

# BSVTA Constitution

## Voted in on June 25, 2016

The mission statement of the Big Sky Veterinary Technician Association is to advance the profession of Veterinary Technicians through continuing education, dissemination of information and the promotion of integrity and compassion in our field.

### **Article I: Title**

- A. The name of this organization shall be the Big Sky Veterinary Technician Association, hereafter referred to as the Association.
- B. Unless otherwise stated the executive board shall hereafter be referred to as the Board.
- C. Its offices, hereinafter described, shall comply with the laws of the U.S. governing corporations, and within the laws of the state of Montana.
- D. It shall forever remain a non-profit organization in fact.

### **Article II: Purpose**

- A. To encourage all veterinary technicians to engage and benefit from membership in the Big Sky Veterinary Technician Association.
- B. Obtain higher standard of care for pets, clients, and community through strong relations with allied veterinary organizations.
- C. To stimulate advancement in veterinary technology.

### **Article III: By-laws**

- A. The By-laws of the Association shall appear following the last Article of the Constitution.

## BSVTA Bylaws

### **Article I: Membership**

#### **Section 1. Nomination and Acceptance**

- A. The Board shall approve or disapprove all membership applications.
- B. Every application for membership shall be made on a form provided by the Association and shall be signed by the applicant.
- C. Each such application shall be accompanied by the prescribed dues.
- D. Active Membership shall be open to Veterinary Technicians certified according to these By-Laws. Active members shall have voting privileges.
- E. Associate Membership shall be open to students currently enrolled in an approved Veterinary Technician program and those persons who are interested in supporting and promoting the Association. Associate members shall not be eligible to serve as officers of the Association, but may serve on committees on the approval of the Board. Associate members shall **not** have voting privileges.

#### **Section 2. Termination and Resignation**

- A. The Board may, by resolution passed by at least two-thirds, terminate any member from membership in the Association for failing to meet the qualifications for membership.
- B. Any member may resign in writing, which shall be effective upon its receipt by the Association.

#### **Section 3. Dues**

- A. The Association dues for any membership shall be set by the executive board at the Annual meeting.

- B. Association dues shall be payable in full on or before January 1, for the ensuing year. If not paid within sixty days following the due date, a member in default shall automatically cease to be a member. Any such person shall be reinstated upon payment of all unpaid dues and fees, and provided that there are no other outstanding criteria for membership.
- C. The Board may from time to time pass a resolution to set the administrative fees which may be levied on members in the following circumstances;
- i.) Association dues received more than sixty (60) days following the due date.
  - ii.) Reinstatement of persons whose memberships have lapsed for more than one year.
  - iii.) Non-sufficient funds (NSF) checks.
  - iv.) The Directors will notify the members of the amount of such fees through the Association's publication or otherwise in writing.
- D. There shall be no refund of Association dues or administrative fees.

**Article II: Certification: BSVTA shall be the credentialing body for Certification in Montana until such time as legislation passed to be licensed under the veterinary board. At which time this section of the bylaws becomes extraneous.**

### **Section 1. New Graduate**

- A. Defined as a person who has graduated within one year from application date from an American Veterinary Medical Association (AVMA) accredited Veterinary Technician program.
- B. To be considered for certification in the state of Montana the following are required:
- i.) Diploma from an AVMA accredited program
  - ii.) Copy of Veterinary Technician National Exam (VTNE) passing score.

### **Section 2. LVT, RVT, CVT requesting certification in the state of Montana**

- A. Defined as a professional who has met the requirements of their transferring state and maintained good standing.
- B. To become certified in the state of Montana the following is required:
- i.) Copy of the diploma from an AVMA accredited school for veterinary technicians\*.
  - ii.) Copy of Veterinary Technician National Exam (VTNE) passing score.
  - iii.) Letter from transferring state confirming the technician's good standing in their governing body.

\* If the transferring state allowed the grandfather clause the diploma requirement can be waived (transferring state must include statement stating this fact in their letter) with approval from the Certification/Membership Coordinator and President of the Association.

