

July 2006

## CONSTITUTION

### ARTICLE I - NAME

This organization shall be known by the name of "The Association of Zoo Veterinary Technicians".

### ARTICLE II - OBJECTIVES

The Association of Zoo Veterinary Technicians (AZVT) is dedicated to all aspects of quality veterinary care in the field of zoo animal medicine.

Our commitment is:

To promote and improve professional standards among zoo veterinary technicians.

To maintain a cooperative working relationship with other zoo professionals.

To provide a forum for the presentation and exchange of information, challenges, and methodology encountered in the field of zoo veterinary technology through a quarterly newsletter and annual conferences.

To encourage the recognition of the importance of the veterinary technician's role in zoo veterinary medicine, scientific study, and conservation.

To educate the public, increasing the appreciation of the bond between human beings and all life on earth.

### ARTICLE III - DURATION

The duration of the Association shall be considered perpetual.

### ARTICLE IV - PROPERTY

The Association is not formed for pecuniary profit or gain. In the event that the organization should dissolve all properties and monies will revert to The Nature Conservancy.

### ARTICLE V - MEMBERSHIP

Membership in the Association shall include the following categories:

A. Active Members

B. Associate Members

### C. Subscribing Members

### D. Institutional Members

All members of this Association shall be subject to the constitution, by-laws, and principal of veterinary medical ethics adopted by the Association.

## ARTICLE VI - OFFICERS

There shall be five officers to be elected at the annual national meeting of the Association: President, President Elect, Vice-president, Secretary and Treasurer. Nominations for these officers shall be made by the Active and Associate membership.

## ARTICLE VII - AMENDMENTS

This constitution may be amended at any annual meeting by a majority vote of the members present and eligible to vote. In addition the constitution may be amended at any time by any Active or Associate member who submits said amendment to the Secretary. The Secretary will then distribute proposed amendment to Active and Associate members who will then vote by absentee ballot. The amendment is approved by a majority of those voting.

## BY-LAWS

### I. ARTICLE I - MEMBERSHIP CATEGORIES

#### A. Active Members

1. Active members must be currently employed or have been employed for a minimum of 2 years in a full or part time capacity as a zoo veterinary technician in a zoological park, aquarium or wildlife facility.
2. Active members must meet any one of the following educational or experience criteria:
  - a. Associate of Applied Science degree in Veterinary Technology.
  - b. State or national certification as a Veterinary Technician or allied health field.
  - c. Two (2) years experience working in the area of zoo veterinary technology as certified by the supervising veterinarian.
3. Active members in good standing, shall upon remittance of dues established by the Association, enjoy all rights and privileges of the Association, including participation in meetings, voting and holding office as

provided in the constitution and by-laws. Active members shall receive all publications distributed by the Association other than proceedings of the annual meeting.

4. Applications for Active membership shall be made upon a form furnished by the Association. This application shall be filed with the Secretary.

#### B. Associate Members

1. An Associate member is any individual who meets the educational requirements for Active membership but is not currently employed in a zoological park, aquarium, or wildlife facility in the area of veterinary technology.

2. An Associate member in good standing shall, upon remittance of dues established by the Association, enjoy all the rights and privileges of the Association as enjoyed by Active members except that no Associate member shall hold elective office.

3. Application for Associate membership shall be made upon a form furnished by the Association. This application shall be filed with the Secretary.

#### C. Subscribing Members

1. A Subscribing member is any technical or non-technical person interested in exotic or zoo veterinary technology.

2. Application for membership in this category shall be made upon a form furnished by the Association and shall be filed with the Secretary.

3. Each Subscribing member shall pay annual dues as established by the Association.

4. Subscribing members will receive all publications of the Association except a copy of the annual proceedings.

5. Subscribing members are ineligible to vote or hold office within the Association. They may become committee members with the approval of the President or Executive Director.

#### D. Institutional Members

1. An institutional member is any institution, school, library, club, etc. interested in exotic or zoo veterinary technology.

2. Application for membership in this category shall be made upon a form furnished by the Association and shall be filed with the Secretary.

3. Each institutional member shall pay annual dues as established by the Association.

4. Institutional members will receive all publications of the Association including a copy of the annual proceedings.

## II. ARTICLE II - DUES

A. All members, in order to remain in good standing, shall pay dues in U.S. Funds, on an annual basis as set by the elected officers of the Association. Remittance of membership dues is 1 January of that year. A late fee will be charged after 31 January for renewals.

## III. ARTICLE III - CODE OF PROFESSIONAL ETHICS

A. All members of the Association shall maintain a high standard of moral and professional conduct. Conduct not considered to be moral or professional, by generally accepted standards, shall be considered unethical. Charges of unethical conduct shall be subject to investigation by the Ethics Committee of the AZVT. And if warranted, the member may be subject to disciplinary action. This code applies to all individual membership categories of the AZVT.

