

National Association of Veterinary Technicians in America

BYLAWS

Grammatical Note: For the purpose of brevity, the use of the pronoun his or he denotes the individual discussed and is not a reflection of the gender of the individual.

Article I - Title

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

Article II - Purpose/Objective

The purpose of the National Association of Veterinary Technicians in America, Inc. (NAVTA) is to uphold the mission statement and goals as defined by this organization.

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 membership year of the Association shall be January 1st through December 31st. 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 Legal Committee, a member of the Association (either active or associate) is believed to have participated in activities which 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 – Executive Board

Section 1. **The Officers of the Association:** The elected officers of the Association are the: Past-President, President, President-Elect, Secretary, Treasurer, and two Members at Large. These officers with the Executive Director shall comprise the Executive Board.

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 Task Force. This task force will secure the written acceptance of all nominees before preparing the nomination slate (ballot). All voting

(active) members will be sent a ballot to be returned by the appointed date as defined in the NAVTA Policy and Procedures Manual.

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.

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, he 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 may appoint a person to fill this office for the remainder of the term as long as the appointed person was a previous president of the Association. 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 (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 his office until such a time as the Nominating/Election Task Force makes arrangements for a special election for the office of President-Elect.
4. **Secretary, Treasurer, 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 Association's members shall be informed of the resignation.

H. Duties of the Officers: (these are only summaries; refer to Association manuals for details)

1. **Past-President:** One (1) year term--the Past-President shall:
 - a. serve as an advisor to the Executive Board and Association membership.
 - b. serve on the Finance Committee.
2. **President:** One (1) year term--the President shall:
 - a. be the managing head of the Association.
 - b. either be the contact person (liaison) or identify a contact person (liaison) for all groups interacting with the Association.

- c. promote the interest and relationships of the Association as directed by the Executive Board.
- d. appoint chairpersons or other positions as needed.
- e. preside at all meetings of the members and the Executive Board. The President shall vote only in order to break a tie vote.

3. **President-Elect:** One (1) year term--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. **Secretary:** Two (2) year term--the Secretary shall:
 - a. record the minutes of all membership and Executive Board meetings.
 - b. assist in the generation of agendas.
 - c. assist in other areas as needed.
5. **Treasurer:** Two (2) year term--the Treasurer shall:
 - a. oversee the collection and distribution of all the money of the Association.
 - b. oversee all aspects of the yearly budget and audits (either internal or external).
 - c. serve as a member and Chair of the Finance Committee.
6. **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.
7. **Executive Director:**
 - a. Hiring: The Executive Director is a paid employee of the Association with a contract and subject to an annual review process. When hiring an Executive Director, a task force will be responsible for advertising the position, receiving and reviewing resumes, interviewing, and final hiring of the appropriate individual.
 - b. Continuity of Leadership: The Executive Director shall provide:
 - i. continuity when elected leadership changes
 - ii. a focal point for the association's energies
 - iii. an understanding of goals and missions of the association
 - iv. provide stability for all dealing with the association. The Executive Director shall be empowered to work through the details of administering and bring association objectives to fruition. An association with a strong, permanent, full- time staff leader is less likely to face routine major interruptions in its operations that normally occur with the cycle of volunteer leadership.
 - c. Duties: The duties of the Executive Director shall include, but not be limited to:
 - i. being an ex-officio member of the Executive Board
 - ii. all aspects involved in the management of the office including communication, financial transactions, and data base information
 - iii. overseeing all Association publications and communications
 - iv. liaison to appropriate groups
 - v. coordinating logistics of travel as needed
 - vi. coordination between the Executive Board, committees, and other interest groups
 - vii. assisting on committees or any other aspects of the Association as deemed necessary
 - d. Office Staff (either hired or voluntary): The Executive Director will advise the Executive Board on the staff necessary to offer the best support. The Executive Director will be the head of the office staff and be responsible for the implementation of plans established by the Executive Board.

Article V - Association Meetings

Section 1. **Annual Meetings:** The Association shall hold an annual meeting at such time and place as determined by the Executive Board.

Section 2. **Executive Board Meetings:** Executive Board meetings shall be held at the discretion of the President or may be called at the request of the Board members. Board members will be notified in a reasonable amount of time prior to the meeting.

Section 3. **Standing and Ad Hoc Committee Meetings:** Such meetings shall be called by the Chairperson of each committee.

Section 4: **Notification of Meetings:** All appropriate parties shall be notified in a reasonable amount of time 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.

Section 5. **Special 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 6. **Parliamentary Procedures:** The meetings of the Association shall be conducted in accordance with Robert's Rules of Order. The President shall preside at all meetings of members and of the Executive Board. In the absence of the President, the meeting shall elect a presiding officer.

Section 7. **Quorum:** Annual and Special Meetings: The members in good standing present at any member meeting shall constitute a quorum for the transaction of business with the majority vote of the members present required to approve any action. Executive Board Meetings: A simple majority of the Board members shall constitute a quorum, and a quorum shall always be presumed to be present at the regular meetings unless an actual count is called for. The majority vote of the Board members present shall be required to approve any action.

Article VI – Fiscal Year

The fiscal year for the Association will run from January 1 and end on December 31 of the same year.

Article VII – Committees

Section 1. **Authorization:** The Association shall have standing committees as specified in the Bylaws of the Association and such ad hoc committees as may be specified by the Executive Board.

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

Section 3. **Standing Committees:** These shall be the Standing Committees and general purpose/direction of each (more details can be found in Association manuals):

A. Continuing Education

1. To serve in an advisory capacity for continuing education programs.
2. To develop and implement continuing education programs.

B. Finance

1. To propose a budget for each fiscal year to recommend to the Executive Board.
2. To provide direction to the Association's Treasurer.
3. Oversee the yearly audits of books (either internal or external).

C. Public Relations

1. To promote the profession of veterinary technology and the Association.
2. To promote a cooperative professional relationship with the general public and other professional organizations.
3. To provide NAVTA presence at meetings and/or events.

4. To develop programs for presentation to other professional groups and to the public.
5. To provide information, guide, and support ideas for publications and communication pathways (including the Web site)
6. To interact with members through a wide array of communication pathways.

D. Legal

1. To oversee and guide with respect to the ethical aspects of the association.
2. To review the Bylaws, Policies and Procedures, and any other pertinent documents.
3. To promote the interest of veterinary technicians through state and federal legislation.

E. Membership

1. To promote membership in the Association and work on all membership issues.

F. Veterinary Technician Specialties

1. To meet and review petitions, provide guidance, and oversee all aspects of societies and academies.

Ad Hoc Committees:

State Representatives

1. To maintain an information flow between the Association and state representatives.
2. To provide assistance to State Associations
3. To solicit representatives from unrepresented states and/or associations.
4. To review the State Representative nominations on an annual basis.

Student Chapters

1. Communicate with advisors of student chapters and encourage input and interaction between the Association and the student chapters.
2. Solicit student chapter members from unrepresented programs.

Article VIII - Amendments

Written proposals for alterations, amendments, or repeal of the current Bylaws must be submitted to the Legal Committee, which will make recommendations to the Executive Board. All proposed alterations, amendments, or repeal shall be presented to all voting members at least one month prior to voting on any changes.

These Bylaws may be amended, altered or repealed by a two-thirds majority of all votes received either by the members present at any Annual or Special Meetings, or by ballots received. Changes will take effect immediately following the meeting date or closing date for the ballots.

Amended: February 1982, January 1988, January 1991, February 1992, February 1993, January 1996, January 1997, February 2001, February 2003, January 2009