



# WISCONSIN VETERINARY TECHNICIAN ASSOCIATION

## BYLAWS

### **BYLAW I – MEMBERSHIP**

#### **Section 1. Classes of Membership**

##### **A. Active Member**

An Active Member shall be a veterinary technician certified by the State of Wisconsin. An Active Member must be of good character and his/her professional conduct must meet the requirements of the code of ethics of the National Association of Veterinary Technicians in America (NAVTA). An Active Member must be current in paying dues.

Active Members may vote and may hold elective office.

##### **B. Associate Member**

An Associate Member shall be any veterinary assistant, veterinary employee, or person in a related field who is not certified, or a technician registered, certified or licensed in any other state or province. An Associate Member must be of good character and his/her professional conduct must meet the requirements of the code of ethics of the National Association of Veterinary Technicians in America (NAVTA). The Associate Member must be current in paying dues.

An Associate Member may vote, but may not hold elective office.

##### **C. Student Member**

A Student Member shall be any member of a Student Chapter of the National Association of Veterinary Technicians in America (NAVTA) at an American Veterinary Medical Association accredited program in the State of Wisconsin including but not limited to the Wisconsin Student Association of Laboratory Animal and Veterinary Technicians at Madison Area Technical College. The Student Member must be of good character and his/her professional conduct must meet the requirements of the code of ethics of NAVTA. Any Student Member may attend meetings and participate in discussion, but may not vote or hold elective office. Student Members shall be represented at the Annual Business Meeting of the Wisconsin Veterinary Technician Association (WVTA) by one voting member per Student Chapter; each voting member shall be appointed or elected by the members of their respective Student Chapter.

#### **Section 2. Dues**

**A.** The Executive Board shall determine on a full year basis the annual dues of the Association. Any increase in dues shall be subject to the approval of the members of the Association. Graduates of Wisconsin AVMA accredited veterinary technician or technology programs will receive a complimentary membership until next renewal period of that year.

**B.** Dues are due on November 1 and membership expires on October 31. Any member shall be considered in arrears if dues have not been paid by December 1.

### **Section 3. Tenure**

A member of the Association shall retain his/her membership as long as:

- A.** he/she fulfills the requirements of the membership set out in Bylaw I, Section 1.
- B.** his/her professional conduct is in accordance with the laws and rules governing Veterinary Technicians in the State of Wisconsin and the Code of Ethics of the National Association of Veterinary Technicians in America (NAVTA).
- C.** his/her dues are not in arrears.

### **Section 4. Removal of a Member**

- A.** A member whose certification is revoked by action of the licensing board, or is convicted of a felony may be removed from membership in the Association.
- B.** A member who violates the Code of Ethics of the National Association of Veterinary Technicians in America (NAVTA) may be removed from membership in the Association.
- C.** Removal will be determined by a vote of the Executive Board.
- D.** Non-payment of dues results in removal from membership.

## **BYLAW II – DISTRICTS**

### **Section 1. Districts**

#### **A. Purpose**

The purpose of the districts is to aid communication among local members.

#### **B. Funding**

Funds for district educational programs may come from the Association treasury. Any revenues generated within a district shall be deposited in the Association treasury.

#### **C. District Regions**

The state shall be divided into four districts by the Executive Board with consideration given to membership population and geography. A redistricting study will be conducted if requested by a majority of the members in one or more districts. The districts are:

##### **1. NW (Northwest) North of Hwy 10, West of Hwy 51**

**Counties include:** Ashland, Barron, Bayfield, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Iron, Marathon, Pepin, Pierce, Polk, Price, Rusk, St Croix, Sawyer, Taylor, Washburn, Wood.

##### **2. NE (Northeast) North of Hwy 10, East of Hwy 51**

**Counties include:** Brown, Door, Florence, Forest, Kewaunee, Langlade, Lincoln, Manitowoc, Marinette, Menomonee, Oconto, Oneida, Outagamie, Portage, Shawano, Waupaca, Vilas.

##### **3. SW (Southwest) South of Hwy 10, West of Hwy 51**

**Counties include:** Adams, Buffalo, Columbia, Crawford, Dane, Grant, Green, Iowa, Jackson, Juneau, La Crosse, La Fayette, Monroe, Richland, Sauk, Trempealeau, Vernon.

##### **4. SE (Southeast) South of Hwy 10, East of Hwy 51**

**Counties include:** Calumet, Dodge, Fond du Lac, Green Lake, Jefferson, Kenosha, Marquette, Milwaukee, Ozaukee, Racine, Rock, Sheboygan, Walworth, Washington, Waukesha, Waushara, Winnebago.

## **BYLAW III – EXECUTIVE BOARD**

### **Section 1. Members of the Executive Board**

The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Communication Committee Chair, State Program Committee Chair, Legislative Committee Chair, and two Members At Large.

