

National Association of Veterinary Technicians in America

CONSTITUTION AND BY-LAWS

Article I - Title

The Association shall be known as the National Association of Veterinary Technicians in America, hereafter referred to as the Association.

Article II - Purpose/Objective

The purposes or objectives of the Association are as follows:

1. To promote the professional and educational advancement of veterinary technicians.
2. To enhance the knowledge and skills of the veterinary technician through continuing education programs and sponsored seminars.
3. To promote the interests of veterinary technicians through state and federal legislation.
4. To promote and maintain the professional image and high ethical standards of the veterinary technician.
5. To promote progressive and humane medical care for all creatures.
6. To promote and maintain a cooperative professional relationship with the veterinary medical profession.

Article III - Membership

Section 1. Active Membership: Active members in the Association shall be those persons who have graduated from an AVMA accredited veterinary technology education program, and/or who are certified, licensed, or registered as a veterinary technician, and who reside in the United States of America. Active members shall have voting privileges and shall be eligible to hold office. Veterinary Technicians who also have a doctorate degree in Veterinary Medicine, must apply for Associate Membership classification.

Section 2. Associate Membership: Associate members of the Association shall be those persons not described in the Active Membership category (Article III, Section 1) including veterinary technician who reside outside the USA, veterinary assistants, veterinarians, students of an AVMA accredited education program and all other persons who are interested in supporting and promoting the Association. Associate members shall not be eligible to serve as officers of the Association, shall not vote in Association affairs, but may at the discretion of the Executive Board, serve on committees.

Section 3. Membership dues: Membership to the above categories may be obtained after formal application and payment of dues are mailed to the Association for approval. Annual dues shall be established by the Executive Board. The fiscal year of the Association shall be January 1st through December 31st and there will be no prorating of dues. Annual dues are payable to the Association by January 15th of each year. Only active members in good standing (i.e., dues of current year paid) may vote for officers or in other affairs of this Association.

Section 4. Revocation of Membership: If in the opinion of the Executive Board, a member of the Association (either active or associate) is believed to have participated in activities which grossly misrepresent or undermine the profession and/or the Association, said member shall be notified in writing of this belief and invited to a hearing of his views or rebuttal. The hearing shall be held by the Executive Board within a reasonable period of time following notification. After such a hearing, a written poll will be taken of the Executive Board regarding whether to revoke the membership of the individual in question. A majority vote of those present is necessary to initiate revocation of membership. If the individual in question is unable to appear at the time designated for the initial hearing, a second hearing shall be arranged for not sooner than two weeks and at the convenience of both the member in question and the Executive Board.

Article IV - Officers, Their Election and Duties

Section 1. The Officers of the Association: The elected officers of the Association are the: Past-President, President, President-Elect, Recording Secretary, Corresponding Secretary, and two Members at Large. These officers with the Executive Director shall comprise the Executive Board. Each shall have one vote in Executive Board meetings with the exception of the President who shall vote only in order to break a tie vote. The Executive Director shall be the only officer on salary, term of office and other such particulars to appear in his contract. The Executive Director has no vote and may or may not be a veterinary technician. The Executive Director shall be selected and employed for the Association by the Executive Board after interviewing all suitable applicants for the office. Until such a time as funds permit and the Executive Board deems fit, the position of Executive Director will remain vacant and the duties of the Executive Director will be assumed by the elected officers as is appropriate for each office.

Section 2. Election of Officers:

- A. Eligibility: Only active members in good standing with the Association may be nominated for elective offices.
- B. Nominations and Election: The President will appoint a Nominating/Election Committee. The Committee will be temporary and no persons will be allowed to serve a consecutive term in the committee. Nominations for officers may be submitted by active members to the Nominating/Election Committee. The Nominating/Election Committee will secure the written acceptance of all nominees before preparing the nomination slate (ballot). All voting (active) members will be mailed a ballot to be returned to the Nominating/Election Committee in the election envelope provided and postmarked no later than designated by the committee for vote tabulation. Majority rule. Run-offs will be held in the case of a tie and voting members will be mailed a second ballot for said circumstance.
- C. Terms of Office and Installation: Officers newly elected will be installed at the annual general membership meeting. Terms of office shall begin at the close of the annual meeting, in which the election results are announced, until the close of the next succeeding meeting of the Association when successors to office are installed.
- D. Automatic Succession to Higher Office: The office of President-Elect is an elective office; at the end of the one year term of office, the President-Elect will automatically succeed to the office of President without the formality of election. In like manner, the office of President shall undertake the office of Past-President of the Association in order to serve in an advisory capacity to the Association.
- E. Removal from Office: If in the opinion of other members of the Executive Board, an officer is believed to be unable to continue in an office due to poor health, nonattendance and/or malperformance of duties, said officer shall be notified by the Executive Board in writing of this belief and invited to a hearing of his views or rebuttal. The hearing shall be held by the Executive Board within two weeks following written notification. After such a hearing, a written poll will be taken of the Executive Board regarding whether to request the resignation of the officer in question. The hearing date and time will be handled by the Executive Director, if directed to do so by the Executive Board, and the officer in question. A majority vote of those present is necessary to request resignation. If resignation is requested, an officer must resign. If the officer in question is unable to participate at the time designated for the initial hearing, a second hearing shall be arranged. That hearing must take place

