



## IVSA MEMBER ORGANIZATION

### Invitation Letter and General Information





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## Invitation to join IVSA

Dear all,

We are so glad to be able to send you an invitation to join the only international student organization for veterinary medicine students on the globe. We would love to welcome you to our big family from all over the world.

The mission of IVSA is "to benefit the animals and people of the world" by harnessing the potential and dedication of veterinary students to promote the international application of veterinary skills, education and knowledge.

If you join IVSA and found your own IVSA Membership Organization at your school or within your association, all your students/members would benefit from our projects and committees, like:

- Development Fund
- Standing Committee on Animal Welfare
- Standing Committee on One Health
- Standing Committee on Veterinary Education
- Standing Committee on Student Wellness
- Working Group on Policies
- Working Group on Alumni

You will also get the chance to participate in our exchange program, which offers our student members the possibility to do individual or group exchanges at veterinary faculties in other member countries. Our members also have the opportunity to meet vet-students from all over the world at the annual summer congress and winter symposium (northern hemisphere seasons) - these events also include General Assemblies, workshops, lectures, sightseeing, cultural and social activities.





Moreover, you can host or attend an international or continental event hosted by another Member Organization to see how veterinary medicine is practiced around the globe and how to improve the education level of veterinary medicine in order to build a better future for our profession.

IVSA is also your voice in international veterinary medicine organizations. We are invited to discussions and meetings to represent the opinion of veterinary students on an international level. For example during congresses from different partner organizations of IVSA, like WVA (World veterinary association), EAEVE, WHA, OIE, WSAVA and many more. So participate in IVSA to make sure your voice is heard!

Furthermore, you will have full access to the information on the IVSA homepage, where you can e.g. download our quarterly electronic newsletter. You will also receive a monthly newsletter from our Member Organization Director (MOD) to be up to date with all IVSA activities.

If you are interested in joining IVSA, you should simply fill in the application form and the questionnaire, prepare your PowerPoint presentation and send it to the MOD. After being approved at the General Assembly (GA) by our members and paying your fee, you will receive a certificate stating that you are now an official Member Organization of IVSA.

For more information visit our IVSA webpage – [www.ivsa.org](http://www.ivsa.org) . Welcome to our IVSA family

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## General Information about IVSA

### WHAT IS IVSA?

The International Veterinary Students' Association (IVSA) is a non-profit, non-partisan organization run by the volunteer efforts of veterinary students worldwide. It was established in 1951 to promote the international exchange of veterinary skills, education and knowledge.

IVSA's principal aims are to:

- Encourage veterinary students to use their knowledge and abilities for the benefit of both animals and humans.
- Raise the overall standard of veterinary education worldwide.
- Actively support measures to improve the standard of animal welfare worldwide.
- Provide opportunities for veterinary students to undertake education in important areas outside traditional veterinary training.
- Encourage cooperation between members, veterinary student associations and international organizations.

IVSA meets these goals by:

- Promoting and facilitating professional and scientific exchanges as well as projects and extracurricular training for veterinary students.
- Arranging international Congresses and Symposia to promote international understanding, exchange of ideas and best practices, and appreciation of animal health issues in different environments.
- Supporting veterinary education, particularly in disadvantaged countries, via the Development Fund and various scholarships
- Representing professional interest of veterinary students by collaborating with various professional bodies and organisations in the fields of veterinary care and public health.





## Exchanges

IVSA offers you different kinds of exchanges:

### Individual exchange:

Students can have the opportunity to see practice in veterinary labs, farms, in a private clinic, hospital etc. for two to six weeks in all member countries. The Exchange Officers (EOs) of local organizations are responsible for making these exchanges happen. They can help the exchange student to arrange a placement, and they can often provide free or cheap accommodation and help him/her arranging this training according to the MO EO manual.

