

*November 29, 2023: updates to the bylaws voted upon by present members of the VVTA and updated by President-hrc*

**Vermont Veterinary Technician Association  
Constitution and By-Laws**

**Article I: Title**

Section 1. This Association shall be known as the Vermont Veterinary Technician Association, Inc.

**Article II: Objectives**

The purpose or objectives of the Association are as follows:

1. To promote the professional and educational advancement of veterinary Technicians and other veterinary staff and encourage certification.
2. To promote and maintain the professional image and high ethical standards of the veterinary technician within the profession and to the public.
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 continuing educational opportunities and experiences for veterinary technicians and other veterinary staff.

**Article III: Membership and Dues**

Section 1. Membership shall consist of four areas:

1. Active Members: Veterinary technicians, certified veterinary technicians, and assistants.
2. Student Members: Persons in an educational program seeking a degree in veterinary technology.
3. Complimentary Members: Persons or organizations granted temporary membership privileges as a complimentary gesture.
4. Advisory Member:
  - A. Veterinarian to serve as a liaison between the VVMA and the VVTA.
  - B. Veterinary Technician Student (VTC) to serve as a liaison between the VVTA and Vet. Tech. Students.

Section 2. Membership in the Association may be revoked for any reason detrimental to the ideals of this Association by a majority vote of the members present at a called meeting, the responsible notice, or by a unanimous decision of the Executive Board.

### Section 3.      Membership Guidelines

#### Certified Veterinary Technician Member:

1. As of December 31, 2006 anyone seeking VVTA certification must be a graduate of an accredited AVMA veterinary technology program.
2. Must have achieved a passing score on the VTNE.
3. Alternate pathway applicants will be considered from states that currently meet Vermont CVT requirements and had in the past accepted alternate pathway applicants as Vermont did. In accordance with Vermont's grandfather certification period, this applies to those credentialed before January 1st, 2007. These applicants may apply with a copy of VTNE passing score, copies of all current and up to date state licenses, 18 RACE-approved CE credit hours within the last 2 years and proof of at least 4000 worked clinical hours within the last 3 years, 2 letters of recommendation from current or past employers, and a letter of good standing from the previous license state(s). Alternate pathway credentials will not be accepted from states that do not currently require graduation from an AVMA accredited school.
4. Must accumulate 18 CE Credits biannually. (Maximum of 6 CE credits from online sources/2 years).
  - a. Definition of general online credits shall remain unchanged as attendance and attention cannot be verified.
5. Must be a member in good standing for active member benefits.
6. May vote and hold elected office.
7. May serve on committees.
8. Shall receive all publications from the VVTA.
9. Shall receive all VVTA/VVMA discounts (when available).

#### Active Members:

1. Voting privileges in all VVTA matters requiring general membership vote.
2. Privileges of holding an elected office.
3. Can serve on committees.
4. Shall receive all publications from the Association, including the Newsletter.
5. Shall receive any discounts from VVTA / VVMA sponsored functions (when available).
6. Must be a paid member in good standing for the above criteria.
7. If a certified veterinary technician, must be currently certified with 18 validated continuing education credits biannually.
  - a. Online Credits which earn the attendee a credential or certification shall be counted as "Live or In-Person" credit and thus not count against 6 online credit maximum per certification cycle.
  - b. Definition of general online credits shall remain unchanged as attendance and attention cannot be verified.

#### Student Members:

1. May not vote or hold an elected office.
2. Can serve on committees.

3. Shall receive all publications from the Association, including the Newsletter.
4. Shall receive any discounts from VVTA / VVMA sponsored functions (when available).
5. Upon graduation, shall automatically receive Active Member status through the end of paid fiscal year without increase in dues.
6. Must be a member in good standing for the above benefits.

#### Complimentary Members:

1. Shall receive all publications from the Association, including the Newsletter.
2. This membership is considered complimentary and temporary and may be discontinued at any time.
3. Prerequisite for Complimentary Membership:
  - Advertiser in the VVTA publication (current)
  - Financial supporter of the Association, Donator
  - Other Associations currently sending us their publication
  - Donator (Financial, Professional)

#### Advisory Members:

##### Veterinary Advisory Member

1. Shall serve as a liaison between the VVMA and the VVTA.
2. Shall serve in an advisory capacity regarding the VVTA business.
3. Shall receive all publication from the Association, including the Newsletter.
4. Shall be appointed yearly by the Executive Board.

##### Student Advisory Member

1. Shall, as a senior veterinary technician student at VTC, serve as a liaison between the VVTA and veterinary technology students.
2. Is subject to all Membership Guidelines of a Student Membership except dues are complimentary.
3. Can make recommendations to the VVTA Executive Board from the VTC Vet. Tech. Student Body.
4. Is required to attend VVTA general meetings and Executive Board Meetings.
5. Is recommended by a VTC Vet. Tech. faculty member and approved by the VVTA Executive Board each September.
6. Shall recommend a freshman veterinary technician student from VTC for the following year's Student Advisory Member.

