



NORTH DAKOTA VETERINARY TECHNICIAN ASSOCIATION



CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I – Title

The name of this organization shall be the North Dakota Veterinary Technician Association, hereafter referred to as the Association.

ARTICLE II – Purposes

The purposes of the Association are as follows:

- a) To afford an opportunity for the exchange of ideas in the field of veterinary technology.
- b) To stimulate advancement in veterinary technology.
- c) To arrange for cooperation with other organizations with interests in veterinary technology.
- d) To aid in the continuing education, dissemination of materials and data of value to the public, Association members, and workers in the veterinary technology and veterinary fields.
- e) To facilitate the ethical introduction of veterinary technicians into the field of veterinary medicine.

ARTICLE III – Membership

Section 1. Active Membership

Active membership shall be open to persons trained as veterinary technicians. Active members shall have voting privileges.

Section 2. Associate Membership

Associate membership shall be open to those persons who are interested in supporting and promoting the Association.

these members shall not be eligible to serve, as officers of the Association, shall not vote in Association affairs but may serve on the approval of the Executive Committee.

ARTICLE IV – Officers, Their Election and Duties

Section 1. Titles

The elected officers of the Association are the Past-President, President, President-Elect, Secretary and Treasurer, and such other officers as the By-Laws may from time to time specify. These officers make up the Executive Committee. Each shall have one vote in order to break a tie vote.

Section 2. Nominations and Elections

A. Nominations

The President shall solicit nominations for all offices to be filled from the eligible membership of the Association, and prepare a slate of candidates consisting of not fewer than two names for each office to be filled. Nominations for officers may be submitted by active members only and a written acceptance of all nominees will be secured before preparing the slate of candidates.

B. Eligibility

Qualified voters in any election shall be those individual active members in good standing (dues of current year paid).

C. Election Procedures

Election to office will be by majority vote of attending active members during the Association's annual business meeting.

Section 3. Terms of Office

The Past- President, President and President –Elect shall hold office for one year. At the end of the Association's fiscal year (December 31st), the President-Elect shall assume the office of Past-President. The President, at this time, will then assume the office of Past-President. The next President-Elect will be elected at the Association's annual business meeting and shall also assume office at the end of the Association's fiscal year. The Secretary and Treasurer shall hold office for two years form the end of the Association's fiscal year. These two officers will also be elected at the Association's annual business meeting. In absence of other provisions for succession, all officers shall serve until their successors are duly elected.

Section 4. 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 Executive Committee in order to serve in an advisory capacity to the Association. If in the opinion of other members of the Executive Committee, an officer is believed to be unable to continue in an office due to poor health, non-attendance, and/or malperformance of duties, said officer shall be notified by the Executive Committee in writing of this belief and invited to a hearing of his views or rebuttal. The hearing shall be held by the Executive Committee within a two-week period of time following notification. After such a hearing, a written poll will be taken of the Executive Committee regarding whether to request the resignation of 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 appear at the time designated for the initial



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hearing, a second hearing shall be arranged for not sooner than two weeks and at the convenience of both the Executive Committee and the officer in question.