## **Section 2. Duties**

The Executive Board shall have voting authority in determining and upholding the policies and management of the Association and shall authorize expenditure of all Association funds. Each position within the Executive Board has additional duties as defined in its Position Description.

## **Section 3. Meetings and Quorum**

- A. The Executive Board shall meet at least four times per year.
- B. A simple majority of the Executive Board members shall constitute a quorum for the transaction of business.
- C. Open meetings are open to any member of the Association.
- D. Closed sessions of the Executive Board may be called by the President. Attendance at closed meetings may be limited to members of the Executive Board.

## **Section 4. Officers**

Officers of this Association shall be the President, Vice President, Secretary, and Treasurer.

### **A. Qualifications of Officers**

Active Members in good standing shall be eligible for nomination for election to office.

### **B. Duties of Officers**

#### **1. President**

- a. The President shall preside at all meetings of the Association.
- b. The President shall chair the Executive Board.
- c. The President shall represent the Association in all matters.
- d. The President shall establish ad hoc committees as necessary.
- e. The President shall sign checks for the Association in the event of the Treasurer's absence or disability.
- f. The President shall prepare and submit an annual report to the General Membership at the Annual Business Meeting.
- g. The President shall assume additional responsibilities as defined in the Position Description.

#### **2. Vice President**

- a. The Vice President shall perform the duties of the President during his/her absence or disability.
- b. The Vice President shall perform duties as assigned to him/her by the President.
- c. The Vice President shall coordinate nomination process and conduct elections.
- d. The Vice President shall oversee volunteer management practices.
- e. The Vice President shall prepare and submit an annual report to the General Membership at the Annual Business Meeting.
- f. The Vice President shall assume additional responsibilities as defined in the Position Description.

#### **3. Secretary**

- a. The Secretary shall record the minutes of meetings of the Executive Board and the Annual Business Meeting.
- b. The Secretary shall oversee the maintenance of the membership roster.
- c. The Secretary shall be responsible for all association correspondence.
- d. The Secretary shall prepare and maintain association files.
- e. The Secretary will preside over meetings in the event that both the President and Vice President are absent.

- f. The Secretary shall prepare and submit an annual report to the General Membership at the Annual Business Meeting.
- g. The Secretary shall assume additional responsibilities as defined in the Position Description.

**4. Treasurer**

- a. The Treasurer shall collect and record dues.
- b. The Treasurer shall prepare current financial statements as outlined in the Position Description for each Executive Board meeting.
- c. The Treasurer shall prepare an annual financial statement for distribution to members.
- d. The Treasurer shall prepare and submit a balanced budget proposal to the Executive Board on an annual basis.
- e. The Treasurer shall maintain bank accounts and sign checks for the Association.
- f. The Treasurer shall assume additional responsibilities as defined in the Position Description.

**C. Election and Tenure of Officers**

**1. Election**

- a. Election of officers shall be held each year at the Annual Business Meeting and each term of office will begin at the close of the Annual Business Meeting.
- b. Election of all officers will be by a majority of ballots received, cast by those members entitled to vote and present, and in person, at the Annual Business Meeting. Voting will be by closed ballot.
- c. In the event of a mid-term vacancy, the Executive Board shall appoint by majority vote an alternate to the position for the balance of the unexpired term. If a vacancy is filled by a person holding more than one elected position, he/she is limited to one vote.

**2. Terms of Office**

- a. President and Vice President are two-year terms. Their elections will take place in alternate years. Any incumbent may be re-elected to serve a maximum of two consecutive terms, four years.
- b. Secretary and Treasurer are two-year terms. Their elections will take place in alternate years. Any incumbent may be re-elected to serve a maximum of three consecutive terms, six years.

**3. Resignation**

- a. Any member holding an elected or appointed position who wishes to resign a position must notify the Executive Board in writing of the intent and the date which resignation will be effective. The President shall inform the Association of the resignation.
- b. Any member holding an elected or appointed position may be asked to resign a position if the Executive Board determines by majority vote that he/she seems unable to perform duties as stated in his/her Position Description. The member in question shall be notified in writing by the President via certified mail with receipt and the member shall be invited to resign or offer a rebuttal. If the member in question is the President, the Vice President shall notify the President in writing with the same provision. A rebuttal will result in a special meeting of the Executive Board to resolve the issue and secure either a renewed commitment or resignation. Action taken is based on a written majority vote of the Executive Board. Response to initial inquiry shall be limited to no more than four weeks. If no response is received within four weeks of receipt, the member in question shall have forfeited all rights to a rebuttal and resignation shall be assumed to be the decision of that member.

- c. Resignation from aforementioned elected or appointed positions does not necessarily result in removal from membership.

## **Section 5. Committee Chairs**

Committees of this Association shall be the Communications Committee, Legislative Committee, and State Program Committee.

