

SOUTH CAROLINA ASSOCIATION OF VETERINARY TECHNICIANS CONSTITUTION AND BY-LAWS

ARTICLE I - *Title*

South Carolina Association of Veterinary Technicians

ARTICLE II - *Purpose*

- 1.) To promote the professional and educational advancement of licensed veterinary technicians [Certified, Registered]. Veterinary technicians will also include licensed animal health technicians [Certified, Registered].
- 2.) To promote and maintain communication and cooperation among licensed veterinary technicians.
- 3.) To maintain and improve professional standards of Licensed Veterinary Technicians.
- 4.) To develop and maintain a code of ethics among licensed veterinary technicians.
- 5.) To support and inform all members of all subject matters dealing with licensed veterinary technicians.
- 6.) To promote and maintain communication and cooperation between licensed veterinary technicians and The South Carolina Association of Veterinarians (SCAV) and other allied professional organizations (NAVTA, AALAS, AZVT, VECC, AVTE).
- 7.) To promote and maintain communication and cooperation between licensed veterinary technicians and industry and/or institutions dealing with laboratory and research animals.
- 8.) To abide by State laws, regulations, and restrictions which are applicable to licensed veterinary technicians.
- 9.) To represent and promote the profession of veterinary technology by providing direction, education, support and coordination for its members.
- 10.) To uphold the Constitution and By-laws of the South Carolina Association of Veterinary Technicians.

ARTICLE III - *Membership*

Section I

- 1.) Members shall not be discriminated against because of nationality, race, creed, color, or sex.
- 2.) Membership names and addresses will be released for publication upon request from the members.

Section II

- 1.) **Licensed Veterinary Technician and/or Animal Health Technician (LVT, CVT, RVT, LAHT)** shall be defined as a person who is a graduate of an AVMA accredited Veterinary Technology program and is currently licensed with the **National Examining Service and/or the S.C. Dept. of Labor, Licensing and Regulation (LLR) and the Board of Veterinary Medical Examiners of South Carolina.

A veterinary technician licensed with the National Examining Service **only will receive a grace period of two years from issuance of SCAVT membership to complete the process for licensing in the state of South Carolina. If at the end of two years, the SC licensure is not complete, said member will become an associate member of the SCAVT.

Section III

- 1.) **Active In-State** membership shall be defined as any licensed Veterinary Technician (Article III, Section II, #1) who resides in the state of South Carolina. Active members in good standing (Article IV, Section 1, #4) shall have the right to vote and hold an elected office, providing criteria set by the Executive Board are met.

Section IV

- 1.) **Active Out-of-State** membership shall be defined as any licensed Veterinary Technician (Article III, Section II, #1) who resides outside the state of South Carolina. This member has the right to vote and pay dues, but does not have the right to hold office.

Section V

- 1.) **Associate** membership is open to:
 - a.) graduate veterinary technicians (from an AVMA accredited Veterinary Technology Program) who are not licensed by the National Examining Service or the state of South Carolina and

b.) veterinarians who are interested in supporting the Association and its goals.

Associate members can serve on committees, but may not vote or hold an elected office in the Association. They will be assessed lower dues than the active members.

Section VI

- 1.) **Student** membership shall be open to anyone enrolled full time in an AVMA accredited Veterinary Technology Program. Student members shall be entitled to all benefits of an associate member and are encouraged to participate in all activities of the Association.

ARTICLE IV - Dues

Section I

- 1.) Dues are payable annually by members (Article III, Sections III, IV,V,VI) in accordance with the *SCAVT Standing Rules and Policies* set forth by the Executive Board.
- 2.) Annual dues shall cover a membership period from January 1 through December 31 of each calendar year.
- 3.) Membership renewals will be mailed by December 15th and all dues are payable by February 15th of the next calendar year.
- 4.) Any member who has paid dues by February 15th for the current year is a member in good standing. Any person failing to remit dues by the due date shall be considered delinquent and will be dropped from the membership if dues are not received by March 15th.
- 5.) Student members from a South Carolina AVMA accredited Veterinary Technology Program shall have no dues assessed for the remainder of the calendar year following graduation. Upon graduation and receipt of licensure, the student should complete and submit a *Membership Upgrade Form*, which will automatically upgrade the student membership to an active status at no additional cost for the remainder of the calendar year.

ARTICLE V - *Laws and Regulations*

Section I

- 1.) Strict compliance with the South Carolina Veterinary Practice Act will be required. Members are expected to become informed about and comply with the changes in the law in their state of residence and employment.