Section 5. Duties of Officers

1. Past-President: one-year term—shall serve as an advisor to the Executive Committee and Association members.
2. President: one year term—shall:
 - a) preside at all meetings of the Executive Committee and the annual general business meeting
 - b) coordinate the agenda of all meetings of the Association
 - c) have the power to break ties
 - d) represent the Association in all matters
 - e) 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
 - f) promote the interest and active participation in the Association on the part of the membership and report activities of the Association to the members
 - g) present an address at the annual general membership meeting, at the end of the term in office and at other appropriate meetings
 - h) in cooperation with the Treasurer, help develop, recommend and oversee that the Association operates within the proposed annual budget and is audited annually
 - i) act as spokesperson for the Association to the press, the public and related organizations
 - j) promote to Veterinary Medical Profession and the Veterinary Technician Profession including their relationships to public health and agriculture
3. President-Elect: one-year term with automatic succession to the office of President—shall serve as President in the temporary absence of the President.
4. Secretary: two-year term—shall:
 - a) record the minutes of all meetings of the Executive Committee, annual general membership meetings and any other Association meetings
 - b) maintain an accurate record of Association's members
 - c) maintain a file of all standing and ad hoc committee meeting minutes for a period of not less than 5 years
 - d) turn over all Association records to his duly elected successor within one month of the completion of his term
 - e) assist in conducting the general correspondence of the Association and the Executive Committee
 - f) assist in obtaining nominations of offices to be filled and in obtaining a slate of candidates
5. Treasurer: two-year term—shall:
 - a) keep an itemized account of all receipts and disbursements and give a written report at the annual meeting of the Association
 - b) shall sign checks for the Association
 - c) receive and have charge of all funds of the Association, deposit such funds in a bank designated by the Executive Committee and provide for expenditure of such funds as directed the Executive Committee
 - d) seek and maintain tax-exempt status for the Association and promptly prepare forms/applications as required by the appropriate governmental agencies (income tax statements etc.). All such records must be maintained and available for inspection by qualified persons.
 - e) within one month after the completion of his term of office, deliver to the newly elected treasurer all money, vouchers, books and papers of the Association held in his custody.

ARTICLE V – Amendments

Section 1. Procedure

Any member of the Association eligible to vote may propose an amendment to this Constitution.

Section 2. Approval

An affirmative vote of two-thirds of the eligible members who are in attendance at the annual meeting shall be required to amend this Constitution.

Section 3. Adoption

Approved amendments will be formally adopted at that meeting and will become effective as of the close of such meeting unless otherwise stipulated in the amendment.

ARTICLE VI - By-Laws

The By-Laws of the Association shall appear following the last Article of the Constitution.

BY-LAWS

ARTICLE I – Membership and Dues



NORTH DAKOTA VETERINARY TECHNICIAN ASSOCIATION



Section 1. Nomination and Acceptance of Membership

Membership may be obtained after formal application to the Association, the payment of dues, and approval by Association members.

Section 2. Dues

Initial membership dues shall be established and fixed by the Association members. Subsequently, dues shall be established and fixed by the Executive Committee and approved by a majority of members at the annual membership meeting. The fiscal year of the Association shall be January 1st to December 31st and there will be no prorating of dues. Only active members in good standing (dues of current year paid) may vote for officers or in other affairs of the Association.

ARTICLE II – Resignation of Officers

Section 1. Resignation Procedure

Any member of the Executive Committee who wishes to resign his position must notify the Executive Committee in writing of his intention and the date the resignation will be effective.

ARTICLE III – Vacancies

Section 1. Vacancies in Office

In the event any office becomes vacant through resignation or for any other reason, the Executive Committee shall empower to appoint another eligible member to fill the uncompleted term of office.

ARTICLE IV – Meetings

Section 1. Regular Meetings

The Association shall hold a regular membership meeting at a time and place designated by the Association members. The Executive Committee shall conduct the business of the Association in the intervals between regularly held meetings.

Section 2. Special Meetings

A special meeting may be called by:

- a) The Executive Committee
- b) Petition to the Executive Committee by twenty percent of the members of the Association

Section 3. Quorum

A quorum for items published on the agenda for any regular or special meetings shall consist of those eligible members present.

Section 4. Committee Reports

The Association shall require reports from any ad hoc committees at the annual membership meeting, and at the discretion of the Executive Committee, at any special meeting.

ARTICLE V – Committees

Section 1. Authorization

The Association shall have ad hoc committees as may be specified from time to time by the Executive Committee.

Section 2. Appointment

The President shall appoint the Chairpersons of all committees.

ARTICLE VI – Amendments to the By-Laws

Section 1. Procedure

Any eligible member of the Association may propose an amendment to these By-Laws by petitioning the Executive Committee.

Section 2. Approval

An affirmative vote of two-thirds of the eligible members who are in attendance at the annual meeting shall be required to amend these By-Laws.