### **Section 3. Return to active status once certification has expired**

- A. Any renewal that is postmarked or presented to the association after midnight on the expiration date is late, and subject to a late renewal penalty fee.
- B. The certification is expired if the technician does not renew on or before the expiration date.
- i.) If late to renew certification within one cycle (1 cycle=2years), the technician will be returned to active status by complying with the following:
    1. Pay the late renewal penalty fee; this accrues quarterly until the individual is current or the next cycle begins
    2. Pay the current certification fee
    3. Comply with current continuing education requirements as set forth in Section 4.
  - ii.) If late for more than one renewal cycle (over 2 years) but before 2 cycles has lapsed (under 4 years), the technician will be returned to active status by complying with the following:
    1. Pay the late renewal penalty fee; this accrues quarterly until the individual is current or the next cycle begins
    2. Pay the combined years of certification fees
    3. Comply with current continuing education requirements as set forth in Section 4.

- iii.) Expired for over four years, the technician will be returned to active status by complying with the following:
  - 1. Pay the current certification fee
  - 2. Retake the VTNE and have proof of passing score

\* Publically and literally an individual is either a CVT or not a CVT, there is no late or lapsed. If not current, an individual is no longer able to claim CVT status until requirements are met.

#### **Section 4. Maintaining Certification**

- A. The Association's Certification Coordinator approves continuing education provided by CVT's. Approved opportunities include but may not be limited to: in person lectures and wet labs along with articles from magazines and/or online that have already been approved by AVMA, MVMA, AAHA, and RACE. All others will be evaluated on a case by case basis by the Certification Coordinator.
- B. The following are required in order to remain in good standing as a CVT in Montana:
  - i.) Fee to be paid every 2 years to the Association. These fees will be due January 1 on even years (i.e. 2016, 2018, and 2020). The amount will be determined and reevaluated by the Board on odd years.
  - ii.) 16 hours of continuing education will be due at each 2 year certification cycle. These 16 hours may consist of a maximum of 8 hours from magazines and online sources with the above mentioned credentials. Hours must be obtained within each 2 year certification cycle.
  - iii.) Technicians who were certified on an odd year are required to provide 8 hours of continuing education on the following even year. These 8 hours may consist of a maximum of 4 hours from magazines and online sources. Hours must be obtained from certification date to next even year certification date.

### **Article III: Executive Board**

#### **Section 1. Titles**

- A. The affairs of the Association shall be governed by an Executive Board, each of whom at the time of their election and throughout their term of office shall be a voting member of the Association.
- B. The Board shall consist of the following elected Officer positions: President, President Elect, Secretary, Treasurer, Certification Coordinator, Director 1, Director 2, and such other officers as may be provided for in the bylaws.
- C. No executive board member shall be held personally responsible for the actions taken by the association as a whole if the board member engaged in good faith conduct, that he or she reasonably believed that they were acting in the Association's best interests. In the case of a criminal proceeding against a board member, indemnification would be if the member did not have reasonable cause to believe the conduct was unlawful.

#### **Section 2. Qualifications of the Executive Board**

- A. Be at least 18 years old.
- B. Be a current active member of the Association.
- C. Be a person interested in furthering the mission of the Association.
- D. Be mentally competent.
- E. Have attended at least two regular general membership meetings.

#### **Section 3. Nominations**

- A. The President shall solicit nominations for all officers to be filled from the eligible membership of the association in March.

- B. Nominations for board positions shall be accepted from the general membership at the spring meeting. Absentee nominations will be accepted via email to the Secretary and must be received 1 week prior to the fall meeting.
- C. Nominations must have approval of the nominee.
- D. A slate of candidates consisting of not fewer than 1 will be generated. When there is only one nominee for an office, the Association shall instruct the Secretary to cast the unanimous ballot to elect.

#### **Section 4. Ballots**

- A. Balloting shall be done via mail only with a deadline prior to the fall meeting, where winners will be announced.
- B. Ballots shall be closed.
- C. Ballots shall be retained for thirty days.
- D. Only one ballot per position per member.