ARTICLE VI - *Officers and Their Duties*

Section I - Executive Board Authority

The Executive Board shall be the executive body of the SCAVT and shall have the responsibility for administering Association affairs as stated below:

- 1.) The Executive Board shall be composed of the President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Past President, and the District Representatives.
- 2.) Executive Board members must be Active In-State members of the SCAVT.
- 3.) The Executive Board shall advise and assist the President in all manner of business of the Association as assigned.
- 4.) If, in the opinion of the other members of the Executive Board, an officer is believed to be unable to continue in office due to poor health, nonattendance, and/or mal-performance of duties, said officer shall be notified by the Executive Board in writing of this belief and invited to a hearing. After such hearing, a written vote will be taken of the Executive Board regarding whether to request resignation of the officer in question. A majority vote of those present is necessary to request resignation. If resignation is requested, the officer must resign.
- 5.) The Executive Board shall determine annual dues as stated in the *SCAVT Standing Rules and Policies*.
- 6.) The Executive Board shall meet a minimum of two (2) times per year. A quorum (Article VIII, Section I, #3) must be present at all meetings to conduct business.
- 7.) The Executive Board shall approve all expenditures and financial statements.
- 8.) The Executive Board members shall submit a copy of any written and/or received correspondence to the Recording Secretary for his/her preservation.

- 9.) The Executive Board members, with the exception of the District Representatives, shall keep a journal of yearly responsibilities and duties to be passed on to the new Executive Board at the end of their term.
- 10.) The Executive Board Members' term of office shall run from January 1 to December 31, for a minimum of 2 years or until a successor is elected. No officer shall be eligible to serve more than 2 consecutive terms in the same office, with the exception of the Treasurer in the interest of continuity.
- 11.) The Executive Board members shall pass on all previous responsibilities including journals, materials and books by January 15 after leaving office.
- 12.) The Executive Board members shall have paid their dues prior to accepting office (January 1).
- 13.) The Executive Board shall appoint and oversee the duties of the newsletter editor(s).
- 14.) The Executive Board shall provide guidelines for the Nominating Committee for the nomination and election of officers.

Section II - President (two-year term)

- 1.) The President must be an Active In-State member of the South Carolina Association of Veterinary Technicians.
- 2.) The President shall perform his/her duties with the advisement and assistance of the Executive Board.
- 3.) The President shall be well versed in Parliamentary law and be thoroughly familiar with the Constitution and By-Laws and other rules governing the Association.
- 4.) The President shall preside over all meetings and shall enforce the Constitution and By-laws by Robert's Rule of Order.
- 5.) The President shall have available the following documents in order to conduct business at all meetings:
 - a.) the Constitution and By-Laws, Standing Rules & Policies, and other rules of the Association
 - b.) a copy of Parliamentary authority (i.e. Robert's Rules of Order)
 - c.) a list of all standing and special committees and their members
 - d.) an agenda of the meeting

- 6.) The President, with the aid of the Corresponding Secretary, shall send notice, along with a tentative agenda, no less than two weeks prior to an Executive Board meeting. All members should respond as to their attendance or absence of the scheduled meeting.
- 7.) The President shall state and put to vote all questions that legitimately come before the assembly as motions and to announce the results of each vote.
- 8.) The President shall make every effort to expedite business in a manner as to minimize time as well as cover the stated business at hand according to the agenda of a meeting.
- 9.) The President shall appoint all committees and chairmen, with the exception of the Nomination Committee.
- 10.) The President shall authenticate by his/her signature, when necessary, all acts, orders, and proceedings of the Association.
- 11.) The President has the power to call special meetings with the approval of the Executive Board.

Section III – President-Elect (two-year term)

- 1.) The President-Elect must be an Active In-State member of the South Carolina Association of Veterinary Technicians.
- 2.) The President-Elect shall preside at any meeting in the absence of the President. In the event that the office of the President should become vacant between elections, the President-Elect shall automatically assume the office of the President.
- 3.) The President-Elect shall assist the President in performing his/her duties.
- 4.) The President-Elect shall be in charge of all committee chairmen, and shall report their progress to the Executive Board and Association.
- 5.) The President-Elect shall interpret Robert's Rules of Order as Parliamentary and shall establish a quorum at each meeting.
- 6.) The President-Elect shall audit the financial records at the end of the calendar year.
- 7.) The President-Elect shall serve on the Nominating Committee.
- 8.) The President-Elect shall assume the role of the President at the end of the term.