### **A. Qualifications**

Active members in good standing shall be eligible for nomination for election to Committee Chair.

### **B. Duties of Committee Chairs**

The objectives and responsibilities of each committee shall be set in the Standard Operating Procedures of the Association. Each Committee Chair enables a committee to fulfill its purpose by chairing meetings, serving as primary contact for the committee, appointing committee members, and delegating committee work.

### **C. Election and Tenure**

#### **1. Election**

- a. Election of Committee Chairs shall be held each year at the Annual Business Meeting and each term of office will begin at the close of the Annual Business Meeting.
- b. Election of all Committee Chairs will be by a majority of ballots received, cast by those members entitled to vote and present, and in person, at the Annual Business Meeting. Voting will be by closed ballot.
- c. In the event of a mid-term vacancy, the Executive Board shall appoint by majority vote an alternate to the position for the balance of the unexpired term. If a vacancy is filled by a person holding more than one elected position, he/she is limited to one vote.

#### **2. Terms of Office**

- a. Committee Chairs shall serve two-year terms.
- b. The Communications Committee Chair and Legislative Committee Chair are elected in alternating years with the State Program Committee Chair.

#### **3. Resignation**

Committee Chairs shall follow the resignation process as defined in Bylaw III, Section 4, C., 3.

## **Section 6. Members At Large**

There shall be two Members At Large elected to the Executive Board.

### **A. Qualifications**

Active members in good standing shall be eligible for nomination for election to Member At Large.

### **B. Duties**

Duties of a Member At Large encompass that of the Executive Board.

### **C. Election and Tenure**

#### **1. Election**

- a. Election of Members At Large shall be held each year at the Annual Business Meeting and each term of office will begin at the close of the Annual Business Meeting.
- b. Election of Members At Large will be by a majority of ballots received, cast by those members entitled to vote and present, and in person, at the Annual Business Meeting. Voting will be by closed ballot.
- c. In the event of a mid-term vacancy, the Executive Board shall appoint by majority vote an alternate to the position for the balance of the unexpired term. If a vacancy is filled by a person holding more than one elected position, he/she is limited to one vote.

**2. Terms of Office**

- a. Member At Large (1) is elected on an annual basis and shall serve a one-year term with a maximum of two consecutive terms, two years.
- b. Member At Large (2) is elected every other year and shall serve a two-year term with a maximum of two consecutive terms, four years.

**3. Resignation**

Members At Large shall follow the resignation process as defined in Bylaw III, Section 4, C., 3.

**BYLAW IV – EXECUTIVE COMMITTEE**

**Section 1. Members of the Executive Committee**

The members of the Executive Committee shall consist of the Executive Board members, District Representatives, Communication Specialists (Journal Editor, Web Site Coordinator, Job Service Coordinator), Appointed Liaisons, and the Chairs of Ad Hoc Committees.

**Section 2. Duties**

The Executive Committee shall attend Executive Board meetings and shall advise the Board by means of discussion, proposals, and putting forth motions on all issues relative to the purposes and activities of the Association; however, Executive Committee members do not have voting privileges. Each position within the Executive Committee has additional duties as defined in its Position Description.

**Section 3. Meetings**

Executive Committee meetings may be held in conjunction with the Executive Board meetings.

**Section 4. District Representatives**

Three members from each district shall be appointed by majority vote of the Executive Board to act as District Representatives.

**A. Qualifications**

Active members in good standing shall be eligible to be appointed as District Representative.

**B. Duties**

District Representatives shall organize district continuing education seminars and other activities. They shall serve as liaisons between the members in the district and the Executive Board. The District Representatives shall be members of both the Executive Committee and the State Program Committee. They shall prepare and submit to the President an annual report of the activities in the district.

**C. Appointment and Tenure**

**1. Appointment**

District Representatives are appointed by majority vote of the Executive Board.

**2. Term**

District Representatives shall serve an indefinite term, minimum of one year.

**3. Resignation**

District Representatives shall follow resignation process defined in Bylaw III, Section 4, C., 3.

**Section 5. Communication Specialists**

The Communication Specialists include Journal Editor, Website Coordinator, and Job Service Coordinator. These Communication Specialists are members of both the Communications Committee and the Executive Committee.

**A. Qualifications**

Associate members in good standing shall be eligible to be appointed as Communication Specialists.

**B. Duties**

**1. Journal Editor**

The Journal Editor shall create and edit bi-monthly and special editions of the WVTA Journal.

**2. Website Coordinator**

The Website Coordinator shall construct and maintain the WVTA Website.

**3. Job Service Coordinator**

The Job Service Coordinator shall organize and promote employment opportunities for veterinary technicians.

**C. Appointment and Tenure**

**1. Appointment**

Communication Specialists are appointed by majority vote of the Executive Board.

**2. Term**

Communication Specialists shall serve an indefinite term, minimum of one year.

