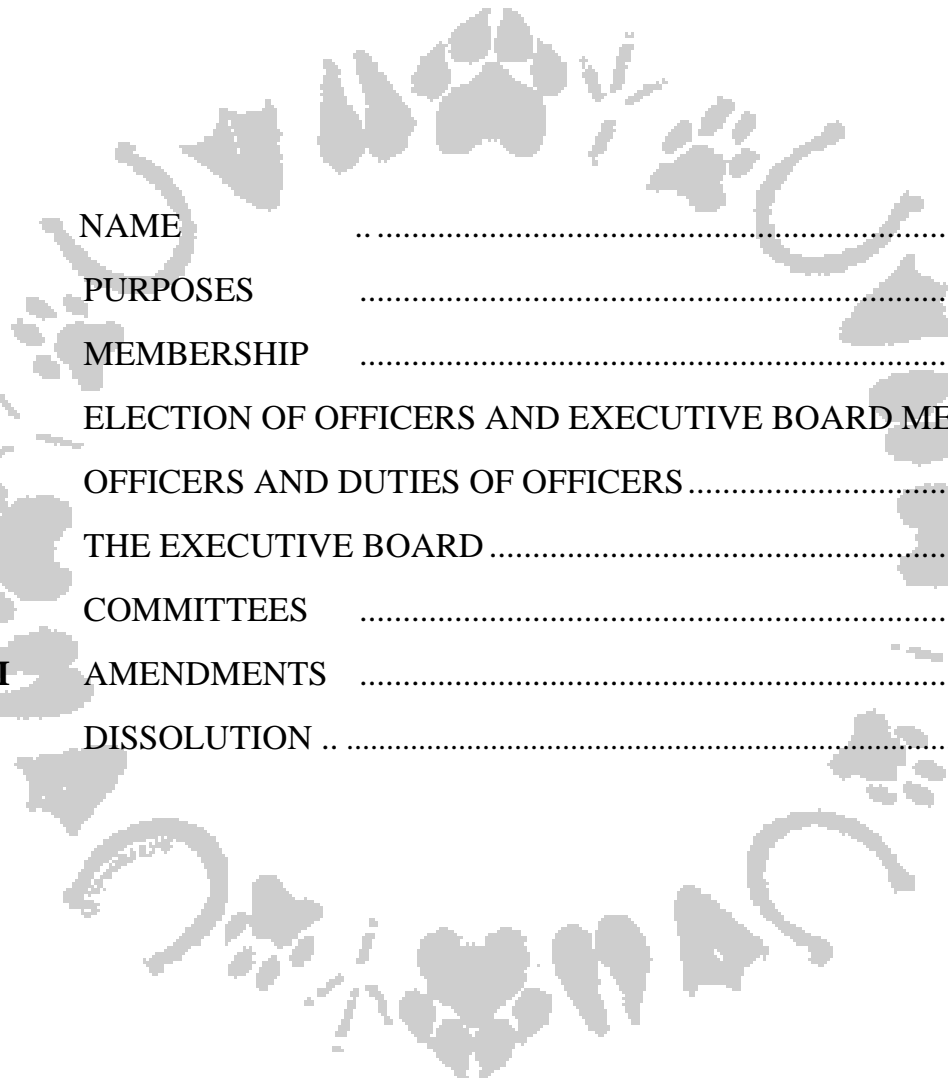


**BYLAWS**  
of the  
**WASHINGTON STATE ASSOCIATION**  
**OF**  
**VETERINARY TECHNICIANS**



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# BYLAWS OF THE WASHINGTON STATE ASSOCIATION OF VETERINARY TECHNICIANS

## Article I

### NAME

The name of this organization shall be Washington State Association of Veterinary Technicians hereafter referred to as the Association.