### Group exchange:

The EOs of local organizations are responsible for organizing at least one group exchange per year according to the rules for IVSA group exchanges. During the group exchange program, a group of veterinary students will visit another country to discover how veterinary medicine is practiced there, to attend some lectures and workshops and also to discover a new culture and tradition. Then, the first hosting members will visit the other country for their own unforgettable experience and to deepen their friendship. The group exchanges are one of the most important features of IVSA, which give IVSA a "special spirit".

## Events

Any member organization can organize an international or continental event. This event should include lectures, workshops, a faculty tour, visits to interesting places, etc. The Member Organization Director (MOD) will help the Organizing Committee (OC) by providing manuals and all information needed to make this event successful.

Annually one of our Member Organizations (MO) organizes a summer congress and another MO a winter symposium. These two events are the most important ones for IVSA, because we use them to hold our General Assemblies (GA). The GAs consists of the Executive Committee (ExCo) and the delegates from our MOs. In those GAs we discuss the future of IVSA and vote for new Executive Committee members every year.





## Member Organization

A Member Organization (MO) consists of a group of veterinary students. It could be a national veterinary student organization, or just a group of interested veterinary students from a veterinary school or country. All members of a Member Organization have the right to apply for the activities of IVSA, for example Congresses and Symposia. Group members are also welcome to arrange local IVSA events, group and individual exchanges and much more. All members have access to the publications of the IVSA.

Each Member Organization also has the right to vote and to speak at General Assembly, which is held twice a year at summer congress and winter symposium (northern hemisphere seasons).

### Structure

The Member Organization (MO) consists of the local President, the Exchange Officer and at least one additional member.

The Local President (LP) is responsible for:

- Public relations of the MO, asking for support and being in contact with the Dean of the faculty/ies or college(s), the head of the veterinary authority in your country, the head of the national veterinary association, etc.
- Publishing articles about local IVSA activities in veterinary magazines and the IVSA newsletter, being in contact with the IVSA Executive Committee (ExCo), and nurturing contacts with actual and possible sponsors.
- Make the annual Payment of the membership fee.

The Exchange Officer (EO) is responsible for:

- Arranging group and individual exchanges, being the contact person for incoming and outgoing students.
- Contacting veterinarians or veterinary institutions that are willing to host an international student, and helping to find accommodation for them.





- Collecting information about IVSA, IVSA events and scholarships and giving it to other veterinary students.

The Member Organization Director will assist the Exchange Officer in any problems he or she may have.

Other members:

There should be at least one additional member. Other members can assist the LP and EO with their work and take over responsibilities such as treasurer, coordinator, webmaster etc.

### The Member Organization infrastructure

- The MO should have a written constitution, which contains at least principles, contact details, finances, membership information and election regulations.
- As a contact email, please create one general email such as 'ivsa.newyorkcity@gmail.com' (example) and register for the official IVSA email address. IVSA provides for you an official email account, where all the emails coming from the global board, will be send to. Make sure you received your account details and attach it to your general email. How you can do that will be explained by our Public Relation Coordinator (PRC), please email him for further information: [publirelations@ivsa.org](mailto:publirelations@ivsa.org)
- The MO should have a meeting place in which to hold regular meetings, to have informational meetings for new students and to hold files and information.
- Create a folder (for example a google drive folder), in which you collect all information that can help organizing the MO in the future.
- An Info-Board should be placed somewhere on a frequented place in the faculty. Interesting information should be available always and it should be updated regularly. Other than that you can use email and webpages to spread information.
- Means of communication like telephone numbers and email addresses of the faculty, the local President and Exchange Officer should be available.
- If there is more than one IVSA Member Organization existing in one country, they should consider creating a national organization.





## Webpage

All IVSA Member Organizations are welcome to have their own website, where they can present their MO and their activities. Please contact our IVSA Public Relations Coordinator (publicrelations@ivsa.org), so we can link your webpage to the IVSA webpage (www.ivsa.org). Each MO also gets a page on our official Wiki-page, which should be updated by the MO regularly. You will get all the information about the wiki page from the MOD.