**3. Resignation**

Communication Specialists follow resignation process defined in Bylaw III, Section 4, C., 3.

**Section 6. Appointed Liaisons**

The Association shall maintain relationships with various other organizations by means of appointed liaisons. The standing appointed liaisons shall be a NAVTA Liaison and a WSALAVT Liaison.

**A. NAVTA Liaison**

**1. Qualifications**

Members eligible for appointment to NAVTA Liaison shall be both an active member of the WVTA in good standing and a member of NAVTA.

**2. Duties**

The NAVTA Liaison shall represent the interests of the WVTA to NAVTA and vice versa.

**3. Appointment and Tenure**

NAVTA Liaison is appointed by majority vote of the Executive Board and serves an indefinite term. Resignation follows process defined in Bylaw III, Section 4, C., 3.

**B. WSALAVT Liaison**

**1. Qualifications**

Members eligible for appointment to WSALAVT Liaison shall be both an associate member of the WVTA in good standing and a member of WSALAVT.

**2. Duties**

The WSALAVT Liaison shall represent the interests of the WSALAVT to the WVTA and vice versa.

**3. Appointment and Tenure**

WSALAVT Liaison is appointed by the WSALAVT and serves a one-year term.

**C. Ad hoc Liaisons**

The Executive Board may appoint ad hoc Liaisons to promote the purpose of the Association.

**1. Qualifications**

Active or associate members may be eligible for appointment to an ad hoc Liaison.

**2. Duties**

Ad hoc Liaisons serve as members of the Executive Committee. Duties specific to the ad hoc Liaison shall be determined at the time of instatement.

**3. Appointment and Tenure**

Ad hoc Liaisons are appointed by the Executive Board. The term shall be established at the time of instatement based on the purpose of the position. Resignation follows process defined in Bylaw III, Section 4, C., 3.

**Section 7. Ad hoc Committees**

Additional committees may be appointed by the Executive Board to promote the purpose of the Association.

**A. Qualifications**

Active or associate members may be eligible for appointment to an ad hoc Committee Chair.

**B. Duties**

Ad hoc Committee Chairs serve as members of the Executive Committee. Duties specific to the ad hoc Committee Chair shall be determined at the time of instatement.

**C. Appointment and Tenure**

1. Ad hoc committees are appointed and dissolved by the President. The term of the committee shall be established at the time of instatement based on the purpose of the committee. Dissolution shall occur in the event that the objectives are met or the committee is no longer fulfilling the purpose.
2. Ad hoc Committee Chairs are appointed by the Executive Board. The term of the Committee Chair shall be established at the time of instatement. Resignation prior to dissolution of the committee follows process defined in Bylaw III, Section 4, C., 3.

**BYLAW V – MEETINGS**

**Section 1. Regular Meetings**

There shall be at least one Annual Business Meeting for the general membership. The time and place shall be fixed by the Executive Board.

**Section 2. Special Meetings**

Special meetings may be called by the President at the request of the Executive Board or at the written request of ten percent of the active members. Such a request shall set forth the purpose of such special meeting and the subjects to be discussed.

**Section 3. Quorum**

Ten percent of the active members shall constitute a quorum for the transaction of business.

**BYLAW VI – PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order, revised, shall govern the Association in all cases to which they are applicable, and in which they are consistent with the Bylaws or special rules of order of this Association.

**BYLAW VII – AMENDMENTS**

**Section 1. Methods of Proposed Amendments to the Constitution and Bylaws**

- A. Proposed Amendments to the Constitution and Bylaws of the Association shall be submitted to the Executive Board by an Active Member. The Executive Board shall discuss the proposal and shall take action to endorse it, reject it, and refer it to a committee for study or proper wording.
- B. Proposed Amendments which receive Executive Board endorsement shall be voted on by the membership in one of the following two methods:



1. The proposed Amendment shall be presented to the membership at the next scheduled General Annual Business Meeting. A printed copy of the proposed amendment shall be provided to each Active and Associate Member. Adoption of an Amendment shall be by two-thirds vote of all members present and voting at the annual meeting. The Amendment so adopted shall be effective immediately.
2. The proposed Amendment shall be mailed to each Active and Associate Member. Adoption of such Amendment shall be by two-thirds vote of all members returning written ballot by the method and date specified therein. The Amendment so adopted shall be effective immediately upon tally of the votes.

### **BYLAW VIII – BUDGET**

The Association shall have a balanced budget. The Treasurer shall prepare and submit a balanced budget proposal, showing expenditures not to exceed income plus reserves on an annual basis.

### **BYLAW IX – CONTINUITY**

These Bylaws supersede and take the place of all previously existing Bylaws and Amendments thereto. At the time of adoption of these Bylaws all Officers shall continue in office to the end of their term.

These Bylaws are set before membership for approval on October 21st, 2006.