from a variety of backgrounds, including small/mixed animal, feline-only, academia, corporate, shelter, relief, government, and more!

III. Chapter Structure

a. Official Name

The official name of your student chapter should be the Student Chapter of the American Association of Feline Practitioners (SCAAFP); add your school's name before or after (i.e., ABC University's SCAAFP or the SCAAFP at ABC University).


b. Purpose of Student Chapters

AAFP Student Chapters shall encourage students to become more involved in as well as increase their feline education. There are three primary goals:

- to encourage student involvement in learning about feline medicine and utilizing Cat Friendly best practices
- to provide information, services, and support for students seeking to further their interest in feline medicine and wellbeing
- to encourage learning and growth

c. Faculty Advisor (Criteria and Duties)

- i. Each Student Chapter is required to have a Faculty Advisor who is a current member of the AAFP. Faculty Advisors should be affiliated with a veterinary school in a professional position, either as a faculty member and/or clinician.
 - If a person meeting these criteria is not available, a resident or intern can be a temporary Faculty Advisor provided their residency is in good standing. Second-year residents are preferred so as to preserve the continuity of the Student Chapter.
- ii. Faculty Advisors support the Student Chapter and its officers and members. They provide guidance and recommendations to the Chapter as it relates to supporting the Purpose of the Chapter (noted above in Section III.b.) and the school's policies and rules.

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- iii. The presence of Faculty Advisors at Student Chapter meetings is beneficial to the Chapter, and the Faculty Advisor is asked to make every effort to attend Chapter meetings.
 - iv. More information about Faculty Advisors can be found in the SCAAFP Faculty Advisor Manual.

d. Officers

Operations within each Student Chapter may vary depending on the size, structure, and organization of the Chapter at each school.

- i. The Chapter should, at a minimum, have three Officers, including the President, Vice-president (or President-elect), and the Treasurer-Secretary. The role of Treasurer and Secretary might be fulfilled by the same individual or two different members. Some larger Chapters may have additional roles, including both Vice-president and President-elect, as well as, but not limited to, Lab/Event Coordinator, Fundraising Chair, Merchandise Chair, Open House Coordinator, or Class Representatives.
- ii. The Officers and the Faculty Advisor make up the Executive Committee.
 - **President:**
 - is the direct student member liaison with the AAFP.
 - ensures that the mission of the Chapter is well articulated and all students that are interested in feline medicine and wellbeing are encouraged to join.
 - ensures all Chapter Members register as Student Members of the AAFP on the AAFP's website (see Section III.e.). It is recommended that the Vice-president/President-elect be responsible for this task.
 - reviews the Chapter Membership list at the start of each school year to verify that each student has signed up for their free AAFP membership and removes those who have graduated.
 - ensures that meetings, workshops, and fundraisers are organized, educational, and accessible. The President may organize speakers, food, and company sponsorships for each meeting in coordination with other Officers.
 - leads the Chapter and meetings, which are planned and organized, flow smoothly, end on time, and ensures that each member feels included and educated.
 - arranges for Executive Committee (Officers and Faculty Advisor) meetings on a monthly basis or as needed.
 - communicates directly with the Faculty Advisor, keeping them updated and informed on SCAAFP activities, and asks for assistance and guidance as needed.
 - sends the AAFP the new Officers' names and contacts as soon as they are available.
 - delegates any tasks to other Chapter Members or Officers as needed.
 - provides ongoing analysis of Chapter meetings and includes the other Officers in goal setting.
 - trains the incoming President at the end of the academic year, or trains the President-elect throughout the term.
 - **Vice-president/President-elect:**
 - is responsible for making sure all Student Chapter Members register as Student Members of the AAFP on the AAFP's website (see Section III.e.).
 - helps organize and coordinate meetings, events, workshops, and fundraisers with the other Officers. Suggestions of responsibility may include: reserving event spaces, acquiring supplies for wet labs and events, and/or organizing one wellbeing-focused event per semester or academic year if time and funding permits.
 - is available to help the President, and step in and perform the President's responsibilities if they are absent.
 - acquires member feedback, reviews of the organization, and reports back to the President in order to improve the organization for its members.
 - trains the incoming Vice-president/President-elect at the end of the academic year.
 - **Treasurer:**
 - follows all policies, procedures, and regulations set forth by the University.

