



The Constitution and By-Laws for the _____ Student Chapter of the National Association of Veterinary Technician in America.

Article I - Title

The name of the organization shall be the _____ Student Chapter the National Association of Veterinary Technician in America, hereafter referred to as the Chapter.

Article II - Purpose/Objectives

The purpose or objectives of the Chapter area as follows:

1. To promote the professional and educational advancement of veterinary technicians.
2. To promote and maintain the professional image and high ethical standards of the veterinary technician.
3. To promote progressive and humane medical care for all creatures.
4. To promote and maintain a cooperative professional relationship with the veterinary medical profession.
5. To promote an interest in a National Association of veterinary technicians.
6. To serve as a contact between members of NAVTA and veterinary technology students.
7. To further the social and scientific advancement of _____ veterinary technology students.

Article III - Membership

Section I: Chapter Membership:

Active members in the Chapter shall be those students of the veterinary technology program who pay dues and who actively participate in scheduled activities. Active members shall have voting privileges on all business conducted by the Chapter.

Section II: Membership Year and Dues:

Membership may be obtained after payment of dues to the Chapter. Only active members in good standing (i.e. dues of current year paid) may vote for officers or in other affairs of the Chapter. The membership/fiscal year of the Chapter shall be from the start of the academic year through the end of the academic year. The amount for dues shall be agreed upon by a 2/3 majority vote of the Active membership. The amount of said dues is left to the discretion of the Chapter.

Section III: Revocation of Membership:

If in the opinion of the Executive Committee, a member of the Chapter is believed to have participated in activities, which grossly misrepresent or undermine the profession and/or the Chapter, the member shall be notified in writing of this belief and invited to a hearing of his/her views or rebuttal. The hearing shall be held by the Executive Committee with at least one faculty advisor present. After such a hearing, a written poll will be taken of the Executive Committee regarding whether to revoke the membership of the individual in question. A majority vote of those present is needed to begin revocation of membership. If the individual is unable to appear for the initial hearing, a second hearing shall be arranged at the convenience of both the member in question and the Executive Committee. Membership in the Chapter will automatically be forfeited if a member is terminated from the _____ Veterinary Technology Program.

Article IV - Officers, Their Election and Duties

Section I: The Officers of the Chapter:

The elected officers of the Chapter are the President, Vice President, Secretary, Treasurer, and Student Affairs Representative. Each member of the Executive Committee shall have one vote in Executive Committee and General Membership meetings.

Section II: Election of Officers:

A. The election of officers, the nominations and election procedures, the length of office and the installation procedures shall be handled in accordance with guidelines set up by each Chapter.

B. Officer Review Procedures: If in the opinion of the other members of the Executive Committee or by a majority vote of the Chapter, 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 of this belief by the Executive Committee in writing, and invited to a hearing of his/her views or rebuttal. The hearing shall be held by the Executive Committee and the Chapter membership at the convenience of all parties within a reasonable time following notification. After such a hearing, a written poll, if necessary, shall be taken of the membership present regarding whether to request the resignation of the officer in question. A majority vote of all present is necessary to request the resignation. If a resignation is requested, an officer must resign.

C. Vacancy Procedures: In the event of a vacancy in the office of:

1. **President:** The Vice President shall assume the duties of this office as well as the duties of his/her own until a new President can be elected.
2. **Vice President:** The Secretary shall assume the duties of this office as well as the duties of his/her own until a new Vice President can be elected.
3. **Secretary:** The Treasurer shall assume the duties of this office as well as the duties of his/her own until a new Secretary can be elected.
4. **Treasurer:** The Executive Committee shall appoint a substitute from the members of the Finance Committee for the vacant position until the next Treasurer can be elected. Since such a substitute was appointed, he/she may choose to run for the office of Treasurer and may be elected.

D. Resignation procedures: Any member of the Executive Committee who desires to resign his/her position must notify the Executive Committee in writing of his/her intentions, including the date the resignation will take effect. The President shall inform the Chapter of the resignation.

E. Duties of the Officers:

1. President: The President shall:

- a. Preside over all meetings of the Executive Committee and Chapter Membership meetings.
- b. Coordinate the agenda of the meetings with the Executive Committee
- c. Represent the Chapter in all matters.
- d. Oversee that the Executive Committee and the Committee chairpersons are informed of the activities and operations of the Chapter.
- e. Monitor the progress of each committee.
- f. Encourage interest and active participation in the Chapter by members, and report on activities to the Chapter.
- g. In cooperation with the Treasurer and Finance Committee, help develop, recommend, and oversee fundraising and expenditures of funds.
- h. Act as a spokesperson to the public, press and related organizations

- i. Shall not vote except in the case of a tie
- j. Promote the veterinary medical profession, the veterinary technology profession and the veterinary technology program at _____.

2. Vice President: The Vice President shall:

- a. Aid the President in his/her duties.

3. Secretary: The Secretary shall:

- a. Record the minutes of the Executive Committee and Chapter Membership meetings.
- b. Maintain a file of all standing and ad hoc committee meeting minutes for a period of one year.
- c. Maintain a complete and accurate list of all Chapter members.
- d. Assist in forming Chapter members about meetings, continuing education programs and other activities.
- e. Assist in correspondences of the Executive Committee or Chapter.
- f. Turn over all records within one week of completion of his/her term.