## IV. ARTICLE IV - ELECTION OF OFFICERS

A. Nominations for officers shall be filed with the Secretary.

B. Nominations for officers must be received by the Secretary ninety (90) days prior to the annual meeting.

C. Election of officers will be conducted by mail-in ballot prior to the annual meeting.

D. Officers will be elected by majority vote of all voting members within the association.

E. The elected officers will be announced at the annual meeting.

## V. ARTICLE V - DUTIES AND TERMS OF OFFICE

A. Terms of office shall commence at the close of the annual meeting. The term shall last exactly one year or to the close of the following annual meeting which ever is longer, unless otherwise specified.

### 1. Section 1 - The President

a. Preside over and regulate the annual Association meeting, the mid-year Executive Board meeting and the annual Executive Committee meeting.

b. Appoint all association committee chairpersons.

c. Officially represent the Association and perform all other duties incumbent to the office.

d. Have the authority to call special meetings with the approval of the other officers.

- e. Have the power to break a tie vote.
- f. Oversee and coordinate the actions of all standing committees.
- g. Work closely with the Executive Director.
- h. Serve as a member of the Executive Board.

## 2. Section 2 - The President Elect

- a. Work closely with the President to become familiar with the responsibilities of the job of the president.
- b. Assist the President and Vice President with communications.
- c. Serve as a member of the Executive Board.

## 3. Section 3 - The Vice-president

- a. Take over the duties of the President should the President be unable to perform the duties of that office.
- b. Serve as a member of the Executive Board.
- c. Perform such other duties as directed by the President or Executive Board.
- d. Oversees and coordinates the following standing conference committees: Program/Speaker Committee; Local Arrangements Committee; Proceedings Editor.

## 4. Section 4 - The Secretary

The term of office shall be two years beginning in even numbered years.

- a. Keep the minutes of all meetings of the Association and its officers.
- b. Conduct the general correspondence of the Association.
- c. Keep an accurate record of the names and addresses of all members of the Association.
- d. Verifying that minimum qualifications are being met for the category of membership to which each person applied.
- e. Preserve all papers, documents and letters.
- f. Notify all officers, committees, and members of their election, nomination, or appointment.
- g. File any legal documents required by local, state, and/or federal agencies.

- h. Give a bond subject to the approval of the officers.
- i. Appoint a temporary secretary to take the minutes of any meeting at which the Secretary is unable to attend.
- j. Upon fulfilling the term of office, within 3 months after the election of new officers, deliver to the newly elected Secretary all books, documents, papers, records, and vouchers.
- k. Serve as a member of the Executive Board.

#### 5. Section 5 - The Treasurer

The term of office shall be two years beginning in even numbered years

- a. Provide a budget to the Association's accountant
- b. Oversee Preservation and documentation of all Association financial transactions prepared by the accounting firm.
- c. Review and approve an itemized statement of transactions provided by the accounting firm.
- d. Be prepared to report the current balance of funds to the officers or the Association when requested.
- e. Upon fulfilling the term of office, within 3 months after the election of new officers, deliver to the newly elected Treasurer all pertinent documents.
- f. Serve as a member of the Executive Board.
- g. Responsible for supervision of the accounting procedures of standing and ad-hoc committees.

#### 6. Section 6 - The Executive Director

Executive Director shall be appointed by the Executive Committee as an ex-officio member of the Executive Board for a term of 3 to 5 years. The qualifications and duties shall include the following:

- a. Must have a strong historical knowledge of the Association.
- b. Lends continuity from year to year within the Association and with other professional affiliations.
- c. Lends direction and advice to the current Executive Board and appointed positions.
- d. Is subject to review by the Executive Committee at any time during their tenure.
- e. The Executive Director will serve as Chairperson of the Ethics Committee.

#### 7. Section 7 - The Executive Board

The Executive Board shall be composed of the five elected officers, the five immediate past officers (who retain a right to vote at Executive Board Meetings for one year), and the Executive Director (ex-officio member).

- a. The Executive Board shall be the administrative body of the Association. It shall administer the affairs of the Association in a manner consistent with the Constitution and By-laws.
- b. It shall make reports to the Association of all Board actions at the business meeting and or through the Association publications.
- c. It shall fill vacancies in office, occurring between elections, by appointment.
- d. It shall take any emergency action that needs to be taken by the Association when it is not possible to obtain action by the membership.
- e. Shall obtain permission from the majority of the members attending the annual meeting, or by absentee ballot, for approval of any expenses above the normal operating procedures of the Association.
- f. Meetings of the Executive Board shall be chaired by the President. In the event the President is unavailable, meetings may be chaired by the Executive Director or Vice-president.
- g. The Executive Board shall appoint two past Executive Committee members to the Ethics Committee for a term of two years.