- maintains all financial responsibilities including: cashing checks, writing checks, balancing the books, maintaining an active Chapter bank account in good standing, setting up means for accepting electronic payments, and submitting a financial statement and budget at each Executive Committee Meeting and at the first Student Chapter Meeting of the school year.
- is responsible for all Chapter coordination of payments for all meeting food/beverages, when required, or designates another Officer to do so if they cannot for any reason.
- maintains a direct line of communication with Chapter Officers regarding the status of the account and policies that pertain to it.
- works in conjunction with other Officers to ensure that events, workshops, and fundraisers are within budget.
- maintains an accurate, up-to-date ledger of all expenditures, receipts, and profit for the existing financial year.
- maintains timely collection of all revenue, including membership dues and Chapter fundraising profits.
- applies for any relevant sources of funding from the University that are available to registered student organizations, if applicable.
- stores the bank ledger in the Dean's office at the end of the academic year or in a place designated by the school's (or if none, the Chapter's) policies.
- trains the incoming Treasurer at the end of the academic year.
- ensures that the incoming Treasurer is added to existing bank accounts and has all necessary access credentials prior to outgoing Treasurer leaving the position.
- **Secretary:**
 - takes minutes during Chapter and Executive Committee meetings.
 - keeps a record of attendance at Chapter meetings (and other Chapter events, such as field trips, fundraising shifts, etc.).
 - manages the Chapter's email account, including responding to important emails and inquiries in a timely fashion and forwarding messages to the appropriate Officer(s).
 - assists with drafting, proofreading, and sending Chapter emails.
 - trains the incoming Secretary at the end of the academic year.
- iii. Student Chapter Officers are expected to attend all meetings and events. If extenuating circumstances prohibit attendance, the other Officers should be notified as soon as possible.

e. Membership

- i. Chapter Members must be currently enrolled in a veterinary college or University, or in a veterinary technician school, and be students in good standing at their respective institutions.
- ii. Chapter Members **must sign up as an AAFP Student Member through the AAFP website** (for free) and update their contact information as needed. (Note: Each student MUST sign up on their own in order for the AAFP to comply with data protection laws and requirements. Signing up at your school does NOT automatically make you a Student Member within the AAFP)
- iii. Members must abide by the Chapter's policies and bylaws, and the AAFP's Core Values (see section II.c.).

IV. Responsibilities

a. Timeline and Requirements

- i. August: incoming Presidents will receive a welcome email in mid-August with information, resources, and reminders.
 - The President will receive a video, sample email text, and information to share with Chapter Members.

- The President will record which students have graduated or are no longer in the Chapter, and confirm officers and other necessary information. This should be returned to the AAFP within 60 days of the start of the school year.
- Send new Officer names and emails to the AAFP as soon as they are available (for some schools this may be in the spring and others in the fall).
- ii. September/October: hold your first Chapter meeting; show the AAFP introduction video and ask all Chapter Members who have not signed up to be a Student Member of the AAFP (for free) to do so. More information will be supplied in the President's Welcome Email.
 - Note: Every member in your Chapter MUST sign up as an AAFP Student Member on the AAFP website. This membership is free.
- iii. March: the AAFP will send the Faculty Advisor and President a notification about Outstanding Senior Awards.
- iv. Throughout the year: the AAFP will communicate news, resources, opportunities, and information with Student Members, Officers, and the Faculty Advisor. Please see Section VI.a. and VI.b. for a full list.

b. Other

- i. Each Student Chapter determines its own level of activity and service. At a minimum, it is desirable to have a program for freshmen to familiarize them with the AAFP and the Student Chapter. A social function early in the school year is a good way to start the year's activities. Educational and other types of activities can be organized as needed and determined by the Chapter.
 - Common types of activities include guest speakers, wet labs, community service projects, webinars, and social functions.
 - Chapters are encouraged to plan events and meetings in advance of the start of the semester. It is recommended that the first event be held during the first week or two of the new semester, as this can be critical for recruiting members and they also are generally better attended than those that occur after one month or more.
- ii. Each Student Chapter of the AAFP should coordinate its activities and schedules with the Student American Veterinary Medical Association (SAVMA) and other veterinary campus organizations to avoid overlap, duplication, competition, and scheduling conflicts. Veterinary school policies vary widely. Activities that are possible at one school may not be at another. Be sure to review your school's procedures and regulations, and speak with your Faculty Advisor (and possibly SAVMA President at your school), before organizing SCAAFP campus activities.
 - It can be beneficial to work with other related student organizations/affinity groups and collaborate with them on events. Collaborative events reach a wider audience and promote teamwork, communication skills, and an enhanced sense of inclusivity and community.

V. Logo Usage

a. Logo Use Policy

The President will be sent the AAFP Student Chapter logos in the Welcome Email. See examples on page 8.