within two weeks after the initial hearing and at the convenience of both the Executive Board and the officer in question. If an officer is asked to resign, they may not run for or hold office for five years after the resignation.

F. Vacancy Procedures: In the event of a vacancy in the office of:

1. Past-President: The President shall assume the duties of this office in addition to the duties of the office of President. At the next annual meeting, the President shall assume the office of the Past-President as is designed in the Automatic Succession to Higher Office Protocol (Article IV, Section 2.D).
2. President: The President-Elect shall assume the duties and responsibilities of this office in addition to the duties of the office of President-Elect. At the next annual meeting, the President-Elect shall assume the office of President as is designed in the Automatic Succession to Higher Office Protocol (Article IV, Section 2.D).
3. President-Elect: The Executive Board shall designate one (1) of the Members at Large to assume the duties and responsibilities of this office in addition to the duties of their office until such a time as the Nominating/Election Committee makes arrangements for a special election for the office of President-Elect.
4. Recording Secretary or Corresponding Secretary or Member at Large: The Executive Board shall appoint a substitute for the vacant position until the next annual meeting.

G. Resignation Procedures: Any member of the Executive Board who wishes to resign his position must notify the Executive Board via the Executive Director, in writing, within 30 days of his intention to resign. The Executive Director shall inform the Association of the resignation.

H. Duties of the Officers:

1. Past-President: One (1) year term--the Past-President shall:
 - a. serve as an advisor to the Executive Board and Association membership.
2. President: One (1) year term--the President shall:
 - a. preside at all meetings of the Executive Board and the annual general membership meeting.
 - b. coordinate the agenda of the meetings with the Executive Director.
 - c. have the power to break ties.
 - d. represent the Association in all matters.
 - e. oversee that the Executive Board and the Committee Chairpersons are informed by the Executive Director of the activities and operation of the Association
 - f. appoint the Chairpersons of all standing and ad hoc committees except as otherwise provided in the Constitution, outline the purpose and duties of each committee and monitor their progress.
 - g. promote the interest and active participation in the Association on the part of the membership and report activities of the Association to the members by means of Association publications and speeches.
 - h. present an address at the annual general membership meeting, at the end of the term in office and at other appropriate meetings.
 - I. in cooperation with the persons having the responsibility for the Association's financial affairs, help develop, recommend, and oversee that the Association operates within the proposed annual budget and have an annual accountant review.
 - j. with the Executive Director, act as the spokesperson for the Association to: the press, the public and related organizations.
 - k. promote the Veterinary Medical Profession and the Veterinary Technology Profession including their relationships to public health and agriculture.
 - l. appoint a formal liaison with all designated allied associations.
3. President-Elect: One (1) year term with automatic succession to the office of President--the President-Elect shall:
 - a. serve as President in the temporary absence of the President.
 - b. cooperate in the promotional activities of the Association under the direction of the Executive Board.
4. Members at Large: Two (2) year term-- The Members at Large Shall
 - a. at the direction of the Executive Board serve as President-Elect in the event of the temporary absence of the President-Elect.
 - b. serve on the Finance Committee and to aid in fulfilling its responsibilities of proposing a budget for the following fiscal year.
5. Secretary-Recording: Two (2) year term--the Recording Secretary shall:
 - a. record the minutes of all meetings of the Executive Board and annual general membership meetings.
 - b. maintain a file of all standing and ad hoc committee meeting minutes for a period of not less than five (5) years.
 - c. assist the Corresponding Secretary as necessary.
 - d. turn over all Association records to his duly elected successor within one month of the completion of his term.
6. Secretary-Corresponding: Two (2) year term--the Corresponding Secretary shall:
 - a. assist the Executive Director in conducting the general correspondence of the Association and the Executive Board.
 - b. assist the Executive Director in supplying information to the Association members regarding annual meeting and related continuing education programs.
 - c. assist the Executive Director in sending members of the Executive Board notices of all meetings within the Association.
 - d. chair the Information Committee.
 - e. assist the Recording Secretary as necessary.
 - f. turn over all Association records and correspondence to his duly elected successor within one month of the completion of his term.
7. Executive Director: a non-elected member of the Executive Board--the Executive Director shall:
 - a. be an employee of the Association with a written contract and salary established by the Executive Board.
 - b. be charged with executing the directives of the Executive Board, serve as an advisor and perform administrative work in connection with Association business.
 - c. act as editor, (or his designee) of the Association publication.
 - d. be required to present a written report of his activities and of the Association affairs at each Executive Board meeting in addition to submitting monthly financial statements to the Executive Board.
 - e. conduct the general correspondence of the Association and the Executive Board.
 - f. supply information to the Association members regarding annual meetings and related continuing education programs.
 - g. maintain an accurate record of the members of the Association.
 - h. maintain a file on all state and local technician associations.
 - I. maintain an accurate record of regulations/legislation involving technicians at all levels of government in the United States.
 - j. send members of the Executive Board notices of all meetings within the Association.
 - k. in cooperation with the Nominating/Election Committee, conduct the mail ballot for each year's election of officers for the