#### **Section 5. Elections**

- A. Elections for officer positions shall be held at the fall annual meeting.
- B. Ballots will be turned in mid-day and announcement of results will be held at the conclusion of the meeting with announcement to general membership in writing.
- C. Majority in attendance rules.
- D. Duties commence January 1 of the following year with a shadowing period of the current officer occurring from the conclusion of the fall meeting to assuming office.

#### **Section 6. Duties and Term Limits of Officers**

##### **A. President**

- i.) The president shall preside at all meetings of the membership and the executive board with the power to call special meetings.
- ii.) Be a voting member of the Board.
- iii.) Act as spokesperson for the Association to the press, the public and related organizations with the ability to cease such relations.
- iv.) Appoint the Chairpersons of all standing and ad hoc committees except as otherwise provided in the By-laws, outline the purpose and duties of each committee and monitor their progress.
- v.) Fill any Board vacancies until an election can be held.
- vi.) At end of term, President shall assume the role of Past President for a period of 1 year with no voting abilities at Board meetings, however do have general membership voting privileges.
- vii.) Signs By-laws and addendums to By-laws once general membership has voted them in.
- viii.) Sign certification documents presented to them by the Certification/Membership Coordinator.
- ix.) Term limit is 2 years.
- x.) Shall transfer all records to incoming President during the shadowing period with a deadline of January 1 of the following year.

##### **B. President Elect**

- i.) Shall serve as President in the temporary absence of the current President.
- ii.) Be a voting member of the Board.
- iii.) In cooperation with the Treasurer, help develop, recommend and oversee that the Association operates within the proposed annual budget and is audited annually.
- iv.) Perform such duties and exercise powers as the President from time to time delegates.
- v.) Term limit is 2 years with automatic succession to President.
- vi.) Shall transfer all records to incoming President Elect during the shadowing period with a deadline of January 1 of the following year.

**C. Secretary**

- i.) Record the minutes of all meetings of the Board, annual general membership meetings and any other Association meetings.
- ii.) Be a voting member of the Board.
- iii.) Oversees membership committee and maintains accurate record of Association's members.
- iv.) Assist in obtaining nominations for offices to be filled and in obtaining a slate of candidates.
- v.) Assist in conduction of the general correspondence of the Association.
- vi.) Term is 1 year with opportunity to be re-nominated at every election.
- vii.) Shall transfer all records to incoming Secretary during the shadowing period with a deadline of January 1 of the following year.

**D. Treasurer**

- i.) Receive and monitor all funds and accounts of the Association.
- ii.) Be a voting member of the Board.
- iii.) Keep an itemized account of all transactions and give a written report at the annual meeting of the Association.
- iv.) Shall work with President Elect in creating an annual budget.
- v.) Shall sign checks for the Association with authorization of the President.
- vi.) Seek and maintain tax-exempt status for the Association and promptly prepare forms/applications as required by the appropriate governmental agencies (income tax statements, etc.) All such records must be maintained and available for inspection by qualified persons.
- vii.) Term is 1 year with opportunity to be re-nominated at every election.
- viii.) Shall transfer all records to incoming Treasurer during the shadowing period with a deadline of January 1 of the following year.

**E. Certification Coordinator; until such time as legislation passed to be licensed under the veterinary board. At which time this section of the bylaws becomes extraneous.**

- i.) Responsible for over-seeing certification of veterinary technicians in the state of Montana. This includes: new graduates, transfers from outside the state, and renewals of current Montana State Certified Veterinary Technicians.
- ii.) Be a voting member of the Board.
- iii.) In coordination with the President, have all certification documents signed.
- iv.) Term is 1 year with opportunity to be re-nominated at every election.
- v.) Shall transfer all records to incoming Certification Coordinator during the shadowing period with a deadline of January 1 of the following year.