- i. The Chapter may use the logos to promote the Chapter and its activities.
- ii. Only Registered Student Chapters of the AAFP may use the logos.
- iii. AAFP marks and logos may not be altered in any manner. The name of the Student Chapter may be added under the logo.
- iv. Permission to use the Student Chapter logos permits a Student Chapter to promote itself as an SCAAFP affiliated organization. The logos should be used in a professional manner.
- v. Designs that reference alcohol, illegal substances, hate speech, non-inclusive language, explicit graphics, profanity, or other objectionable topics are prohibited.



VI. Benefits of Student Chapters: Opportunities and Support


a. Student Member Benefits

Chapter Members receive the following benefits after **signing up for free** as an AAFP Student Member (note this must be done by the individual through the AAFP website): A separate flyer outlining these benefits is available to share with the Chapter Members.

- i. **Honors and Recognitions**—You will be able to apply for:
 - Student Chapter Outstanding Senior Awards
 - AAFP Student Scholarships throughout the year
 - The AAFP Board Student Representative position
 - Conference Volunteer Opportunities (we can't wait to meet you in person!)
- ii. **Student Member Rates**—Enjoy a great discount on registration for AAFP's Spring into Feline Medicine eConference and Annual Conference Registration.
- iii. **Access to the AAFP Member Directory**—What better way to grow your network than by connecting with other members of the AAFP? The AAFP Member Directory is your portal to finding mentors, externships, and even future jobs.
- iv. **Free AAFP Webinars**—You now have free access to all AAFP Live Webinars that include Q&A with the speakers as well as free access to the entire eLearning Center's on-demand webinars (that's 60+ webinars and the list is always growing!).
- v. **Cat Friendly Certificate Program**—Every AAFP Student Member will receive a free registration code to complete the Cat Friendly Certificate Program. This award-winning program is designed to build your knowledge, skills, and best in-clinic practices for feline medicine. Completing the Cat Friendly Certificate Program will allow you to:
 - Build confidence in working with cats.
 - Demonstrate a personal commitment to feline health.
 - Showcase your feline expertise while contributing to your professional development.
 - Enhance your ability to fulfill client and patient needs.
 - Offer transferable tools and knowledge.
- vi. **Online Publications**—Learn about cutting edge feline medicine, crack tough cases, and keep connected with free online access to:
 - *The Feline Practitioner*—AAFP's official quarterly membership magazine that's full of exciting medical articles from respected experts in their practice areas.
 - *JFMS Monthly* eNewsletter—See highlights from recently published JFMS articles.
 - *Student Connection* eNewsletter—Learn about news and opportunities for students.
- vii. **Member Discount Center**—Here you can find discounts on electronics, as well as travel (hotels, flights, rental cars), concerts, sports, and live events; movie tickets; and more.
- viii. Plus, you will be staying informed about the latest in feline medicine and wellbeing, as well as the latest resources and opportunities.

b. Additional Chapter Benefits

- i. Opportunity/permission to utilize the AAFP's eLearning Center CE as educational presentations during a Chapter Meeting. (*Don't have a speaker for your meeting? Select from our growing list of webinar recordings from AAFP's eLearning webinar library to play during your meeting.*)

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- ii. Opportunity for the Chapter to receive bulk student discounts for attending the AAFP Conference (virtually or in-person); four or more students from the same university can take advantage of our group rate.
 - iii. Staying informed about the latest in feline medicine and wellbeing, as well as the latest resources and opportunities.
 - iv. Video Introduction to the AAFP and the Chapter to play at your first meeting—including how to sign up as an AAFP Student Member, AAFP benefits, and more.
 - v. Use of the AAFP Student Chapter Official Logo (consult the Logo Usage Policy in Section V).
 - vi. Student Chapter Directory Listing.

VII. Governance: Chapter Management and Leadership

These recommendations are designed to help guide Chapter management. Each Chapter may have their own governance structure.

a. How to Conduct a Meeting

- i. *Robert's Rules of Order on How to Run a Successful Meeting*
 - Call to Order
 - Approval of the Minutes of the Last Meeting
 - Reports of Officers and Committees
 - Old Business
 - New Business
 - Announcements
 - Professional Program
 - Adjournments

b. Recommendations for New Officers

- i. Officer Transition Plans and Protocols—Officer team elections should take place two months prior to the end of the semester; this may vary based on the school's calendar. Incoming officers will shadow outgoing officers during the last month of the school year. Each outgoing officer will prepare transition materials that will be passed on to their successor (recommended in a Google folder or a shared Google Drive account for the chapter). The incoming/outgoing officer pairs will meet to review the materials.
- ii. Learn as much about the AAFP and SCAAFP as possible.
- iii. Use the SCAAFP Manual as a guide throughout the year.
- iv. Be actively involved as a member before accepting office.
- v. Identify potential leaders early in their membership.
- vi. Incoming Officers start preparing well in advance of their years in office (e.g., goals, objectives, programs).
- vii. Share responsibilities among Officers to encourage involvement and knowledge of SCAAFP.
- viii. Engage with the AAFP's activities, programs, education, and other members.
- ix. First-year Student Officers—Chapters may choose to elect an officer from the class of first-year students at the beginning of the school year. The candidate should become familiar with the contents of this manual and be an active participant in Chapter activities.

c. Sample Bylaws

Below is a bylaw template that may be adapted to your Student Chapter.

