

## **Article I: Title**

This organization, established in 1974, shall be known as the VIRGINIA ASSOCIATION OF LICENSED VETERINARY TECHNICIANS INCORPORATED (VALVT). On January 31, 1991, this organization was formally incorporated before the State Corporation Commission for the Commonwealth of Virginia, and is hereafter referred to as the *Association*.

## **Article II: Purpose/Objective**

The purposes of the *Association* are as follows:

1. To provide a means of communication among its members
2. To expand the knowledge of the licensed veterinary technician through continuing education
3. To maintain a code of high ethical standards, a professional image and an honorable relationship with licensed veterinarians
4. To promote public awareness of the value of the profession
5. To promote full utilization of the skills possessed by licensed veterinary technicians

## **Article III: Declarations**

### **Section 1: Licensed Veterinary Technician**

The Board of Veterinary Medicine may license veterinary technicians to perform, in the employ of a person licensed to practice veterinary medicine and under his/her immediate and direct supervision and control, acts relating to maintenance of the health or treatment of any animal. A person licensed as a veterinary technician may not receive compensation for such acts other than such salary as he/she may be paid by the employing veterinarian. No person licensed as a veterinary technician may perform surgery, diagnose or prescribe medication for any animal.

### **Section 2: Charter**

The *Association* shall be chartered for the protection of the membership.

### **Section 3: Nondiscrimination**

The *Association* shall not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, marital status or disability.

## **Article IV: Membership**

### **Section 1: Terms**

Yearly membership shall run from January 1 of any given year to December 31 of the same calendar year. There shall be three membership classifications within the *Association*, as described in Sections 2-4

A formal application of membership must be submitted yearly for renewal for each category of the membership.

All applications for membership shall be formally approved as specified in the Procedures Manual. Members shall not be delinquent of set dues.

Responsibilities of membership shall include

- Communicating with elected and appointed *Association* officers concerning policies or regulations that affect the organization
- Supporting the *Association* officers in any endeavor to protect and promote Licensed Veterinary Technicians in Virginia
- Observing professional and ethical standards
- Participating in *Association* committees or events
- Notifying the *Association* Coordinator of any changes of personal contact information

## **Section 2: Active Member**

Active members in the *Association* shall be those persons licensed by and in good standing with the Commonwealth of Virginia's Board of Veterinary Medicine and residing in or practicing in the Commonwealth of Virginia. Active members shall have full voting privileges and shall be eligible to hold office upon approval of their membership application and acceptance of dues.

## **Section 3: Associate Members**

Associate members of the *Association* shall be those persons who satisfy one of the following criteria:

1. Is a graduate of an AVMA-accredited Veterinary Technology program, currently licensed in another state, residing in the Commonwealth of Virginia, and is awaiting licensure approval by the Virginia Board of Veterinary Medicine.
2. Is a graduate of an AVMA-accredited Veterinary Technology program, residing in another state and is currently licensed within that state of residence.

Associate members may not vote in *Association* elections or hold executive offices. Associate members may serve on committees.

## **Section 4: Student Members**

Student Members in the *Association* shall be those persons who are currently enrolled in an AVMA-accredited Veterinary Technology program and who reside in the Commonwealth of Virginia. Student members receive a complimentary membership and may attend programs sponsored by the *Association* at student rates. Student members may not vote in VALVT elections or referendums or hold executive offices. Student members will be issued a complimentary associate membership from the date of licensure until December 31 of that calendar year.

## **Section 5: Dues**

Membership to above categories may be subject to annual fees as established by the Executive Board. The fiscal year of the *Association* shall be January 1<sup>st</sup> through December 31<sup>st</sup>. Annual dues are payable to the *Association* no later than December 31<sup>st</sup> of any calendar year, for the following year. Payments received after the yearly deadline of December 31<sup>st</sup> are considered late and shall not be prorated. A member whose dues are in arrears shall be considered a nonmember. Membership may be reinstated by application approval and payment of dues.

## **Article V: The Executive Board**

### **Section 1: Elected officers of the *Association***

The elected officers of the *Association* shall consist of the President, President-Elect, Vice President, Secretary/Treasurer and Member Service Coordinator. These officers, with other appointed officers, shall compose the Executive Board. Elected officers shall:

- A. Be elected by the general membership by balloted vote
- B. Be active members of the *Association*
- C. Pay membership dues each year
- D. Serve as a representative of the *Association*
- E. Conduct all routine business of the *Association*
- F. Perform duties as outlined in the Constitution and Procedures Manual
- G. Maintain an accurate record of his/her official activities
- H. Attend all Executive Board meetings