## Article II

### PURPOSES

- Section 1. To promote the profession of veterinary technology.
- Section 2. To foster a continuing education program with the object of disseminating the importance of proper and current practices for the Veterinary Technician.
- Section 3. To maintain and improve the social and economic standard of Veterinary Technicians.
- Section 4. To promote positive legislation and to speak for Veterinary Technicians in regard to legislative action.
- Section 5. To establish and facilitate efficient cooperation between the Association and other veterinary medical organizations.
- Section 6. To establish and maintain a central bureau for reference and assistance in matters pertaining to Veterinary Technicians and the veterinary profession.

## Article III

### MEMBERSHIP

- Section 1. **Full Members**  
Applicants for full membership shall be licensed with the State of Washington as a Veterinary Technician, shall not have a credential under revocation for professional misconduct in any state, and shall pay dues as specified herein.
- Section 2. **Lifetime Members**  
Full members that have been longstanding, active members of WSAVT. Can be retired from profession. Must be appointed and approved by the Executive Board.

Section 3. **Associate Members**

Applicants for associate membership shall be veterinary personnel or in an animal health related field and not licensed with the State of Washington as a Veterinary Technician, shall not have a credential under revocation for professional misconduct in any state, and shall pay dues as specified herein.

Section 4. **Student Members**

Applicants for student membership shall be a student currently enrolled in an AVMA accredited school for Veterinary Technicians, shall not have a credential under revocation for professional misconduct in any state, and shall pay dues as specified herein.

Section 5. **Dues**

- a) Full, associate, and student members will pay annual dues to the Association, unless such dues are waived. Payment by full members is due prior to voting in the annual election.
- b) Current WSAVT student members will receive a one (1) year post-graduation membership free of charge.
- c) The Executive Board reserves the right to adjust dues to meet operating costs of the Association.

Section 6. **Voting Rights**

- a) Only full and lifetime members are entitled to vote.
- b) Voting by proxy will not be permitted.

Section 7. **Termination**

All members shall be subject to reprimand, censure, suspension or expulsion from the Association for violation of professional conduct as established by the Membership Committee.

## **Article IV**

### **ELECTION OF OFFICERS AND EXECUTIVE BOARD MEMBERS**

Section 1. **General**

- a) The election of Officers and Chairpersons of Standing Committees shall be completed by May 10<sup>th</sup> of each year.
- b) Only those people who are full and lifetime members at the time of nomination shall be qualified candidates for offices of the Association.
- c) The President-Elect, Vice-President, Secretary, Treasurer, and Chairpersons of all Standing Committees shall be elected annually.

- d) The term of office shall commence July 1<sup>st</sup>, following the election and shall continue for a period of one (1) year, except as noted under the office of the President.
- e) A simple majority of all valid ballots shall elect an officer or committee chair.
- f) All ballots, rosters and other records and correspondence pertaining to the election shall be turned over to the incoming Secretary at the time of the transfer of property pertaining to the office (as noted in Article V, Section 8), and shall be preserved for one (1) year, until the next annual election.
- g) All rosters, ballots, records, and correspondence pertaining to the election shall be open to members for review for one year after the election. Upon written request of the Secretary, the requested information will be made available within 10 business days.

**Section 2. Elections**

- a) At least sixty (60) days prior to an election the Secretary shall cause to be sent to every full and lifetime member, a solicitation for nominations for the next year's officers.
- b) A biographical sketch of candidates for each office shall be prepared by the Nominations Committee and submitted to the Association Secretary for publication, and then mailed to all full members a minimum of thirty (30) days prior to the election.
- c) No name shall be presented for election to any office unless the nominee has first consented to serve in that office, if elected.
- d) Requests for funds to conduct the election shall be kept to minimum and will be submitted to the Finance Committee.
- e) Special elections will be called by the Executive Board upon a majority of votes by those holding full and lifetime membership. Petitions for a special election should specify the office(s) to be filled by the election, and the length of the term to which the elected official(s) shall serve.

**Section 3. Voting**

- a) A roster of those holding full and lifetime membership and entitled to vote shall be obtained by the Membership Committee prior to the election.
- b) Voting shall be by secret ballot, electronic or paper; or a combination of the two.
- c) Ballots shall be prepared by the Nominations Committee and mailed to all voting (full and lifetime) members by April 1st.