Section 4. Dues

Membership dues are payable on January 1 of each New Year. Association fiscal year is January 1 – December 31. Dues are subject to periodic review by members of the Executive Board.

**Article IV: Officers**

Section 1. The Officers / Executive Board of the Association shall be the Past President, President, Vice-President, Secretary, Treasurer and Certification Coordinator.

Section 2. Qualification for Officers:

1. Must be an active member of the Association in good standing.
2. Nomination for Office must be approved. The Executive Board shall review nominations for Office, prior to balloting, as to their qualifications.
  - A. Must be an active member in good standing, i.e.: meeting the Objectives of the Association.
  - B. If held prior office and has met guidelines as outlined in Article IV Section 4.
  - C. Any Nominee declined by the Executive Board may request in writing the reasons for denial and request a written hearing by the VVTA Membership through mail-in ballots.

Section 3. The term of office for all officers shall be one year, unless re-elected by the membership.

Section 4. Duties of the Officers:

Duties of the **President:**

1. The President shall represent the Association in all matters.
2. The President shall preside at all meetings and conferences.
3. The President can delegate responsibilities to members as deemed necessary.
4. The President shall at the end of the term automatically succeed to the office of Past-President without the formality of election.
5. The President shall write the president's message in the VVTA Newsletter.
6. The President can sign VVTA checks.
7. The President also handles non-profit fiscal management.
8. The President manages the website and meets with website designer on a regular basis.
9. The President orchestrates speakers/agendas for business meetings and continuing education meetings.
10. The President serves as community and veterinary liaison between individuals in the community and the VVMA to advise on legal issues involving veterinary technicians.
11. The President also allows the VVTA to utilize their SS# for non-profit status & non-profit tax filing and the VVTA credit card.
12. The President facilitates the human rabies vaccinations and titering.

**Duties of the Past-President:**

1. The Past-President shall serve as an advisor to the Association.
2. The Past-President also allows the VVTA to utilize their SS# for non-profit status & non-profit tax filing and the VVTA credit card.
3. The Past-President facilitates the human rabies vaccinations and titering.

**Duties of the Vice-President:**

1. The Vice-President shall perform the duties of the President during his/her absence or disability.
2. The Vice President shall perform any necessary duties assigned to him/her by the President.
3. The Vice-President shall attend all meetings and conferences.

Additional Vice-President responsibilities that are not in the constitution or by-laws as of yet but the VP is also responsible for currently:

Assist board on advisory of legal matters regarding the VVTA members & certification issues.

To help every aspect of CE meetings including shopping & organizing speakers.

The VP also assists with public education to enlighten young people about the veterinary technology field.

To distribute workload the VP will also be asked to be substantially involved in CE/CE Venue & speaker coordination along with the president.

The VP may also be asked to take over interim duties of other positions as needed.

The VP helps all the other officers with human rabies vaccinations and human rabies titers.

The VP will be available for job fairs, VTC/high school leadership lectures, and other community based programs.

**Duties of the Secretary:**

1. The Secretary shall record the minutes of the meetings.
2. The Secretary shall be responsible for the Association correspondence and arrangements.
3. The Secretary will, whenever possible, be involved with all technician conference registrations and arrangements.
4. The Secretary shall attend all meetings and conferences.
5. The Secretary shall work diligently with the certification coordinator to update the MASTER membership.
6. The Secretary will be available for job fairs, VTC/High school leadership lectures and other community based programs.

Rabies Titer clinics and Rabies vaccinations have been managed in the past by this position and more recently by the past president but will be reassigned to the secretary

as soon as he/she is briefed on protocol. This position involves a lot of data entry and email communication, dependable computer available, wifi and Microsoft skills are a MUST.

**Duties of the Treasurer:**

1. The Treasurer shall collect and record all membership dues.
2. The Treasurer shall prepare and maintain an organizational account, including payments of Association expenses.
3. The Treasurer shall make financial statements available to the Membership.
4. The Treasurer can sign VVTA checks.
5. The Treasurer shall maintain a membership roster.
6. The Treasurer will, whenever possible be involved with all technician conference registrations.
7. The Treasurer shall attend all meetings and conferences.
8. The Treasurer will meet with the VVTA accountant either in person or via telephone to review books with the president.
9. The Treasurer is responsible for making and organizing deposits.
10. The Treasurer presents Treasurers report at every VVTA sanctioned and VVMA sanctioned continuing education meeting.
11. The Treasurer must participate in community education programs.
12. The Treasurer must have a dependable computer and be very comfortable with Microsoft Excel, Work & Quickbooks.
13. The Treasurer communicates monthly with accountant/bookkeeper to keep all entries up to date.
14. The Treasurer must be able to communicate well with others regarding fiscal concerns.