4. Treasurer: The Treasurer shall:

- a. Individually keep an itemized account of all receipts and disbursements for a period of one year.
- b. Give a verbal report of the Chapter's financial standing at the Executive Committee meetings and Chapter Membership meetings.
- c. Sign money orders and/or checks for the Chapter, being the only officer permitted to do so.
- d. Be the chairperson of the Finance Committee.
- e. Receive and have charge of all funds of the Chapter, deposit such funds in a bank designated by the Executive Committee and provide for expenditure of Chapter funds as directed by the Executive Committee. The Treasurer may not disburse funds without following Chapter protocol.
- f. Submit current lists of names and addresses of all members to the Secretary as dues are received.
- g. Deliver, within one week after the end of his/her term of office, all money, vouchers, books, and papers of the Chapter that he/she has in his/her custody to the newly elected Treasurer.

5. Student Affairs Representative: The Student Affairs Rep shall:

- a. Carry out duties as directed by the Chapter.

Article V - Faculty Sponsors

Section I: Faculty Sponsor Selection: There shall be two faculty sponsors. One will be the Director of the Veterinary technology program and the other faculty member who is an active member of NAVTA, selected by the Executive Committee at the beginning of each academic year.

Section II: Attendance Requirements: At least one sponsor must attend the Chapter Membership meetings and at least one Executive Committee meeting per semester. In addition, other committees are encouraged to invite the sponsors to meetings and/or admit them on an open invitation as non-voting members.

Section III: Faculty Sponsor Meetings: The two sponsors must meet together at least twice a year to discuss Chapter business and projects

Section IV - Duties

- A. The sponsors shall act as the liaison between NAVTA Executive Committee and the college administration and the Chapter and report on any pertinent matters of Chapter Membership meetings.
- B. The sponsors shall act as a resource to help in any major business transactions and organizational matters and offer counsel and advice when necessary.
- C. The sponsors shall assist the Chapter in promoting understanding of the veterinary technology profession and its relationship to the veterinary medical profession and to the general public.

Article VI - Chapter Meetings

Section I: General Membership Meetings: The Chapter shall hold meetings at a time and place as designated by the Executive Committee

Section II: Executive Committee Meetings: Executive Committee meetings shall be held when deemed necessary by a member of the Committee. Said member shall arrange the meeting with the other officers and chairpersons.

Section III: Standing and Ad Hoc Committee Meetings: Such meetings shall be called by the Chairperson of each committee. The committee members and the President shall be informed of the meeting prior to the meeting date.

Section IV: Notification of Meetings: The Executive Committee shall notify each Chapter member of the membership meeting dates at least one week prior to the meeting. Notification shall be posted in the Executive Committee approved locations (e.g., students' mailboxes or SCNAVTA bulletin boards) and shall include information regarding the date, time and place of the meeting.

Section V: Special Meetings and Postponement of Meetings:

The President and/or the Executive Committee or the faculty advisor shall have the power to postpone regular meetings and/or call special meetings.

Article VII - Committees

Section I: Authorization: The Chapter shall have such standing committees as may be specified in the constitution of the Chapter (By-Laws Article II) and such Ad Hoc committees as may be specified from time to time by the Executive Committee.

Section II: Chairpersons: Each committee shall elect its own chairperson, except in the case of the Ad Hoc committee in which the President may choose to appoint a temporary chairperson. The chairpersons will serve on the Executive Committee along with the elected officers.

Article VIII - Amendments

Section I: Presentation:

- A. Amendments may be prepared by written petition by at Least 5 members of the Chapter.
- B. A proposed amendment shall be submitted to the Executive Committee at least 2 weeks prior to a membership meeting.
- C. Copies of the proposed amendments shall be distributed to the members of the Chapter at least 1 week prior to the Chapter Membership meeting.

Section II: Passage: The Constitution and By-Laws may be amended at the Chapter Membership meeting by 2/3 majority vote of the Active members present and voting.

Section III: Adoption: Approved amendments will be formally adopted at the meeting at which they are passed, and will become effective at the close of said meeting unless otherwise stipulated in the amendment.

Article IX - By-Laws

Section I: The By-Laws of the Chapter shall appear following the last article of the Constitution.

By-Laws: Article I

Section I: Purposes of the Standing Committees of the Chapter:

- A. Finance – The purpose of the committee is:
 - 1. To propose fund raising activities to the Executive Committee and to organize such activities as necessary.
 - 2. The Treasurer must be a member of this committee.
- B. Social – The purposes of the committee is to be at the discretion of the Chapter.
- C. Public Relations/Continuing Education – The purposes of the committee are at the discretion of the Chapter.
- D. Liaison – The purpose of this committee is at the discretion of the Chapter.

By-Laws: Article II

Section I: Order of Business: The following order of business shall be applied in all cases where Chapter business is to be conducted:

- A. Call to Order
- B. Reading of minutes
- C. A reading of the financial report
- D. Committee reports
- E. Old business
- F. New Business
- G. Nomination and election of officers
- H. Adjournment