Executive Board.

- l. submit to performance review and possible contract revisions at least once every two (2) years by the Executive Board.
 - m. if necessary, be replaced according to the terms of contract between himself and the Association. He may serve succeeding terms of office subject to the approval of the Executive Board.
 - n. be bonded at the expense of the Association, seek and maintain tax-exempt status for the Association and promptly prepare or cause to be prepared forms/applications as required by the appropriate governmental agencies (i.e. income tax statements, employee payrolls, etc.). All such records must be maintained and available for inspection by qualified persons.
 - o. provide for a lobbyist for the Association in financial, legislative or public relations matters with the objective of assisting the Association as well as the entire veterinary technology profession.
 - p. maintain a cooperative relationship with all associations involved in or influencing the Veterinary Medical profession.
 - q. aid the Financial Manager in an accounting of all financial affairs and work in accordance with the proposed budget as approved by the Executive Board.
 - r. at the direction of the Executive Board, be responsible for the Association's day to day operation including the hiring of staff and development of their job descriptions.
8. The Executive Board may designate an individual(s) to be the Finance Manager for the Association, this person(s) has the responsibility for the Association's financial affairs, this individual shall:
- a. keep an itemized account of all receipts and disbursements for a period of not less than five (5) years and give a written report at the annual meeting of the Association.
 - b. submit all books of account for annual accountant review by February 1
 - c. be bonded at the expense of the Association and shall be the person permitted to sign checks for the Association
 - d. work closely with the Executive Director in any financial matter of the Association and perform duties at the direction of the Finance Committee.

Article V - Association Meetings

Section 1. Annual Meeting: The Association shall hold an annual meeting at such time and place as determined by the Executive Board. The annual meeting arrangements shall be made at least six (6) months in advance.

Section 2. Executive Board Meetings: Additional Executive Board meetings may be called at the request of the Board members and shall be arranged by the Executive Director.

Section 3. Standing and Ad Hoc Committee Meetings: Such meetings shall be called by the Chairperson of each committee. All committee members and the President shall be informed of the meeting by the Executive Director prior to the meeting date.

Section 4. Notification of Meetings: The Executive Director shall notify each member of the Executive Board of the meeting date prior to the meeting. Notification shall include: date, time and place of the meeting, in addition to the business to be transacted at that time. Each member of the Executive Board shall inform the Executive Director of his intent to attend the meeting as notified. Annual meeting notification shall appear in the Association's official publication prior to such annual meetings. If the Executive Board decides that an issue needs a vote of the active membership before the annual meeting, a special vote may be conducted by mail ballot or by electronic voting. At two thirds (2/3) vote of the returned ballots, or electronic votes cast, will be required to determine the action on the issue presented. Results of the vote will be published.

Section 5. Fiscal Year: For simplicity in correlating the proposed budget, terms of office, duration of dues, and the fiscal year, the annual meeting shall be held as soon as possible after January 15th each year.

Article VI - Committees

Section 1. Authorization: The Association shall have such standing committees as may be specified in the Constitution of the Association (By-Laws Article III, Section 1.) and such Ad Hoc Committees as may be specified from time to time by the Executive Board.

Section 2. Appointment: The President, with the advice and consent of the Executive Board, shall regularly appoint the Chairpersons of all Committees except as otherwise provided in the Constitution of the Association.

Article VII - Amendments

Section 1. Presentation:

- a. Amendments may be proposed by written petition signed by five (5) active members of the Association.
- b. A proposed amendment shall be submitted to the Executive Board at least ninety (90) days before an annual meeting.
- c. Copies of amendment proposals shall be distributed to the voting members of the Association at least thirty (30) days prior to the annual meeting.