### **Section 2: Election of Officers**

- A. Eligibility: Only active members in good standing with the *Association* may be nominated for elected offices. Additionally, a nominee for the office of President-Elect must have previously held an office on the Executive Board.
- B. Nomination and Elections: Only active members of the *Association* may submit a nomination for an office. The Election Committee will receive nomination for impending offices throughout the year. The Election Committee Chair will submit a slate of nominees to the Executive Board by October 31 of each calendar year. The Election Committee must secure from each candidate, written acceptance of nomination and insure their understanding of the duties of the office for which they are being nominated before preparing the nomination slate (ballot).
- C. Ballots/Voting: Ballots will be sent to all active members by mail or any other technological means. Elections will close no later than the date designated by the committee no later than December 31st. Elections are confirmed by a simple majority vote. Ties will be decided by simple majority closed balloted vote of the Executive Board.
- D. Installation and Terms of Office: Newly elected officers will be installed at the annual general business meeting. Terms of office shall begin and end at the close of the annual general business meeting. Length of term is specified below (Article 5 Section 3)

### **Section 3: Duties of Elected Officers**

**A. President**

- Term of office shall be one year
- Shall supervise and direct the affairs of the *Association*
- Shall act as the spokesperson for the *Association*
- Shall preside at all meetings
- Shall have the authority to create any office and make appointments that he/she may deem necessary to aid in the fulfillment of duties subject to the approval of the Executive Board
- Shall have the authority to appoint all committees and committee chairpersons
- Shall have the authority to break any voting tie of the Executive Board
- Shall attend or designate an active member to attend and represent the *Association* at all Board of Veterinary Medicine Meetings
- Shall serve on the Professional Affairs Committee and assist with the planning of VALVT Legislative Day

**B. President-Elect**

- Term of office shall be one year with automatic succession to the office of President the following year
- Shall serve on the Continuing Education Committee
- Shall work with the Virginia Veterinary Medical Association Coordinator
- Shall plan or supervise all continuing education conferences sponsored by the *Association*
- Shall be accountable for the integrity of the *Association's* budgeted funds.

**C. Vice President**

- Term of office shall be two years
- Shall serve in the absence of the President, shall hold power of the President during this absence
- Shall serve as Editor in Chief of the *Association* newsletter, and publish a quarterly issue to be sent to the membership via mail and/or through the use of technological means.

**D. Secretary/Treasurer**

- Term of office shall be two years
- Shall keep a record of the minutes of all meetings of the *Association*
- Shall serve on the elections committee
- Shall notify the membership of the election results
- In the absence of the Secretary/Treasurer, the Member Service Coordinator will assume the duties of this office
- Shall sign checks in the absence of the Association Coordinator and serve as the secondary signature on the financial account
- Shall on a quarterly basis review the financial records of the *Association* with the Association Coordinator

**E. Member Services Coordinator**

- Term of office shall be two years
- Annually review member benefits, recruitment and retention

- Shall maintain a history of the *Association*
- Shall attend all meetings and functions and record acknowledgments of their significance to the progress of the *Association*
- Shall serve as a Liaison to the Virginia Veterinary Technology programs.
- Shall serve on the Liaison, Membership and Awards Committees
- Shall serve in the absence of the Secretary/Treasurer

#### **Section 4: Resignation Procedures**

Any officer wishing to resign his/her position must notify in writing all the remaining members of the Executive Board. Notification of resignation must occur a minimum of 30 days prior to the date of resignation.

#### **Section 5: Dismissal**

Any officer believed to be unable to continue in an office due to poor health, nonattendance of meetings and/or malperformance of duties, as set forth in this Constitution and Procedures Manual, shall be subject to dismissal. A majority vote by the Executive Board shall be required for dismissal.

#### **Section 6: Vacancy Procedures**

In the event of a vacancy in the office of the

- a. President: The President-Elect shall assume the duties of this office in addition to the duties of the office of the President-Elect. At the next General Membership meeting, the President-Elect shall assume the office of the President as stipulated in the Automatic Succession to Higher Office Protocol.
- b. President-Elect: The Executive Board shall designate another elected officer to assume the duties and responsibilities of this office until such times as the Election Committee makes arrangements for a special election for the office of President-Elect.
- c. Vice President, Secretary/Treasurer, or Member Service Coordinator: The Executive Board shall appoint a substitute for the vacant position until the next annual nomination or election.

#### **Section 7: Consecutive Terms**

The same individual may not occupy the same elected office for more than two consecutive terms.

#### **Section 8: Appointed Positions**

Appointed positions of the *Association* shall consist of the Regional Directors and other positions as deemed appropriate by the Executive Board. Appointed positions shall have no limits on term of office. Appointees shall:

- a. Be approved, active members of the *Association*
- b. Pay annual membership dues
- c. Serve as an ambassador of the *Association*
- d. Attend all Executive Board meetings. If unable to attend, Appointees must submit reports prior to scheduled meetings.

