



Guidelines for WAVMA Student Chapters

This document is intended to serve as a guideline to assist the formation of WAVMA Student Chapters at veterinary schools throughout the world.

The World Aquatic Veterinary Medical Association encourages any recognized school or college of veterinary medicine to organize a WAVMA Student Chapter. Student Chapters are made up of veterinary students and at least one full-time faculty or staff member who are interested in any aspect of aquatic veterinary medicine and are WAVMA members.

SUGGESTED GENERAL STRUCTURE AND FUNCTION

- To identify its unique identity, a chapter should include the name of the university and WAVMA - e.g. *Hokkaido University WAVMA Student Chapter*
- To be able to function properly, a Chapter should have at least 5 student members, three of whom should be prepared to serve as Chapter Officers and are willing to organize, coordinate and facilitate activities, and a full-time faculty or staff member of the veterinary school or college who will serve as the Faculty Advisor.
- Chapter members should select Chapter Officers annually, based on the veterinary school's academic year, these typically include a President, Vice President, Secretary and/or Treasurer who will help in the day-to-day operations and set the directions for the Chapter. Chapter members should also appoint or approve a Faculty Advisor.
- A Chapter should draft bylaws that describe the structure, function and anticipated membership programs of the Chapter, which will assist and provide general direction and operational guidance for the Chapter. Before the Chapter is officially recognized by WAVMA, the Chapter bylaws and any other operational documents must be approved by the WAVMA Executive Board.
- The Chapter Faculty Advisor will assist the Officers and the Chapter members in facilitating general activities of the Chapter. He/she will also: serve as a mentor and advisor to Chapter members on career options and appropriate aquatic veterinary courses and other educational opportunities; promote WAVMA and participation in WAVMA programs to students; oversee chapter financial affairs; and, assist in organizing Chapter aquatic veterinary seminars, workshops, wet labs, site visits, and other activities.
- Each WAVMA Chapter should provide reports of Chapter activities to the WAVMA Executive Board at least twice a year. These may be published in *The Aquatic Veterinarian* to keep other Chapters and WAVMA members informed.

CHAPTER PRIVILEGES

The following are examples of programs and privileges available to Student Chapters:

- Low annual WAVMA Student Membership (\$25), with 50% of the annual Chapter member's dues received available each year to support Chapter-organized seminars, workshops, wet labs, site visits, and other programs and activities.
- Receive a reduced rate (50%) for WAVMA Full Member dues the year after graduation.
- Access to the WAVMA Student Externship List and Available Jobs Listing.
- Access to the John L. Pitts Aquatic Veterinary Education Awards Program, which offers financial support to veterinary students and recent graduates allowing them to explore a career in aquatic veterinary medicine.
- Access to *The Aquatic Veterinarian* and members-only areas of the WAVMA website.
- Access to WAVMA promotional flyers, brochures and other materials for distribution to other students.
- Free or discounted registration for WAVMA meetings, symposia, conferences or educational webinars (WebCEPD).

- Access to the WAVMA Certified Aquatic Veterinarian Program (CertAqV) that identifies core subject matter necessary for practicing aquatic veterinary medicine, educational sources for these, and certifies individuals with knowledge, skills and experience in these areas.
- Access to WAVMA e-mail listservs, including Members-L and Student-L.
- Assistance in organizing and promoting and the use of WAVMA's name and logo for Chapter programs and activities.

GETTING STARTED AS A WAVMA STUDENT CHAPTER

Once a core group of veterinary students and a full-time faculty member are identified, contact should be made with one of the WAVMA Student Chapter Liaisons (see below for contact information). The liaison will provide guidance, offer suggestions, and will assist with developing the needed documentation and bylaws for forming a Chapter. This documentation should minimally include:

- The name of the Chapter, a list of WAVMA members at the veterinary school, and who will be the initial Officers and Faculty Advisor.
- Draft bylaws of the Chapter.
- A list of potential programs and activities the Chapter might want to implement over the following 12 months.

Documents and bylaws describing the Chapter must be consistent with WAVMA policies and bylaws (accessible at www.wavma.org), and may address:

- Annual election of Officers and Faculty Advisor and continuity of operation (to correspond with graduation and the academic year).
- How Chapter members will interact with the Faculty Advisor.
- Establishment of standing committees to oversee specific Chapter programs.
- Frequency of Chapter Officer and member meetings.
- Interaction with other Student Chapters.
- Participation in WAVMA sponsored programs and opportunities.
- Who will provide written reports to WAVMA, and when.
- Strategies for promoting the Chapter and increasing membership.

WAVMA STUDENT CHAPTER LIAISONS

Individuals wishing to form new WAVMA Student Chapters should contact the following individuals who are prepared to serve as liaisons to assist with the formation and operations of WAVMA Student Chapters:

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