Section 2. Passage: The Constitution and By-Laws may be amended at the annual meeting, by mail ballot, or by electronic voting. Passage must be by a two-thirds (2/3) vote of the active members of the voting body present and voting, two-thirds (2/3) of the returned ballots, or two-thirds (2/3) of the electronic votes cast. The Executive Board shall determine the mechanism for voting.

Section 3. Adoption: Approved amendments will be formerly adopted at the meeting at which they were passed and will become effective at the close of said meeting, or will go into effect one month past the voting deadline if mail or electronic means are used, unless otherwise stipulated in the amendment

Article VIII - By-Laws

Section 1. The By-Laws of the Association shall appear following the last Article of the Constitution. The By-Laws shall be proposed, passed, amended, and adopted as stated in Article VII, Sections 1., 2., 3. of the Constitution of the Association or by unanimous vote of the Executive Board.

BY-LAWS - Article I

Section 1. Grammatical Note: For the purpose of brevity, the use of the pronoun His or He in the Constitution denotes the individual discussed and is not a reflection of the gender of the individual.

Section 2. Association Meeting Protocol: All meetings of the Association will be conducted by Robert's Rules of Order.

BY-LAWS - Article II

Section 1. PURPOSES OF THE STANDING COMMITTEES OF THE ASSOCIATION:

- A. CONTINUING EDUCATION/PROGRAM - The purposes of the committee are:
 - 1. To provide NAVTA presence at selected CE meetings.
 - 2. To serve in an advisory capacity to continuing education programs for veterinary technicians.
- B. FINANCE - The purpose of the committee is:
 - 1. To propose a budget for each fiscal year to recommend to the Executive Board.
 - 2. To provide direction to the Association's Financial Manager.
- C. INFORMATION - The purposes of the committee are:
 - 1. To procure and collate information to be available to the membership regarding:
 - a. technician associations in the USA.
 - b. legislation affecting veterinary technicians in each of the states in the USA.
 - c. population densities of veterinary technicians.
- D. LEGAL - The purposes of the committee are:
 - 1. To serve as advisors to the Executive Board regarding issues of the Association with legal ramifications.
 - 2. To work in cooperation with and serve as advisors to the Finance Committee regarding the Association's financial status.
 - 3. To promote the interest of veterinary technicians through state and federal legislation.
- E. MEMBERSHIP - The purposes of the committee are:
 - 1. To promote membership in the Association.
 - 2. To work in cooperation with the Executive Board on all membership drives and activities of the Association.
- F. NOMINATING/ELECTION - The purpose of the committee is:
 - 1. To conduct the nominations and elections of the officers comprising the Executive Board as provided for in Article IV, Section 2.B.
- G. PUBLIC RELATIONS - The purposes of the committee are:
 - 1. To promote the profession of veterinary technology.
 - 2. To promote the Association.
 - 3. To develop programs for presentation to other professional groups and to the public at the direction of the Executive Board.
- H. PUBLICATION - The purpose of the committee is:
 - 1. To provide the Association membership with a publication at an interval established by the Executive Board.
- I. STATE REPRESENTATIVE - The purposes of the committee are:
 - 1. To contact state representatives on a quarterly basis to keep informed of their proceedings and to offer assistance if necessary.
 - 2. Contact technician associations yearly to maintain mailing address and executive board
 - 3. To continue to solicit representatives from unrepresented states and/or associations.
 - 4. Solicit and write articles to be submitted to the Publication Committee on a quarterly basis.
 - 5. Continue to assemble, distribute, and update a State Representative handbook.
- J. STUDENT CHAPTER - The purposes of this committee are:
 - 1. Communicate with advisors of student chapters, and assist with paperwork for members.
 - 2. Solicit student chapter members from unrepresented programs.
 - 3. Encourage input and interaction between the Association and the student chapters.
 - 4. Keep in communication with student chapter members after graduation to encourage ongoing affiliation with the Association.
- K. VETERINARY TECHNICIAN SPECIALTIES - The purposes of this committee are listed in the Policies and Procedures for NAVTA Recognition of Veterinary Technician Specialties.
- L. INTERNET - The purposes of the committee are:
 - 1. To provide NAVTA a presence on the Internet
 - 2. To maintain and update the NAVTA web site and to work with the server as needed to accomplish the task
 - 3. To interact with NAVTA message board(s)
 - 4. Maintain and update members via NAVTA List serve

Amended: February 1982, January, 1988, January, 1991, February, 1992, February, 1993, January, 1996, January, 1997, February 2001, February 2003