- e. Have full voting privileges for Executive decisions
- f. Maintain an accurate record of their official activities

### **Section 9: Duties of Appointed Positions**

1. Each Regional Director shall:
  - i. Serve as a representative of the *Association*
  - ii. Coordinate continuing education activities of his/her region as outlined in the Procedures Manual
  - iii. Serve as a representative of the members from that region to the Executive Board

### **Section 10: Student Representatives**

A student representative from each Veterinary Technology Program within the Commonwealth of Virginia shall be invited to attend all *Association* and Executive Board meetings. Students may submit reports to the quarterly newsletter. Students shall have no voting privileges and receive no other benefits other than membership in the *Association*.

### **Article VI: Association Coordinator**

The Association Coordinator shall be an independent contractor appointed by the Executive Board. The position shall be appointed for a term that will be determined on a yearly basis upon mutual agreement between the Executive Board and the Association Coordinator. The Association Coordinator is a non-voting member of the Executive Board.

The Association Coordinator shall:

- Receive and distribute all official information of the *Association* to officers via mail or other technological means
- Approve membership in the *Association* and maintain an accurate membership list
- Oversee VALVT financial accounts and be an authorized signatory for accounts
- Receive and process conference registrations
- Maintain records of attendance for VALVT conferences (Fall and Virginia Veterinary Conference)
- Coordinate information for the website and update in a timely manner
- Assist new officers in acclimating to their positions by serving as a resource for information and by offering assistance in completing their duties as outlined in the Constitution and Procedures Manual
- Serve as the main contact person for the VALVT
- Represent the VALVT at the Board of Veterinary Medicine, VVMA meetings, etc., as needed when a board member cannot attend
- Oversee the filing of any tax and legal documents for the *Association* as required
- Perform other duties as requested by the current Executive Board

### **Article VII: Records**

All official records of the *Association* are the property of the *Association*. Officer records shall be kept on file for a minimum of two years plus the current year. Financial records shall be kept for a minimum of seven years. Following completion of a term of office, resignation or dismissal, an officer or appointee shall turn over all records pertaining to his/her office to the Executive Board within 30 days.

## **Article VIII: Association Meetings**

### **Section 1: General Business Meetings**

There shall be at least two membership/general business meetings each calendar year.

### **Section 2: Executive Board Meetings**

The Executive Board shall meet a minimum of once each quarter in person or via technological means.

### **Section 3: Notification of Meetings**

The President shall notify all members of the Executive Board of the meeting date.

### **Section 4: Attendance**

Attendance of Executive Board meetings is mandatory for all officers and appointees. Failure to attend two consecutive meetings may result in dismissal for elected officers. This regulation shall be waived for Appointees if reports are submitted on time and duties of office are being fulfilled as per this Constitution and Procedures Manual.

### **Section 5: Format**

Any official meeting of the *Association* shall be conducted in accordance with the simplified version of Robert's Rules of Order.

## **Article IX: Finances**

### **Section 1: Financial Status**

The *Association* shall be a nonprofit organization and shall raise funds when necessary.

### **Section 2: Fiscal Year**

The fiscal year shall be from January 1 of any given year to December 31 of that same calendar year.

## **Article X: Dissolution of the Treasury**

In the event that the *Association* should dissolve, all funds remaining in the Treasury at the time shall be donated equally to the student organizations of the AVMA-accredited Veterinary Technology programs in the Commonwealth of Virginia.

## **Article XI: Newsletter**

### **Section 1: Purpose**

The *Association* Newsletter shall serve as the primary means of communication between the membership and the Executive Board. The current Vice President shall serve as Editor in Chief.

**Section 2: Publication Schedule**

The *Association* Newsletter shall be published and distributed once each quarter.

**Section 3: Distribution**

Current members in all classifications are entitled to receive the *Association* Newsletter via mail or other technological means. This is to include all student members. Complimentary copies may be distributed as designated by the Executive Board.

**Article XII: Amendments**

**Section 1: Constitution and Procedures Manual Review**

The President shall review the Constitution at the end of his/her term. Amendments may be proposed as necessary. Review shall take place not less than every five years but not more than every two years.

**Section 2: Presentation**

Proposed amendments shall be signed by a minimum of five active members and submitted in writing to the Executive Board. Submitted amendments shall be presented to the general membership 60 days prior to a voting deadline.

**Section 3: Voting**

Proposed amendments shall then be presented to the active membership for vote.

**Section 4: Passage**

The Constitution may be amended by a simple majority vote by active members.

**Section 5: Adoption**

Upon passage, the amendment shall be added to the Constitution and the membership will be notified of said passage and its addition to the Constitution.

**Amended January 29, 2017**

**President's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_