## Activities

Annual General Assembly of the MO: Among invited students, IVSA members and non-members, you can also invite individuals of greater importance for IVSA (the Dean, the head of country's veterinary authorities, the head of the national veterinary association, sponsors, media, etc.). The agenda should include at least the report of last year's activities, future activities and election of the new board. You can also discuss information about possibilities and requirements for group and individual exchanges for interested students and information regarding IVSA activities and upcoming events.





## How to become an IVSA group member, step by step...

### Group Members:

Find a group of veterinary students at your faculty or in your country who are interested in IVSA, you need to be at least 3 people. Students must not have graduated from veterinary medicine yet. Please copy the student card of the Exchange Officer, the Local President and the third member. Then, send it with the application.

### Application:

Contact the Member Organization Director (MOD) to help you. The application form and questionnaire are provided by the MOD. You should fill them in and send them back to the MOD before the deadline given by the MOD.

### Fee:

Please contact the IVSA Treasurer (treasurer@ivsa.org) to calculate your Member Organization's fees. It depends upon the number of members of the Member Organization and the GDP factor of your country. Please pay the membership fee after you have received the invoice from the Treasurer.

### Presentation:

Your application should be presented as a 'PowerPoint Presentation' by one of your representatives (or by the Executive Committee in case none of your representatives can attend) at the General Assembly (GA), where your application needs to be approved. Use the MO presentation form and read the rules and tips stated later in this document. When the application has been approved during the GA and when you have paid your fee, you officially have the status of an IVSA Member Organization!





## Power Point Presentation

How to fill in the Presentation Form:

Rules:

- It is required to fill all the presentation points except the ones that say "may include"
- Do not add more slides to the ones provided in the presentation form
- You can delete one slide about "other students in the chapter" if there are only 3 people
- You can delete the slide of the group picture
- No more than 5 pictures per slide
- The slides have a corporate design, but you can change colors and letter type as you like
- You can manage the "free slides" as you wish, but do not add extra slides
- You can use the "thank you" slide to include more information about why you want to join IVSA in case one was not enough

Tips:

- Pictures can be better than words
- Keep in mind that some colors may be difficult to read
- Too many words in one single slide may be hard to read
- Animation in the presentation can be entertaining, but overuse is worthless
- You may include music in the presentation, from your country or any kind of music
- The slides "Information of country/city" are free; you can put some pictures of your flag, cultural and traditional events, etc. there... Be creative :)
- It is recommended to include a group picture
- A simple and clear presentation is better





## Additional requirements

Regular communication with the IVSA Executive Committee (ExCo):

- It is expected to return any kind of written information material required by ExCo within one week, and certainly not later than 10 days.
- Email and other means of communication should be checked at least once a week, and as often as possible.

Concerning individual exchanges:

- The applicant should be prepared for the placement. The EO is responsible for any kind of exchange with the supervision of the MOD. The EO should fill out the individual Exchange form for each exchange student.

Concerning group exchanges:

- There should be close email contact between the two MOs, any inconvenience should be communicated to the ExCo (the MOD should be informed).
- An Organizing Committee (OC) should be formed, dividing responsibilities for sponsorship and fundraising, scientific program and leisure time.
- The hosts are expected to provide their guests with food, accommodation and transportation.
- The fee for the exchange should be communicated to the partner MO at least 7 days previous to the event
- Program, number of participating students and dates for visit and hosting should be fixed in a reasonable time before the exchange. All Members Organizations should respect the IVSA manuals concerning exchange programs (more information in the MO EO Manual, available on the IVSA website).





Concerning Public Relations:

- The MO should aim to publish articles in veterinary journals and student papers about current and future activities.

Concerning financing:

Alternative sources for financing the IVSA MO and its activities could be the following:

- Fundraising events, like bakesales, auctions and raffles
- Donations from the faculty or college
- Finances from the ministry for education (local and national level)
- Sponsorships