Section IV – Treasurer (minimum two-year term)

- 1.) The Treasurer must be an Active In-State member of the South Carolina Association of Veterinary Technicians.
- 2.) The Executive Board shall approve all expenditures of the Association. Two signatures will be required on all checks written, one being the Treasurer and the other may be assigned by the Executive Board.
- 3.) The Treasurer shall receive and deposit funds for membership and the payment of bills and shall keep itemized accounts of all transactions and reimbursements to members for expenditures.
- 4.) The Treasurer shall bill and collect annual dues from all members and keep accurate records thereof.
- 5.) The Treasurer shall give a financial report at the beginning of each business meeting.
- 6.) The Treasurer shall prepare a signed full financial report for all members annually.
- 7.) The Treasurer shall give adequate notice (60-90 days) in the event that he/she wishes to leave the office. He/she shall assist a replacement in learning the duties of this office.
- 8.) In the event that the current Treasurer chooses to leave the office prior to the annual audit, the financial records will be audited by the President-elect at that time.

Section V – Recording Secretary (two-year term)

- 1.) The Recording Secretary must be an Active In-State member of the South Carolina Association of Veterinary Technicians.
- 2.) The Recording Secretary shall keep a record of all the proceedings of the Association (i.e. minutes).
- 3.) The Recording Secretary shall preserve all minutes of the meetings and supply copies for distribution to the members within two (2) weeks following each meeting and shall also make available such records to members upon request.
- 4.) The Recording Secretary shall keep the Association's official membership roll along with current addresses for mailings.
- 5.) The Recording Secretary shall keep on file all committee reports.

- 6.) The Recording Secretary shall maintain record book(s) in which the Constitution and By-Laws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- 7.) The Recording Secretary shall notify officers, committee members, and delegates of their election or appointment as directed by the Nominating Committee, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and its members.
- 8.) When reports are received from committees, the Recording Secretary shall record on them the date received along with any further action taken and preserve them for permanent record.
- 9.) The Recording Secretary shall assist the Nomination Committee.
- 10.) The Recording Secretary may enlist the aid of any SCAVT member to assist with the distribution of information to members.
- 11.) The Recording Secretary shall forward all business correspondence to the appropriate person(s) in a timely manner.
- 12.) The Recording Secretary shall give adequate notice (60-90 days) in the event that he/she wishes to leave the office. He/she shall assist a replacement in learning the duties of this office.
- 13.) In the event that the Corresponding Secretary position is vacant, the Recording Secretary shall assume all responsibilities until filled.

Section VI – Corresponding Secretary (two-year term)

- 1.) The Corresponding Secretary shall conduct the general correspondence of the Association and shall keep file copies of all such correspondence for preservation.
- 2.) The Corresponding Secretary shall assist the President in issuing notices of meetings and preparing an agenda.

Section VII - District Representative (two-year term)

- 1.) Each District Representative must be an Active In-State member of the South Carolina Association of Veterinary Technicians.
- 2.) The District Representatives are elected to represent their district of the state and shall not hold any concurrent office on the Executive Board. There shall be a maximum of four (4) representatives per district.

- 3.) The state of South Carolina shall be divided into three districts: Piedmont, Midlands, and Coastal. The District Representative's home address shall determine the district that he/she represents.
- 4.) The District Representatives shall promote the Veterinary Technology profession within their district. This shall be done by presenting information to the public at schools, community organizations, fairs, etc., through media made available by the SCAVT.
- 5.) Each District Representative shall serve a two-year term.
- 6.) Each District Representative shall submit information to the SCAVT Newsletter editor on a quarterly basis while he/she is in office.

Section VIII - Past President (two-year term)

- 1.) The Past-President must be an Active In-State member of the South Carolina Association of Veterinary Technicians.
- 2.) The Past-President shall be defined as the person holding the office of the President during the preceding year.
- 3.) The Past-President shall be a voting member of the Executive Board.
- 4.) The Past-President shall serve as the chair of the Nomination Committee.
- 5.) The Past-President shall serve as the South Carolina NAVTA representative and required fees for this office shall be paid by SCAVT
- 6.) The Past President has the ability to preside over any meetings in the absence of the President, and/or President-elect.

