CENTRAL INDIANA VETERINARY
MEDICAL ASSOCIATION

Constitution and Bylaws


CONSTITUTION

These Articles of Association and Bylaws shall supersede all previous Articles of Association, Constitutions, Bylaws and Amendments added thereto of the Central Indiana Veterinary Medical Association.

ARTICLE I – Name

This organization shall be known as the Central Indiana Veterinary Medical Association. It shall forever remain a non-profit organization in fact. However, if through the individual or joint efforts of the members any profit shall be accrued it must be placed in an account established for the following purposes: (1) Scholarships; (2) Donations to further veterinary medicine; (3) Research programs; (4) Expenses of Association meetings; (5) Public relations enterprises which aid the profession; (6) Speakers fees and expenses; (7) Such other purposes which aid the profession or the Association as the Executive Board shall direct.

In no event shall these funds be divided among the members or given to any member except in furtherance of one of the aforementioned objects and goals.

ARTICLE II – Objectives

The objectives of the Association shall be: (1) To extend and advance veterinary medicine. (2) To promote good fellowship among the members of this Association and among all members of the profession. (3) To secure the enactment and enforcement of just laws concerning veterinary medicine. (4) To guard and foster the material interests of its members and to protect them against imposition. (5) To protect public health and provide for public education about animal and zoonotic disease. (6) To enlighten and direct public opinion in regard to issues in veterinary medicine, animal health, and the human-animal bond. (7) To promote the advisability of consultation among members for the rendering of more efficient and successful handling of individual veterinary concerns.

ARTICLE III – Membership

(SECTION 1) Active membership shall be open to persons with the following requirements: (A) Veterinarians of good moral and professional character. (B) Persons engaged in some branch of veterinary medicine or veterinary science regardless of licensure.

(SECTION 2) Associate membership shall be open to any person whose vocation has some affiliation with or connection to the veterinary profession, and who is eligible for active membership. Such members shall not have the right to vote or hold office. Payment of dues is required.

(SECTION 3) Life membership shall be granted to persons selected from active membership in the Association upon the attainment of sixty-five years of age, or in honor of activities in behalf of the profession deemed of sufficient significance to warrant this honor, the latter upon the approval of a majority of the members of the Executive Board. Such members shall have at least twenty-five non-consecutive years of active membership in the Association, and will become eligible on January first of the year in which their sixty-fifth birthday falls. These members shall have all the privileges and duties of active membership except that of payment of dues.

(SECTION 4) Technician membership (or Associate Member-Technician) shall be open to Registered Veterinary Technicians. Payment of dues is required.

(SECTION 5) Veterinary Assistant membership shall be open to those persons employed as assistants or to other support personnel employed in veterinary medical practice. Such members shall not have the right to vote or hold office. Payment of dues is required.

ARTICLE IV – Officers

(SECTION 1) The officers of this Association shall be the President, Vice-President/Treasurer, Secretary, Board Members at Large, the Representative to the Board of Directors of the Indiana Veterinary Medical Association, and the immediate Past President. There shall be three (3) Board Members at Large.

(SECTION 2) The term of office for the President, Vice-President/ Treasurer, and Secretary shall be one year, without succession. The Vice-President/Treasurer will automatically become President at the end of one year. The Secretary will automatically become Vice-President/Treasurer at the end of one year.

The Representative to the Board of Directors of the Indiana Veterinary Medical Association shall hold office for three years and may succeed for additional terms.

The term of office for the Board Members at Large shall be three (3) years. The Executive Board shall devise a plan whereby new Board Members at Large are elected in successive years so that no more than one (1) Member at large will retire in any one year.
(SECTION 3) No member may be an officer unless he has been an active member in good standing for at least one year.

(SECTION 4) In the event of a vacancy in the office of President, the Vice-President/Treasurer shall become acting
president to fill out the unexpired term. Other vacancies occurring shall be filled by the Executive Board with qualified members.

(SECTION 5) The Representative to the Board of Directors of the Indiana Veterinary Medical Association shall be chosen
from past presidents of the Central Indiana Veterinary Medical Association who are still members in good standing of the
Association. The President shall nominate the Representative with the approval of a majority of the Executive Board.

ARTICLE V – Meetings

Meetings will be scheduled by the Executive Board, preferably by January first of each calendar year. These may take the
form of short dinner seminars, longer symposia, or other formats as the Members-at-Large and general membership determine.
The meeting schedule will be made available in print and/or electronically to all members.

ARTICLE VI – Amendments

Proposed amendments must be submitted in written or electronic form. The secretary shall notify all voting members of the
proposed amendments at least seven (7) days before a regular business meeting. An amendment shall require a three-fourths vote of
the Active and Life members present.