- d) Return ballots must be postmarked by May 1<sup>st</sup>.
- e) The Membership Committee will check membership status, count the ballots, and notify all elected officers and chairpersons of their election. (See Article IV Section 1a.) Notification of the membership shall occur in the next months newsletter.

## **Article V**

### **OFFICERS AND DUTIES OF OFFICERS**

- Section 1. The officers of this Association shall be the President, President-Elect, Past President, Vice-President, Secretary, and Treasurer.
- Section 2. Officers shall be elected annually, and vacancies in offices shall be filled as herein provided.
- Section 3. There shall be no limits on terms of any office.
- Section 4. The office of the presidency shall be three years, with one year spent in each of the following positions: President-Elect, President, and Past President.

#### **The President-Elect shall:**

- a) Prepare for the position of President for the following year, by working alongside the current President.
- b) Shall be the NAVTA representative from January 1<sup>st</sup> to June 30<sup>th</sup>. Thus as you move to the president position you will maintain the position of NAVTA representative.
- c) Assume such other duties as assigned by the Executive Board.
- d) Take over the duties of the President, in the event that the he or she is absent, resigns, is suspended, or terminated from the Association, or is unable to perform his/her duties.

#### **The President shall:**

- a) Act as Chairperson of the Executive Board.
- b) Shall be the NAVTA representative from July 1<sup>st</sup> to December 31<sup>th</sup>.
- c) Preside or appoint a representative to preside at all meetings of the Association, and conduct them in as orderly a manner as is expedient as per WSAVT abbreviated Robert's Rules of Order (see handbook).
- d) Serve as or appoint a representative of this Association at meetings other than Association meetings.

- e) Act as mentor to the President-Elect, preparing him or her for the position of President for the following year.
- f) Assume such other duties as assigned by the Executive Board.
- g) Select assistants as necessary for the efficient completion of duties.

**The Past President shall:**

- a) Act as mentor to both the President and the President-Elect as needed.
- b) Assume such other duties as assigned by the Executive Board.
- c) Take over the duties of the President, in the event that the President-Elect is absent, resigns, is suspended, or terminated from the Association, or is unable to perform his/her duties.

Section 5. **The Vice-President shall:**

- a) Serve as an unofficial, non-voting member of all Standing Committees.
- b) Take over the duties of the President, in the event that the Past President is absent, resigns, is suspended, or terminated from the Association, or is unable to perform his/her duties.
- c) Assume such other duties as assigned by the Executive Board.
- d) Select assistants as necessary for efficient completion of duties.

Section 6. **The Secretary shall:**

- a) Keep and/ or obtain the minutes of all meetings of the Association, the Executive Board and all Association committees and insure they are published or distributed to the membership via written or electronic means
- b) Conduct the general correspondence of the Association and the Executive Board.
- c) Prepare and distribute a newsletter containing items of interest to Association members, to include notice of business, committee, and Executive Board meetings.
- d) Preserve all papers, letters and transactions of the Association other than financial records for a period of two (2) years until which time it should be reviewed for archival preservation.
- e) Maintain an historical archive to permanently preserve copies of all newsletters and other documents as determined by the Secretary and the Executive Board.
- f) Maintain records of all elections for a period of one (1) year.

- g) Select assistants as necessary for efficient completion of duties.  
(ie. Newsletter Editor)
- h) Assume such other duties as assigned by the Executive Board.

Section 7. **The Treasurer shall:**

- a) Receive and have charge of all funds of the Association, deposit such funds in a bank designated by the Executive Board, and provide for expenditure of such funds as directed by the Finance Committee.
- b) Report to the Executive Board on the financial standings of the Association whenever requested, make a full report to the Association at each annual convention business meeting, and make a final report at the end of the year, to be included in the first issue of the next year's newsletter.
- c) Keep an itemized account of all receipts and disbursements, and give an oral or written report quarterly and at meetings of the Executive Board.
- d) Submit all books of accounts to outside accountant for review as specified by the Executive Board.
- e) Serve as a member of the Finance Committee.
- f) Maintain responsibility for and obtain receipts for all physical property of the Association.
- g) Secure fidelity bond for the Association.
- h) Submit State and Federal Internal Revenue forms as required.
- i) Assume such other duties as assigned by the Executive Board.
- j) Select assistants as necessary for efficient completion of duties.