ARTICLE VII - *Nomination and Election of Officers*

Section I – Nominations and duties of Nominating Committee

- 1.) The Nominating Committee shall be appointed by the Past President (chair) and shall consist of:
 - a.) President-Elect
 - b.) no more than 2 District Representatives from separate districts
 - c.) no more than 3 delegates from the Active In-state membership

- 2.) In the event that either the Past President or the President-Elect positions are vacant, The Secretary or the Treasurer may be asked to serve in the vacant seat on the Nominating Committee.
- 3.) The Nominating Committee shall oversee all aspects of the nomination and election process following guidelines set forth by the Executive board.
- 4.) Nominations shall be open to any Active In-State member in good standing. All nominees must meet the following criteria set forth by the Executive Board:
 - a.) All nominees seeking an office must submit the following to the Nominating Committee by February 15th of an election year:
 1. a resume
 2. a biography
 3. a letter of reference from a past or current employer or a fellow licensed technician
 - b.) All nominees must have full understanding of the duties of the office and the level of commitment required to uphold the office should he/she be elected.
 - c.) Any nominee recommended by the Nominating Committee as a candidate for an office will be contacted for affirmation of acceptance of the nomination. Recommendations will be made by April 1st of the election year.

Section II – Elections for expired two-year term

- 1.) Each member who has paid his/her dues (Article IV, Section I) has one (1) vote. (Exception - see Article III, Sections V and VI.)
- 2.) All elections shall be by secret ballot; the ballot (including biographical data) shall be sent to all members by mail no later than May 1st of the election year.
- 3.) Ballots shall be returned to the Nominating Committee and counted no later than June 1st of the election year.
- 4.) The nominee with the majority vote will be duly elected to that office and shall be announced at the following general membership meeting.
- 5.) The newly elected officers will attend an Executive Board meeting following the election process to become acquainted with the duties of the office and the business of the Association.
- 6.) The newly elected officers will assume responsibilities of the office on January 1st of the following year.

Section III – Nominations and elections to fill immediate vacancies of unexpired term

- 1.) The Nominating Committee shall oversee all aspects of the nomination and election process following guidelines set forth by the Executive board.
- 2.) Nominations shall be open to any Active In-State member in good standing. All nominees must meet the following criteria set forth by the Executive Board:
 - a.) All nominees seeking an office must submit the following to the Nominating Committee within thirty (30) days of an announced vacant position:
 1. a resume
 2. a biography
 3. a letter of reference from a past or current employer
 - b.) All nominees must have full understanding of the duties of the office and the level of commitment required to uphold the office should he/she be elected.
 - c.) Any nominee recommended by the Nominating Committee as a candidate for an office will be contacted for affirmation of acceptance of the nomination. Recommendations will be made within thirty (30) days of the receipt of nominee information.
- 3.) Each member who has paid his/her dues (Article IV, Section I) has one (1) vote. (Exception - see Article III, Sections V and VI.)
- 4.) All elections shall be by secret ballot; the ballot (including biographical data) shall be sent to all members by mail within thirty (30) days of receipt of recommendations from Nominating Committee.
- 5.) Ballots shall be returned to the Nominating Committee and counted no later than fifteen (15) of receipt of ballot.
- 6.) The nominee with the majority vote will be duly elected to that office and shall be announced by special letter to all members.
- 7.) The newly elected officers will attend an Executive Board meeting following the election process to become acquainted with the duties of the office and the business of the Association and will assume responsibilities of the office immediately.

ARTICLE VIII - Meetings

Section I – Executive Board

- 1.) Meetings shall be conducted by “Robert's Rule of Order”.

- 2.) A quorum for an executive board meeting shall be a majority (defined as more than half the members) of the Executive Board members and must include either the President, President-Elect, or Past President.
- 3.) All Executive Board members shall have available the following documents at all meetings:
 - a.) SCAVT Constitution and By-Laws
 - b.) SCAVT Standing Rules & Policies
 - c.) list of standing & special committees and their members
 - d.) copy of agenda
- 4.) It shall be established that the Executive Board members be allowed to vote by email on all matters of business of the SCAVT in the absence of a meeting.

Section II – General Membership

- 1.) Meetings shall be conducted by “Robert's Rule of Order”.
- 2.) General business meetings shall be held biannually and shall be open to all SCAVT members. The Secretary shall notify all SCAVT members thirty days prior to a scheduled meeting.
- 3.) A quorum for a general membership meeting shall be defined as those members present at a scheduled business meeting who have been granted voting privileges as defined in Article III.

ARTICLE IX - Amendments

- 1.) Amendments to the constitution may be made by a majority vote of the members present and voting, provided that statements of such prepared amendments have been sent to the membership sixty (60) days prior to the scheduled meetings. (Majority shall be defined as more than one-half)
- 2.) The Constitution and By-Laws shall be reviewed by the Executive Board at five (5) year intervals. The Executive Board has the authority to review the Constitution and By-Laws during the five (5) year interval if deemed necessary.