

The By-Laws of the
North Carolina Association of Veterinary Technicians

PREAMBLE

The purpose of this organization is to provide a means of communication among its members in order to advance and improve the quality of the Veterinary Technician; to expand the knowledge of the technician through continuing education programs, seminars and newsletters; to maintain a dose of high ethical standards among technicians, a professional image and an honorable relationship with licensed veterinarians.

ARTICLE I: NAME

This organization shall be known as the “North Carolina Association of Veterinary Technicians.”

ARTICLE II: MEMBERSHIP

This association shall consist of ACTIVE, ASSOCIATE, and STUDENT members.

SECTION 1: ACTIVE MEMBERS

- (a) Technicians registered in North Carolina
- (b) Non-delinquent in payment of Association dues
- (c) Accumulate 12 hours / 2 years of continuing education
- (d) Membership status transfers to Associate status upon notification by the North Carolina Veterinary Medical Board if registration is revoked

SECTION 2: ASSOCIATE MEMBERS

- (a) Graduates of accredited veterinary medical technology school, but not yet registered in North Carolina
- (b) Non-delinquent in payment of Association dues
- (c) Membership transfers to Active status upon certification by the North Carolina Veterinary Medical Board

SECTION 3: STUDENT MEMBERS

- (a) Students currently enrolled in an accredited veterinary medical technology program
- (b) Non-delinquent in payment of Association dues
- (c) Membership transfers to Active status upon certification by North Carolina Veterinary Medical Board

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/her views or rebuttal. The Executive Board shall hold the hearing 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 person in question is unable to appear at the time designated for the final 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 III: OFFICERS

SECTION 1: EXECUTIVE BOARD

The Executive Board shall consist of the following elected officers for the Association: President, President-Elect, Vice President, Secretary, Treasurer, Public Relations/Historian Officer, NAVTA State Representative, Information Officer, Information Officer Elect, Education Officer, and Recruitment and Retention Officer.

1. **PRESIDENT:** One (1) year term

The President shall:

- (a) Preside at all meetings of the Executive Board and any general membership meeting.
- (b) Supervise and direct the affairs of the Association
- (c) Perform such other duties that ordinarily pertain to the office and will represent the Association in all matters
- (d) Have the power to create and institute committees and select committee chairpersons
- (e) Have the power to create offices and make appointments deemed necessary to aid in the success of this Association, but subject to approval of the Executive Board
- (f) Have the power to break ties in any Association voting
- (g) Represent the Association in all matters
- (h) Present an address at the biannual general membership meetings, at the end of the term in office, and at other appropriate meetings
- (i) Promote the Veterinary Medical profession and the Veterinary Technology profession
- (j) Have charge and responsibility of the Association's annual meeting and program including the continuing education program

- (a) Turn over all Association property to his/her duly elected successor within one month of the completion of his/her term (the day of the Spring Conference election)
2. **PRESIDENT-ELECT:** One (1) year term with automatic succession to the office of President
The President-Elect shall:
- (a) Assist the President in direction of the affairs of the Association, and act as an advisor to the President
 - (b) Cooperate in the promotional activities of the Association under the direction of the Executive Board, particularly in the relationship to constituent associations and student chapters
 - (c) Assume the office of President at the next election
3. **VICE PRESIDENT:** Two (2) year term
The Vice President shall:
- (a) Serve in the absence of the President
 - (b) Hold all power and responsibility of the President during that absence
4. **SECRETARY:** Two (2) year term
The Secretary shall:
- (b) Keep accurate minutes of all regular meetings and report on such at following meetings
 - (c) Be responsible for expeditiously routing the minutes to the Information Officer for publication in the Association newsletter and on the Association website
 - (d) Be responsible for keeping records of correspondence connected with the Association
 - (e) Work in conjunction with the Treasurer to maintain a current membership record
 - (f) Turn over all Association records to his/her duly elected successor immediately upon the completion of his/her term (the day of the Spring Conference election)
5. **TREASURER:** Two (2) year term
The Treasurer shall:
- (a) Keep accurate records of all transactions and report accounts at each meeting
 - (b) Pay Association bills promptly
 - (c) Collect and record all dues as well as all monies associated with the Spring Conference