BYLAWS
**FOR STUDENT CHAPTERS OF
THE AMERICAN ASSOCIATION OF FELINE PRACTITIONERS**

ARTICLE I. NAME

The name of this organization shall be known as the _____ (University Name) _____ Student Chapter of the American Association of Feline Practitioners (SCAAFP).

ARTICLE II. OBJECTIVES

The objectives of this Chapter shall be:

- to enhance the feline educational opportunities of students
- to share feline knowledge, research, resources, and best practices with students
- to promote the exchange of professional knowledge among students and practitioners for the advancement of feline health and wellbeing

ARTICLE III. OFFICERS

The officers of this Student Chapter shall be a President, President-elect (or vice president), and Secretary-Treasurer. The Officers must be AAFP Student Members. The position of Secretary-Treasurer may be split into two separate positions, if the size of the Chapter allows. Other official positions may be appointed by a Chapter if deemed necessary.

ARTICLE IV. ELECTION OF OFFICERS

A. Section 1

Eligibility: Only active members shall have the privilege of voting or holding office. All Officers must be Student Members of the AAFP in addition to members of their SCAAFP Chapter.

B. Section 2

Election: Officers will be elected by majority vote of the membership. Electronic voting will be utilized to ensure that a maximum number of the Chapter Members may vote, even if they cannot attend an in-person meeting. If approved by the Chapter, a vote may be taken during an in-person meeting by use of paper ballots rather than a show of hands.

C. Section 3

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

ARTICLE V. DUTIES OF OFFICERS

A. Section 1

The duties of the President shall be to:

1. Preside at regular and special meetings of the Chapter.
2. Appoint committees as deemed necessary to carry out Chapter objectives.
3. Coordinate and supervise activities of the Chapter.
4. Act as liaison with faculty advisor and the AAFP.

B. Section 2

The duties of the Vice President/President-elect shall be:

1. To serve a 2-year term, first as Vice President/President-elect, then as President.
2. To preside at meetings of the chapter in the absence of the President.
3. To assist in the organization of chapter activities with other Officers.
4. To identify future options for growth and participation.

C. Section 3

The duties of the Treasurer/Secretary shall be:

1. To take minutes of each meeting of the Chapter and report these minutes at the next regular meeting.
2. To be custodian of the funds of the Chapter and maintain financial responsibilities.

ARTICLE VI. MEMBERSHIP

A. Section 1

Chapter Members must be currently enrolled in a veterinary college or University, or in a veterinary technician school, and be students in good standing at their respective institutions; have professional interest in feline practice; and share the goals and objectives of the Student Chapter.

B. Section 2

All Student Chapter members must be registered as AAFP Student Chapter Members.

ARTICLE VII. MEETINGS

A. Section 1

The place, dates, and times of regular meetings shall be decided by majority vote at the first meeting of the academic year, to be called at the President's discretion.

B. Section 2

The order of business at regular meeting shall be:

1. Call to order
2. Approval of the minutes of the last meeting
3. Reports of Officer and Committees
4. Old Business
5. New Business
6. Announcements
7. Professional Program
8. Adjournments

C. Section 3

Quorum: The membership present at a duly called regular meeting or special meeting shall constitute a quorum for the transaction of business. According to *Robert's Rules*, the definition of a quorum is "the minimum number of voting members who must be present at a properly called meeting to conduct business in the group's name."

D. Section 4

Special meetings of the Chapter may be called upon by a majority of the Officers, or upon petition of a majority of active members. Notice of such special meetings and their purpose(s) shall be given to all members at least 5 days before they are to be held. The business of a special meeting shall be limited to the purpose(s) for which it is called.

E. Section 5

There must be a Faculty Advisor for the Student Chapter. The Faculty Advisor must be a current member of the American Association of Feline Practitioners and should attend as many Chapter meetings as possible.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended at any regular or special meeting of the Chapter by a majority vote of the present members provided the proposed amendment is presented in writing and has been read to the members present.