Section 8. **All Officers shall**

Within one (1) month after the change of officers, retiring officers shall transfer property and responsibility for all property pertaining to their respective positions to the newly elected officers. This property will include all money, vouchers, books, papers, and physical property of the Association.

Section 9. **Filling Vacancies**

- a) A member of the Executive Board who wishes to resign his/her position should notify the Executive Board in writing of their intention and the date upon which they wish their resignation to become effective.
- b) In the event that a vacancy occurs in the office of the Presidency, that office

shall be filled by one of the following officers, in order: the President-Elect, the Past President, or the Vice-President, one of whom shall become the acting President, assuming all rights, responsibilities, and powers of the office.

- c) The remaining officers of the Executive Board can jointly make appointments to fill vacancies or call a special election.

## **Article VI**

### **THE EXECUTIVE BOARD**

#### **Section 1. General**

- a) The Executive Board shall be made up of those members elected to the Offices of President (including the President, President-Elect, and the Past President), Vice-President, Secretary, Treasurer, and Chairpersons of all Standing Committees.
- b) The President shall be Chairperson of the Executive Board.
- c) A simple majority of those members present and voting shall be required for approval of matters before the Board, except for the annual operating budget, which shall require a consensus.
- d) The Vice-President shall abstain from voting on matters before the Board except in the event of a tie vote.
- e) Meetings of the Executive Board will be called by the President as often as the business of the Association may require.

#### **Section 2. Duties**

Duties of individual Executive Board members will be listed in a manual of job descriptions, to be edited at Executive Board discretion.

The Executive Board shall:

- a) Review and take action as necessary upon all reports, requests, and activities of Standing and Special Committees.
- b) Coordinate activities of Standing Committees as to enable each to function efficiently.
- c) Appoint Chairpersons of Special Committees as needed.
- d) Actively solicit and submit to the President for appointment names of individuals qualified and willing to serve as Acting-Chairpersons of Standing Committees (until the next election) in the event of vacancies.
- e) Make decisions as to interpretation of the constitution and suggest amendments to the Bylaws Committee, as necessary, for clarification.



- f) Establish and make clear the position of the Association on pertinent issues.
- g) Attend to any other business of the Association, as needed.

## **Article VII**

### **COMMITTEES**

#### **Section 1.**

#### **General**

- a) Standing Committees shall be made up of a Chairperson elected annually and such other full, associate, and student members as deemed necessary by the Chairperson.
- b) Standing Committees shall assume such duties as specified herein and such additional duties as requested by the Executive Board.
- c) Standing Committee Chairpersons will notify the Vice-President of all Committee meetings in advance, and shall submit meeting minutes to the Association Secretary.
- d) Members of the following Standing Committees shall be appointed as necessary and serve until the next annual election or until released by the Committee Chairperson.
  - 1) Bylaws Committee
  - 2) Finance Committee – Treasurer
  - 3) Membership Committee
  - 4) Program Committee
  - 5) Nominations Committee
- e) Special Committees (Ad Hoc Committees) may be formed as necessary.
- f) Requests for funds should be submitted, in writing, to the Chairperson of the Finance Committee and should itemize those goods or services to be purchased.
- g) All members are invited to attend meetings of Standing Committees.
- h) In the absence of any Standing Committee, the Executive Board members and other Association member volunteers shall fulfill the duties of that committee as needed.

Section 2. **Bylaws Committee**

The Bylaws Committee shall:

- a) Receive all proposed amendments to the Bylaws of the Association.
- b) Be responsible for securing an opinion from the members of the Association in regard to the proposed amendments.
- c) Submit proposed amendments to the Executive Board to be placed before members for a vote.
- d) Review the current bylaws and propose changes as needed.