**F. Director 1**

- i.) Required attendance at all Association general meetings and Board meetings.
- ii.) Be a voting member of the Board.
- iii.) Required representation at all MVMA meetings.
- iv.) In collaboration with Director 2, have at least one Director in attendance representing the Association at AVMA and NAVTA meetings.
- v.) For all attended meetings, report to the Board.
- vi.) Compensation for meetings will be decided on by the Board on a case by case basis.
- vii.) Term will be 2 years, getting elected on even years with opportunity to be re-nominated at corresponding election year.

**G. Director 2**

- i.) Required attendance at all Association general meetings and Board meetings.
- ii.) Be a voting member of the Board.
- iii.) Required representation at all MVMA meetings.
- iv.) In collaboration with Director 1, have at least one Director in attendance representing the Association at AVMA and NAVTA meetings.
- v.) For all attended meetings, report to the Board.
- vi.) Compensation for meetings will be decided on by the Board on a case by case basis.
- vii.) Term will be 2 years, getting elected on odd years with opportunity to be re-nominated at corresponding election year.

## **Article IV: Professional Behavior**

### **Section 1. Code of Ethics**

- A. The object of this code is to uphold the honor and dignity of this profession.
- B. Members are required to conduct themselves with dignity.
- C. It is the solemn duty of all members of the Association to deport themselves in accordance with the object of this code.
- D. This code may not preclude the Association from considering and dealing with any form of professional misconduct although it may not be specifically outlined in the code.
- E. Humane treatment of animals is expected of members at all times.
- F. A breach of the Code of Ethics is deemed to be conduct injurious to the objects of the Association as determined by the Disciplinary Committee.

### **Section 2. Code of Conduct**

- A. Members may only receive remuneration by the employing Veterinarians or any other employer and not by clientele.
- B. No member shall participate in illegal Veterinary practice or encourage others to do so. It is the duty of a member of the Association to report such violations.
- C. No member shall discuss or make accusation against the integrity of a member of the Association without just and probable cause.
- D. No member shall violate the confidence of their employer or of a client.
- E. Except as provided by the state of Montana and the Bylaws of this Association, no member shall practice Veterinary Medicine.

### **Section 3. Disciplinary Actions for Professional Misconduct**

- A. Disciplinary Committee  
The Board shall appoint a Disciplinary Committee consisting of one Board member, two voting members in good standing who are not Board members, and shall name one of the appointees as chair of the Committee.
- B. Committee Powers
  - i.) The Disciplinary Committee may find a member guilty of professional misconduct if, after a hearing, the Committee believes that the member has engaged in conduct that (a) Violates these By-laws; (b) Violates an order of the Disciplinary Committee; (c) Is defined as being professional misconduct by this Committee.
  - ii.) The Disciplinary Committee may, after a hearing, find a member to be incompetent if, in its opinion, the member has displayed in their professional responsibilities a lack of knowledge, skill, judgment or disregard for the welfare of a person or animal of a nature or extent that demonstrates that the member is unfit to continue to carry out his or her professional responsibilities.
  - iii.) If the Disciplinary Committee finds a member guilty of professional misconduct or to be incompetent, it shall make an order doing one or more of the following: (a) revoke any Certification held by the member; (b) Suspend any Certification held by the member for a

specified period, not exceeding 24 months, and pay any penalties determined by the Board;  
(c) revoke or suspend membership to the Association.

## **ARTICLE V: Amendments**

### **Section 1. Procedure**

A. Any member of the Association eligible to vote may propose an amendment to the Constitution and By-laws in writing to the Secretary of the Association. The proposed change/addition will be discussed at the next Executive Board Meeting and then voted on at the next general membership meeting.

### **Section 2. Approval**

A. An affirmative vote of two-thirds of the eligible members who are in attendance at the meeting shall be required to amend the Constitution and By-laws.

### **Section 3. Adoption**

A. Approved amendments will be formally adopted at that meeting and will become effective at of the close of such meeting unless otherwise stipulated in the amendment. All members will be notified in writing after the conclusion of the general meeting.