- (d) Work in conjunction with the Secretary to maintain a current membership record
- (e) Receive written approval from the President and/or Vice President before purchase over \$25 can be made
- (f) Be presented with an invoice before funds can be distributed
- (g) Turn over all Association records to his/her duly elected successor immediately upon the completion of his/her term (the day of the Spring Conference election)

6. HISTORIAN/PUBLIC RELATIONS OFFICER: Two (2) year term

The Historian/Public Relations officer shall:

- (a) Promote National Veterinary Technician Week through newspaper, radio, and television advertisements
- (b) Maintain the Association's archive of photographs and conference related material
- (c) Update the scrapbooks at least annually
- (d) Update the presentation board on an annual basis
- (e) Be responsible for storing and ensuring that the display board is present at the Fall and Spring meetings
- (f) Turn over all Association records to his/her duly elected successor immediately upon the completion of his/her term (the day of the Spring Conference election)

7. NAVTA (NATIONAL ASSOCIATION OF VETERINARY TECHNICIANS IN AMERICA) STATE REPRESENTATIVE: Two (2) year term

The NAVTA State Representative shall:

- (a) Become an active member of NAVTA within one month of assuming the position of state representative and show written proof of membership to the Executive Board within that one month time frame
- (b) Be the liason between the Association and NAVTA
- (c) Work closely with the Public Relations/Historian on matters concerning National Veterinary Technician Week and other publicity matters

8. INFORMATION OFFICER: One (1) year term

The Information Officer shall:

- (a) Maintain and update the Association website content in conjunction with the other Executive Board members
- (b) Reply to questions generated by the website or forward the questions and information to the appropriate Executive Board member

- (c) Compile the Association quarterly newsletter in conjunction with other Executive Board members
- (d) Be required to have access to a computer with Internet access and software to produce the newsletter and upload website content (Word, Front Page, Publisher, etc.)

9. INFORMATION OFFICER ELECT: One (1) year term with automatic succession to the office of Information Officer

The Information Officer Elect shall:

- (a) Be trained by and assist the Information Officer in the creation, maintenance, and upkeep of the Association website
- (b) Assist the Information Officer and share the responsibility of replying to questions generated by the website or forward the questions and information to the appropriate Executive Board member
- (c) Learn to create and assist with the publication of the Association's quarterly newsletter in conjunction with the other Executive Board members
- (d) Be required to have access to a computer with Internet access and software to produce the newsletter and upload to the website (Word, Front Page, Publisher, etc.)
- (e) Assume the title and responsibilities of Information Officer the following year

10. EDUCATION OFFICER: Two (2) year term

The Education Officer shall:

- (a) Coordinate the Annual Spring Conference
- (b) Set-up the Conference date with the North Carolina Veterinary School (usually the 1st Saturday of Spring Break)
- (c) Get notes from speakers and organize the book for the print shop
- (d) Schedule speaker times
- (e) Organize vendors – let them know where to set up, make sure they have what they need
- (f) Make sure that the NC Vet School's computer technician crew gets the lecture rooms set up and ready

11.RECRUITMENT & RETENTION OFFICER: Two (2) year term

The Recruitment and Retention Officer shall:

- (a) Look for ways to attract new members and retain current members
- (b) Help coordinate talks with school job fairs, summer camps, scout groups, youth groups, etc. and solicit members to present the talk

12.ADVISOR:

The Advisor shall:

- (a) Be a member of, or an executive of, the North Carolina Veterinary Medical Association
- (b) Be approved by the active members of the NCAVT to serve as a consultant to the Association
- (c) Have no vote and may or may not be a registered veterinary technician
- (d) Serve in an advisory position to the Association
- (e) Possibly serve succeeding terms of office subject to approval of the Executive Board

ARTICLE IV: ELECTION OF OFFICERS

SECTION 1: ELECTION OF OFFICERS

- (a) All nominees must be registered, active members of the Association
- (b) All nominations will be made at the Spring Conference business meeting
- (c) Only active members in good standing with the Association may be nominated for elective offices