ARTICLE VII – Disposition of Assets

In the advent this Association is disbanded, all the assets of the Association will be contributed to a fund for the purpose of
endowing a permanent scholarship to be called “The Central Indiana Veterinary Medical Scholarship” to be awarded to a worthy
student or students of the Purdue University School of Veterinary Medicine. In no event will any of the said assets be distributed
to any of the members of the Association.

This fund shall be held in trust by the Purdue University Trustees pursuant to an agreement to be made with them at the time
this organization disbands. Only the interest on the fund shall be distributed in the form of scholarships as hereinbefore provided.

BYLAWS

ARTICLE 1 - Membership

(SECTION 1) Active membership is open to all graduate veterinarians upon submitting an application.

(SECTION 2) Associate membership is open to all persons in allied fields of veterinary medicine by submitting an
application.

(SECTION 3) Acceptance of the application by the membership committee confers membership in the Central Indiana
Veterinary Medical Association.

(SECTION 4) Membership in this Association will be terminated for any of the following reasons: (A) Conviction of a
felony in any Court of Law. (B) Revocation of a member’s license to practice Veterinary medicine in the State of his resident. (C)
Termination of membership by the State Association or the American Veterinary Medical Association for a violation of the
Association’s Code of Ethics. (D) Violation of this Association’s Code of Ethics as determined by the judgment of the Executive
Board and a three-fourths vote of the members entitled to vote. (E) Non-payment of dues by the first day of February in the year
said dues are due and payable.

(SECTION 5) Technician membership is open to all Registered Veterinary Technicians upon submission of an application.
Veterinary Assistant membership is open to those persons employed as assistants or to other support personnel employed in
veterinary medical practice upon submission of an application.

ARTICLE II - Elections

(SECTION 1) The officers of this Association shall be elected annually at the November meeting and shall assume their
duties at the close of December meeting with the exception of the Representative to the Board of Directors of the Indiana
Veterinary Medical Association (IVMA). The Representative to the IVMA Board of Directors shall assume the duties of the
office with the first IVMA board meeting of the new board the following year.

(SECTION 2) Officers shall be elected by a majority of the membership eligible to vote in attendance at said meeting.

(SECTION 3) Nominations for officers will be made by the President from among the active members at least ten (10) days
prior to the business meeting at which the election of officers is to be held. The secretary will provide ballots to the membership
with the names of candidates for all contested offices at the meeting.

ARTICLE III - Duties of the Officers

(SECTION 1) President: Shall preside at all meetings; shall serve as Chairman of the Executive Board; shall communicate
updates to the membership periodically; shall appoint standing committees; shall conduct emergency business with the approval
of the Executive Board; and shall organize and conduct elections.

(SECTION 2) The Senior Member at Large shall assume the duties of the President in the absence of the President and Vice-
President/Treasurer.

(SECTION 3) The Secretary shall record complete minutes of the business proceedings of the Association, including all
meetings of the full Executive Board; shall be the custodian of all properties of the Association’ shall ensure that notices of
meetings have been sent, by any or all of postal mail, FAX transmissions, or electronically, to all members at least five (5) days
prior to the meeting dates; shall notify the State and the American Veterinary Medical Associations when a member has been expelled from this Association.

(SECTION 4) The Vice-President/Treasurer shall receive all fees, dues and contributions, shall pay all debts of the Association subject to the approval of the Executive Board, and shall submit a Treasurer’s report to the Executive Board at the end of December. The books shall close on December 31. The Vice-President/Treasurer shall also ensure that all tax and legal documents have been submitted to state and federal agencies in a timely manner. External legal and/or accounting resources or personnel may be employed as needed with approval of a majority of members of the Executive Board.

The Vice-President/Treasurer shall assume the duties of the President in the event of an absence or if so requested by the President.

(SECTION 5) The Representative to the Board of Directors of the Indiana Veterinary Medical Association shall regularly attend the meetings of the state and Central Indiana Veterinary Medical Association Boards; shall represent the views of this Executive Board at state Board meetings and shall act as liaison between the two Associations; reports shall be included in the CIVMA Executive Board meeting minutes.

ARTICLE IV - Duties of the Executive Board
(SECTION 1) The Executive Board shall be composed of the Officers of the Association.

(SECTION 2) The Executive Board shall be the governing body of this Association; shall give majority approval to the payment of major expenditures; shall meet for the conduct of Association business as requested by any officer; shall carry out all lawful orders and instructions of the Association; and shall function as a committee to address issues of ethics and grievances as they arise.

(SECTION 3) A majority of the members of the Executive Board must be present to constitute a quorum.

(SECTION 4) Regular meetings of the Executive Board shall be held at the discretion of the Board, but at least quarterly, with the date to be published to membership of the Board well in advance.