#### 8. Section 8 - The Executive Committee

The Executive Committee shall be composed of the current elected board and any past officers who are able to attend the annual meeting.

- a. The President shall call an Executive Committee meeting any time prior to the annual business meeting of the Association. The purpose of which is to discuss and organize the general business meeting. The resulting agenda will be presented to the general membership at the annual business meeting.
- b. The Executive Committee shall appoint the Executive Director to that position, and review the performance of that person periodically.

#### 9. Section 9 - The Ethics Committee

The Ethics Committee shall consist of any two past Executive Committee members and the present Executive Director. The present Executive Board shall appoint the 2 past Executive Committee members to a term of 2 years. The Executive Director will serve as Chairperson of the Ethics Committee.

- a. Any matter pertaining to unethical conduct by an AZVT member must be submitted in writing to the Ethics Committee Chairperson. The ethics charge must be signed by the complainant(s) and must contain a full statement as to the nature of the charges he/she wishes to be reviewed by the Ethics Committee.

- b. The Chairperson of the Ethics Committee shall maintain a confidential file of all correspondence and verbal communication including name, date, and nature of communication.
- c. An individual filing an ethics complaint shall be advised that full disclosure of the matter will be made available to all parties concerned. At this time, the complainant has the right to withdraw the complaint, and thus the matter will be closed.
- d. The Ethics Committee will at all times maintain the absolute confidentiality of all persons concerned.
- e. The Chairperson of the Ethics Committee will distribute copies of all duly received ethics complaints to members of the Ethics Committee. All correspondence shall be marked 'Personal and Confidential'. The Chairperson will request each member of the Committee to investigate the complaint and offer a recommendation on how best to proceed. Each investigator shall document in writing all verbal and written communications with the parties involved.
- f. If sanctions become necessary, the Ethics Committee shall inform the Executive Board of its findings along with its recommendations. The Ethics Committee shall recommend such sanctions that are commensurate with the seriousness of the offense. It may censure a member by both public and private, oral or written admonition. It may impose probation, suspension, or termination of membership.
- g. The Executive Board shall decide, by a simple majority vote, to impose the action recommended by the Ethics Committee.

## VI. ARTICLE VI - STANDING COMMITTEES

A. The chairperson of each standing committee, shall be appointed by the President from the Active and Associate membership. Each committee chairperson shall maintain a permanent record of all committee activities which will be turned over to a successor at the completion of term as chairperson. A copy of the records must be filed with the Secretary. The committee chairperson shall appoint committee members from the Active or Associate membership as necessary for the completion of the duties assigned that committee. All pertinent expenditures and surplus fees collected must be documented and submitted to the Treasurer in a timely fashion by the committee chairperson.

1. Editorial Committee - shall be responsible for:

- a. Publishing an Association newsletter.
- b. Disseminating information for the education and advancement for of the membership.
- c. Furnishes periodic reports to the officers when requested to do so.

2. Program/Speaker Committee - shall be responsible for:

- a. Coordinating and arranging all speakers and workshops for the annual meeting.
- b. Furnish periodic reports to the officers when requested to so.



3. Local Arrangements Committee - shall be responsible for:

a. Coordinating and arranging all local aspects of the annual meeting, which includes, accommodations, transportation, meals, entertainment and any other needs as determined by, but not limited to, the speaker committee.

4. Proceedings Editor - shall be responsible for:

a. Editing, publishing, and distributing the Proceedings of the annual meeting.

5. Laurie Page Peck Student Grant Committee - shall be responsible for:

a. Review and selection of a Veterinary/ Medical Technician student paper to be a recipient of the Laurie Page-Peck scholarship fund.

b. Submission of receipts and documentation of expenses incurred by the recipient of the funds to the Treasurer no later than 30 days after the annual meeting.

6. Special Committees

a. Special Committees of the Association may be appointed by the President as necessary.

b. Special Committees shall furnish reports to the officers when requested to do so and make an annual report to the membership at the annual meeting.

## VII. ARTICLE VII - MEETINGS

A. The Association shall meet annually. The site of the meeting is to be determined 2 years in advance at the annual meeting by a majority of the members present.

## VIII. ARTICLE VIII - ORDER OF BUSINESS

A. Meetings will be conducted according to Robert's Rules of Order.

## IX. ARTICLE IX - REVISION OF BY-LAWS

A. Amendment of By-laws

1. The by-laws of the Association may be amended only at an annual meeting. Amendments must be approved by a majority vote of the members present and voting and by any absentee ballots received by the Secretary prior to the annual meeting.

B. Suspension of By-laws

1. The By-laws may be suspended at any annual meeting when a motion for suspension is presented and passed by a 2/3 majority of the members present.