SECTION 2: TERMS OF OFFICE AND INSTALLATION

- (a) Officers newly elected will be installed at the annual Spring Conference business 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.
- (b) Each officer shall
- (c) Emergency Executive Board members may be appointed by the President and/or the Executive Board

SECTION 3: VOTING

- (a) Voting will take place at the Spring Conference business meeting
- (b) Voting shall be by a show of hands
- (c) A majority of members voting will be needed for acceptance
- (d) Each active member will hold one vote
- (e) Associate members hold no vote
- (f) Student members hold no vote

SECTION 4: REMOVAL OF OFFICERS

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/her views or rebuttal. The Executive Board shall hold the hearing 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 President, 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, said 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 the removed officer is again nominated for an office, it is the responsibility of the current Executive Board members to ascertain on a case-by-case basis the feasibility of such a nomination. The historian shall maintain a history of all officers and terms of office.

SECTION 5: RESIGNATION PROCEDURES

Any member of the Executive Board who wishes to resign his position must notify the President, in writing (not email), within 30 days of his/her intention to resign. The President shall inform the Association of the resignation.

ARTICLE V

SECTION 1: GENERAL

- (a) There will be at least two scheduled meetings per year
- (b) The meetings will be held in conjunction with the North Carolina Veterinary Conference and the North Carolina Association of Veterinary Technicians Spring Conference

SECTION 2: EXECUTIVE BOARD

The Executive Board will meet at least six (6) times per year

SECTION 3: BUSINESS

- (a) Any motions not pertaining to the Election of Officers, or amendments to the By-Laws, or general governing of the Association may be put forth and voted on by any active member
- (b) Vote on the above motions will be made by a show of hands
- (c) Passage of motions will be by majority of members voting

ARTICLE VI: AMENDMENTS

SECTION 1: PRESENTATION

Amendment proposals will be submitted by an Active Member to the members at scheduled meetings and a closed ballot at that meeting or the following meeting will be used to determine acceptance

SECTION 2: PASSAGE

- (a) Active Members only may vote
- (b) A majority of members present and voting are required to pass an amendment
- (c) Upon passage, they will be added to the By-Laws and all members will be notified of the additions

ARTICLE VII: ORGANIZATION STATUS

This Association shall be a non-profit organization and will raise funds when necessary

ARTICLE VIII: DUES

SECTION 1: AMOUNT

- (a) The amount of dues shall be reviewed annually
- (b) Annual dues shall be \$30.00 for Active Members
- (c) Annual dues shall be \$35.00 for Associate Members
- (d) Annual dues shall be \$15.00 for Student Members
- (e) Annual dues shall be \$15.00 for Mailing List Members

SECTION 2: PAYMENT

Membership dues will be payable January first (1st) annually

SECTION 3: ARREARS

- (a) All Members whose dues are more than three (3) months delinquent shall be considered as non-members
- (b) membership can be reinstated upon re-application and payment of dues

ARTICLE IX: COMMITTEES

SECTION 1: MEMBERS

- (a) Committees shall be comprised of volunteer members
- (b) Chairpersons shall be elected by the committee or appointed by the President

SECTION 2: REPORTS

- (a) Committees must report on their activities at association meetings

- (b) Committee chairpersons must report to the Executive Board through the President-Elect bi-monthly

ARTICLE X: ASSOCIATION MEDIA

SECTION 1: NEWSLETTER OF THE ASSOCIATION

Newsletters will be published on a quarterly basis and mailed to members

SECTION 2: ASSOCIATION WEB SITE

- (a) The Association will maintain a web page
- (b) General information concerning the Association will be posted on the site
- (c) The web page will be updated on a routine basis
- (d) Information to be placed on the site includes:
 - 1. Membership application
 - 2. Annual business meeting minutes (not to include budget information)
 - 3. Advertisement for positions
 - a. Advertisements shall be placed on the page for a one month period

for a fee to cover site maintenance

ARTICLE XI: MONEY

- (a) No officer will profit from dues or fundraising monies in any manner
- (b) In the event the "North Carolina Association of Veterinary Technicians" should dissolve, all accumulated monies shall be dispersed equally among the Veterinary Medical Technology departments at community colleges within North Carolina.