



## Creating a national (or Supernational) organization as a Member Organization (MO) of IVSA

### Creating a National MO:

If there is not yet an IVSA MO in your country, you should all gather together and create a National MO directly. You should then define and present the different faculties that will be represented in the national organization.

If there are already several IVSA MOs in your country that want to gather together:

- The main representatives have to be decided, and they will then contact the MOD.
- Representatives from the existing MOs at each faculty that will be represented have to sign a letter saying that they want to gather to create a national organization to represent them to IVSA. These representatives must be the same ones on the MOD's contact list.
- Approval of each faculty (e.g. the dean) should also be obtained.
- Their request will be submitted in a GA - they have to prepare an application form as a national organization and a presentation of the new MO (EO, President, details on the different faculties that are to be represented by the MO, description of the association to which the national board belongs if it belongs to a special association, motivation to become a national organization).

### Leading a national organization:

- You need to have a national board with 1 President, 1 EO and a 3rd person as a minimum
- The name of the faculties included in the national organization have to be detailed in an email to the MOD.
- You should have representatives in each faculty who will communicate the information about National IVSA and Global IVSA.
- The national board should encourage the local representatives to be active. If a particular faculty should become inactive (not have any active representatives), the national board should try and reactivate that faculty as soon as possible.
- The representatives should make an annual report to the EO of the national board, so that the EO of the national board can send to the ExCo a report on the entire national MO
- The National Board should meet at least twice a year (this can be through live





meetings, or virtual meetings, e.g. Skype), and be in regular contact through Skype, Facebook, email...

- The National board may either be, or be a part of, a national veterinary student association.
- Local representatives can contact ExCo directly if they want, or through their national representatives.
- A national organization should have a Constitution which governs how they are organized. If they desire, they could base their Constitution on that of an established IVSA MO.
- It depends on the structure of your organization whether all of your members are IVSA members (in which case you must pay the fees for all members, which is more in total but less per student), or whether you only pay fees for active members (less in total but more per student).
- Students must be members to participate in IVSA activities such as Exchanges, Local Events, and Congresses and Symposia.





*Two different examples are listed below. Both are actually supernational organizations, but provide examples of how national entities can function. If you wish to form a supernational organization rather than a national one, the process is the same; you just have to state it clearly to the MOD when applying.*

### SAVMA (Student American Veterinary Medical Association)

Their executive board has an *International Exchange Officer (IEO)* and an IEO-Elect as the main contact between SAVMA and IVSA.

- Any information they receive as the IEOs, they discuss with the rest of the SAVMA executive board
- They distribute information to each faculty represented by SAVMA via an email list
- The SAVMA executive board holds monthly conference calls to discuss business
- Each faculty may or may not have an active IVSA "MO," and in faculties that do, they each have their own Presidents, Treasurers, Event Organizers, etc.
- These local committees are in charge of local IVSA events at their own faculties, and their own exchanges, if any occur.

### IVSA UK & Ireland

IVSA UK & Ireland represents AVS (Association of Veterinary Students (Great Britain and Ireland)) in IVSA. The IVSA UK & Ireland executive board is separate from the AVS executive board.

- The President of IVSA UK & Ireland sits on the AVS executive board as well as the IVSA UK & Ireland executive board, and is the main contact between AVS and IVSA UK & Ireland, attending the live committee meetings of AVS, held twice a year.
- The IVSA UK & Ireland executive board consists of a President, an Exchange Officer, a Secretary/Treasurer and 1-3 other members, for example the Promotions Officer (responsible for the website and publications).
- The IVSA UK & Ireland Committee also includes a Senior and a Junior Representative from each vet faculty
- The EO of IVSA UK & Ireland is the main contact between IVSA UK & Ireland and IVSA. He/She distributes information to each faculty represented by IVSA UK & Ireland via emails to the Representatives, who communicate the information to the rest of their faculty





Each faculty in the UK and Ireland currently has IVSA represented there, normally by a Senior and a Junior Representative (the Junior normally later becomes the Senior).

- The Representatives are in charge of local IVSA events at their own faculties, and their own exchanges, which they are encouraged to have every year if possible
- The Representatives may co-opt additional members to their vet faculty IVSA team if they so wish, to help organise events, exchanges, etc.
- Those wishing to exchange with a faculty in the UK or Ireland can either get in touch with the national EO, or with the Senior Representative from a particular faculty.