**Duties of the Certification Coordinator** (voted in as a paid, non-voting board position on November 4, 2018)

1. The Certification Coordinator (CC) verifies certification eligibility of each CVT.
2. The CC verifies viable continuing education credit form VVTA/VVMA approved or RACE approved meetings, files them via hard copy or digitally, and updates the membership roster with newly accrued credits. It is MANDATORY of this position that a Master Roster is updated WEEKLY.  
CC updates the rest of the board with roster updates. Roster management may be shared to distribute workload with Secretary but the CC must have the master roster at all times.
3. The CC attends and speaks with veterinary technicians/nurses throughout the country regarding certification in Vermont and liasons with the VVMA to assure all veterinarians and technician/nurses are getting the correct information regarding certification and membership.
4. The CC sends newly certified technicians/nurses their certificates, constitution/bylaws and welcome letter.

5. CC updates the secretary with new members and works closely with the secretary to manage active member roster.
6. As voted in by a quorum, on November 4, 2018 at Fall VVTA meeting; the CC will get a small stipend of \$4800/year (\$400/month). Due to 501 C6 status a paid technician cannot have board voting rights. She/he can vote as a member however, (Updated 12/28/18 after discussion with VVTA accountant. The CC will be an independent contractor and be responsible for their own tax filings. The monthly stipend will be arranged via check or paypal payment.)

**Article V: Executive Board**

1. The Executive Board shall consist of the President, Past-President, Vice-President, Secretary and Treasurer.
2. The Executive Board shall meet a minimum of twice a year. Additional meetings are highly recommended.
3. The Executive Board shall be responsible for the management of the Association, shall audit the Treasurer's books at each Executive Board meeting and shall authorize expenditure of all Association funds as deemed appropriate for the well-being of the Association.

**Article VI: Nominations**

- Section 1. Nominations for officers shall be open to all Active Members.
- Section 2. Nominations will be opened on November 1<sup>st</sup> by mail, phone and/or a general membership meeting.
- Section 3. Nominees will be contacted and reviewed by the Executive Board during December.

**Article VII: Election of Officers**

- Section 1. Election ballots will be mailed the 1<sup>st</sup> week in December to Active Members.
- Section 2. Elected Officers shall be notified by January 1<sup>st</sup>.
- Section 3. In the event there is no officer elected to a certain office at that time, the current Executive Board shall, by majority vote, appoint an officer in a timely manner.
- Section 4. The incoming and outgoing Executive Board shall meet prior to January 15<sup>th</sup> to promote a smooth transition for the new officers.

Section 5. Installations of elected officers shall occur on January 1<sup>st</sup>, at the beginning of the new fiscal year.

**Article VIII: Voting Privileges and Procedures**

Section 1. Voting privileges shall be extended only to Active Members.

Section 2. The voting process on general business matters shall be conducted in an orderly manner at designated called meetings.

Section 3. The voting process for election of Officers shall be conducted in an orderly manner by ballot. The Officers shall be elected by a majority vote.

Section 4. The ballots will be mailed by and returned to a designated impartial individual, who will count the votes and notify the Executive Board.

Section 5. The voting process is to be carried out by secret, authenticated ballot. No member can be asked to sign or make public his/her vote.

**Article IX: Resignation of an Office**

Any member of the Executive Board who wishes to resign his/her position must notify the Executive Board in writing of his/her intention and the date, which the resignation will be effective.

**Article X: Vacancy of Office**

If any office is vacated for any reason, it shall remain vacant until the Executive Board by majority vote appoints a new officer. Members and Executive Board will share in the duties of that office until a new officer is appointed.

**Article XI: Removing an Executive Board Member from Office**

If an elected or an appointed officer cannot or does not perform his/her duty as outlined in Article IV and/or the officer's performance is detrimental to the well-being of the Association, the remained Executive Board majority vote may remove that member from office. Prior to such extraordinary measures, every attempt must be made to counsel and help the officer correct the problem(s) and adequate warnings given.

**Article XII: Amendments to the Constitution and By-Laws**

Section 1. Amendments may be proposed by written petition by any active member of the Association. Four Active Members must sign this written petition.



Section 2. If the proposed amendment is to be voted on at a general meeting, then copies of the proposed amendments and an abstract of any discussion by the Executive Board must be mailed to voting members of the Association at least two weeks prior to a general meeting.

Section 3. If the proposed amendment is to be voted on by a mail-in ballot, the proposed amendment along with an abstract of any discussion by the Executive Board must be mailed to all active members and ballots must be returned within two weeks from the mailing date.

Section 4. The Constitution and By-Laws may be amended by a majority affirmative vote of those active members in attendance at the general meeting or by a majority affirmative vote by those members responding to the mail-in ballot.

Section 5. Approved amendments will be formally adopted at the meeting in which they were passed or on the deadline date for the mail-in ballots and effective immediately.

#### **Article XIII: Dissolution of the Association**

In the event of the dissolution of the Association, none of the proceeds of property of the Association shall be distributed among the Association members or the Executive Board. After payment of all debts incurred by the association, all the remaining assets and property shall be transferred to any organization or association in the State of Vermont selected by the Executive Board, provided that such an organization or association is organized or operated with the same purpose and goals as the dissolved association. The recipient organization or association will not use any part of the net earning to benefit any individual or any member of its Executive Board.