Section 3. Adoption

Approved amendments will be formally adopted at that meeting and will become effective as of the close of such meeting unless otherwise stipulated in the amendment.

(Ratified September 18, 1992)

AMENDMENTS TO THE CONSTITUTION

AMENDMENT I - Duty of Past-President



NORTH DAKOTA VETERINARY TECHNICIAN ASSOCIATION



The Past-President shall serve as the Association's state representative to the North American Veterinary Technician Association (NAVTA).

Adopted October 2, 1993

AMENDMENTS TO THE BY-LAWS

AMENDMENT I – Meetings

The Executive Committee of the Association must meet at least one time per quarter, with the annual general business meeting counting as one of these required meetings.

Adopted October 2, 1993

AMENDMENTS TO THE CONSTITUTION

Amendment I- Membership

Section 1. Active Membership

Active membership shall be open to graduates of an AVMA accredited Veterinary Technician program. Active members shall have voting privileges.

Section 2. Associate Membership

Associate membership shall be open to those persons who are interested in supporting and promoting the Association; including veterinary assistants, students, and on-the-job trained personnel. These members shall not be eligible to serve, as officers of the Association, shall not vote in the Association affairs but may serve on committees on the approval of the Executive Committee.

Amendment II- Treasurer: two-year term—shall:

e) At the end of the treasurers' term and before turning the paperwork over to the newly elected treasurer, the outgoing treasurer will have the books audited.

Adopted October 8, 1999

AMENDMENTS TO THE CONSTITUTION

Amendment I: Committees

Section 3. Scholarship committee

This committee will decide on the Veterinary Technology Student from NDSU who will receive the LuAnn Lee Scholarship. The Past President will act as Chairperson. The Association will make a yearly donation of \$250 to the fund to help keep it active. This committee will set standard guidelines to be used each year.

Amendment II: Officers, Their Election and duties

Section 5: Duties of officers

1. Past President: one year term—shall serve as an advisor to the Executive Committee and Association members and shall serve as the Association's state representative to NAVTA **and shall serve as committee chairperson for the Scholarship committee.**

Adopted October 13, 2000

AMENDMENTS TO THE CONSTITUTION

Amendment I: Officers

Section 1, 2, 3, 5: Titles, Nomination, Terms, and Duties



NORTH DAKOTA VETERINARY TECHNICIAN ASSOCIATION



1. Executive Director: Shall be an appointed voluntary position of a 5-year term, shall be an available consultant to assist the executive board members in areas concerning protocols, duties, and history of the NDVTA, assist new board members in becoming familiar with respective offices in order to ease the transition between officials, be present at all executive board meetings, be a non-voting member of the NDVTA executive board, shall have served on the NDVTA executive board for a period of at least 3 years, shall serve as the NAVTA state representative and follow the duties laid down by NAVTA, and shall be refunded travel-associated expenses and receive an honorarium each year to be presented at the annual general NDVTA meeting. If the Executive Director wishes to resign, it must be preceded by a six-month notice in order to train a new Executive Director.

Adopted October 10, 2003

AMENDMENTS TO THE CONSTITUTION

Amendment I: Officers and their duties

Section 5: Duties of Officers

1. The duties of the President-Elect and Past President shall be as follows:
 - a. President-Elect: Serve in the absence of the President, serve as the chairperson for the NVTW committee, serve as the chairperson for the LuAnn Lee scholarship committee, and assist the Association with any projects undertaken.
 - b. Past President: Serve as an advisor to the Executive Committee and Association members, serve as the chairperson for the Continuing Education Committee, and assist the Association with any projects undertaken.

Adopted October 8, 2004

AMENDMENTS TO THE CONSTITUTION

Amendment I: Officers

Section 5: Duties of Officers

1. The duties of the President-Elect shall be as follows:
 - a. President-Elect: Serve in the absence of the President, serve as the chairperson for the LuAnn Lee Scholarship Committee, and assist the Association with any projects undertaken.

Adopted October 10, 2008