Section 3. **Finance Committee**

The Finance Committee shall:

- a) Prepare an annual budget, for a fiscal year commencing on July 1<sup>st</sup> and terminating the following June 30<sup>th</sup>, to be approved by a consensus of Executive Board members.
- b) Develop and implement plans for raising funds as necessary to balance the budget.
- c) Assume final responsibility for all decisions as to the expenditure of Association funds in accordance with the annual budget.
- d) Keep the Executive Board informed of the Association's financial status.
- e) Develop along with the Executive Board, plans to provide for continued fiscal growth of the Association.
- f) Present any requests for special, non-budgeted miscellaneous expenditures, such as gifts or donations to the Executive Board for approval. May be approved by simple majority vote.

Section 4. **Membership Committee**

The Membership Committee shall:

- a) Maintain a current list of all members, their addresses, phone numbers, and e-mail addresses.
- b) Develop and implement plans for retaining and increasing membership.
- c) Maintain ethical guidelines for the function of the Association as follows:
  - 1) Membership may be terminated by the Executive Board if it determines a member has:
    - i. Violated the bylaws of the Association.
    - ii. Engaged in conduct which thwarts the objectives of the Association.
    - iii. Engaged in conduct which is injurious to the Association.
    - iv. Engaged in professional misconduct as outlined by the

current governing body of any State or Providence resulting in revocation of credentials.

- 2) The Executive Board may not terminate a member for such reasons without first providing the member with notice of charges and a full hearing before the Executive Board.
- 3) In the case of elected officials, any Executive Board member who is absent from two consecutive meetings without good excuse or prior notification, may be removed from office. A simple majority vote by the Executive Board will be required to institute reprimand, suspension, or expulsion of said official. All rules applying to membership termination shall apply to elected officials. Executive Board members expelled from office may be ineligible to serve as an elected official of the Association in the future.

**Section 5. Program Committee**

The Program Committee shall:

- a) Provide for the continuing education of members in areas of general and specialized interest.
- b) Arrange for speakers at the annual convention and other WSAVT events.
- c) Conduct clinical sessions at conventions and workshops.
- d) Work with related professional groups and the general public to promote mutual good will and provide for public service.
- e) Provide information to the public concerning the function and organization of the Association and the profession of veterinary technology.
- f) Keep open channels of communication with the Washington State Veterinary Medical Association and American Veterinary Medical Association and their special interest groups.

**Section 6. Nominations Committee**

The Nominations Committee shall:

- a) Prepare a biographical sketch of each candidate for office to be submitted to the Association Secretary for publication.
- b) Prepare ballots for the annual election of Officers and Executive Board members, to be mailed along with biographical sketches of the candidates to all voting (full) members by April 1<sup>st</sup>.
- c) Actively solicit names of individuals qualified and willing to serve as Officers and Executive Board members.

## **Article VIII**

### **AMENDMENTS**

- Section 1. These Bylaws may be amended by a simple majority of all valid ballots.
- Section 2. Proposed amendments will be submitted in writing to the Chairperson of the Bylaws Committee and signed by five (5) active members of the Association.
- Section 3. Proposed amendments shall be submitted to the Executive Board for review prior to being put before the membership for a vote.
- Section 4. Proposed amendments shall be submitted to the membership for a vote by the Bylaws Committee within thirty (30) days of review by the Executive Board.
- Section 5. Approved amendments shall become effective immediately unless otherwise specified by the Bylaws Committee.
- Section 6. Approved amendments shall be published and made available to Association members once they are approved, on the Association website and in the next published newsletter.

## **Article IX**

### **DISSOLUTION**

- Section 1. The decision for termination or dissolution of the Association shall be made by members of the Executive Board IF the Association is unable to fulfill its mission as provided in the Constitution and By-Laws.
- Section 2. Upon termination or dissolution of the Association, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying veterinary technician or veterinary medical organization described by the IRS code, Section 501(c)(3), with a purpose similar to the disbanding Association.
- Section 3. Upon termination or dissolution of the Association, the Executive Board shall contact all government, financial, and legal entities to provide notification of said dissolution.