(SECTION 5) The Executive Board, by a two-thirds vote, shall have the power to dismiss a non-performing member from their elective office.

ARTICLE V - Committees
The President shall appoint chairpersons for any standing or temporary committees.

ARTICLE VI - Dues
(SECTION 1) Annual dues shall be Ninety-five dollars ($95.00) per year for Veterinarians and Associate Members. After August 1st for Veterinarians and Associates joining CIVMA for the first time, shall be $50 for the remainder of the calendar year. Any changes in the annual dues for the coming year will be discussed and voted upon during the annual business meeting.

(SECTION 2) Dues are due January 1st of each year, and become delinquent as of February 1st of that year. Statements will be sent to all members no later than December 15th each year. A small reduction in dues may be allowed if dues are paid by an “early renewal” date to be determined by a majority of the Executive Board.

(SECTION 3) Special assessments may be made, when suggested by the Executive Board, and a three-fourths majority vote of the voting membership.

(SECTION 4) Dues shall be Forty dollars ($40.00) per year for Registered Veterinary Technicians and Veterinary Assistants.

ARTICLE VII - Meetings
(SECTION 1) Special meetings may be called by the President by notifying the membership of the specified agenda at least 10 days in advance.

(SECTION 2) Annual business meeting will be held during the months of November or December. These meetings may also include social or continuing education content.

ARTICLE VIII - Order of Meetings
(SECTION 1) Business meetings: (1) Call of order; (2) Special announcements; (3) Reading of the minutes; (4) Treasurer’s report; (5) Committee reports; (6) Unfinished business; (7) New business; (8) Adjournment.

(SECTION 2) Social-Professional meetings: (1) Call of order; (2) Introduction of guest; (3) Scientific program; (4) Special announcements; (5) Adjournment.

ARTICLE IX - Quorum
Twenty-five active members shall constitute a quorum of the Association for the transaction of business. In the event that a quorum is not present for whatever reason, the President may allow a vote on agenda items or for candidates for office. Those items passed or candidates so elected will be certified by a vote from a quorum of the Association at the next scheduled meeting of the full Association.

ARTICLE X - Parliamentary Authority
The Robert’s Rules of Order, Revised, shall govern all meetings in matters not covered by the Articles of Association and Bylaws of the Central Indiana Veterinary Medical Association.

ARTICLE XI - Amendments
Proposed amendments may be submitted in written or electronic form to the membership of the Association. The Secretary shall notify all voting members of the proposed amendments at least seven (7) days before a regular business meeting. An amendment shall require a three-fourths vote of the Active and Life members present.
CIVMA PRIVACY STATEMENT

CIVMA is committed to protecting the privacy and confidentiality of the personal information that is voluntarily provided by its members. CIVMA’s goal is to collect and use only that information that is deemed necessary to conduct legitimate business which benefits the organization and its membership.

To protect the privacy of its members, CIVMA has implemented the following policy:

**Member Information**

CIVMA requests that its members voluntarily provide personal information to be used for the sole purpose of helping CIVMA better serve its members. It is our policy to collect and store only the personal information that our members knowingly provide.

**Email Addresses.** CIVMA collects and stores the email addresses of its members for the purpose of distribution of newsletters and announcements and notices of CIVMA continuing education programs, business meetings, social events, and other public service announcements that directly relate to animal welfare, area disaster management, public health, state veterinarian office announcements or other noncommercial business deemed appropriate for distribution to membership by the CIVMA Executive Board. Member email addresses will not be used for the purpose of distribution of announcements or notices of non-CIVMA sponsored meetings, functions or other business interests.

Member email addresses will not be sold or provided to other members or third parties for the purpose of distribution of announcements and notices of non-CIVMA sponsored meetings, functions or other business interests. Email addresses may be provided to an e-newsletter distribution company for the sole purpose of distribution of CIVMA e-newsletters.

**Disclosures to Third Parties.** CIVMA provides member contact information to all members through the CIVMA Membership Directory. Copies of the CIVMA Membership Directory will not be provided or sold to third parties.

**Changes to the CIVMA Privacy Statement.** Due to changes in technology and legal requirements the CIVMA Privacy Statement may be revised at any time. The CIVMA reserves the right to modify this policy in the future as it deems necessary to continue to enhance the distribution of CIVMA information to its members. The CIVMA assures its members that any future policy changes will not reduce or jeopardize the privacy and confidentiality of member information. Please contact the CIVMA to inquire about recent changes to the current Privacy Statement.

**Means of Redress.** If any member has a concern that CIVMA has handled their personal information in a manner that does not comply with this privacy statement, please contact us by emailing the concern to civma@yahoo.com.