

PRESIDENT'S MESSAGE

-Kati Martin, CVT

It has been a great year so far for the Wyoming Veterinary Technician Association! We've made some adjustments to the Constitution and Bylaws, obtained a new President for 2017 and acquired a new Treasurer as well. Our Annual Fall CE was fantastic and there was a fair amount of education to be learned from the amazing speakers from CSU's Oncology Team.

The new biannual membership will make things much easier for our secretary in a couple of years. Please have patience and understand that Karen Nall just received all the secretary information and will get you all your information as quickly as she can while she tries to handle the reins of her new office. Thank you all for your consideration and patience as she gets this all under control. As such the membership forms are getting a new overhaul and we'll be putting those in the next newsletter with a detailed explanation to help walk you through the change to biannual membership, and re-certification for those of you who certify.

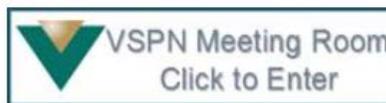
We will be training and transitioning to the new 2017 Board over the next couple of months and they will be at their new helms at our January 2017 meeting!

Best wishes for a happy Thanksgiving! You can reach me via email (koliver15@yahoo.com), phone or text me (307) 677-2188 with any concern, idea, question you have for our association. The WyVTA Board maintains an open door policy to ensure communication so please ask if you have questions!

Website Updates:

Jackie Van Noy, CVT

The newly adopted amendments and revisions are being completed and will be updated on our website shortly. **Our WyVTA Constitution and Bylaws can always be found on the website here:** <http://www.wyvta.org/bylaws.pml>



Look for the banner below on the VSPN Chat page

Monthly Membership Meetings – ONLINE:

NEXT MEETING is November 6

You are invited to our WyVTA Meetings, open to all members and prospective members, the first Sunday of the month at 8pm Mountain time online

at www.vspn.org > click CHAT on the navigation bar and login with your **VSPN.org** user/pass > click the button or the hyperlink to join the meeting:

<http://www.vin.com/Members/Unity3/Unity.plx?R=VSPNMEET>

SECRETARY and MEMBERSHIP

-Karen Nall, CVT

Thank you for all your patience! In the next newsletter I'll have the new membership and certification forms ready for everyone. In the meantime, if you certify in Wyoming, please find your membership card and take a look at when you are due to recertify and keep it handy for that next newsletter!

TREASURER'S REPORT

-Karen Schutt, CVT

September

Opening Balance: \$16,853.05

Expenses:

Lori Powers, CE expenses, check #1129, \$414.94

Jackie Van Noy for Sep web, check #1130, \$49.00

Susan LaRue, CE Speaker, check #1131, \$300.00

Kristen Weishaar, CE Speaker, check #1132, \$410.70

Douglas Thamm, CE Speaker, check #1133, \$542.00

Elizabeth Atencio, CE Speaker, check #1134, \$392.00

Ramkota Hotel, CE Room/Food, check #1135, \$1,294.30

Karen Schutt, Reimburse Sec'y of State filing, check #1136, \$27.00

Jackie Van Noy, Oct web, check #1137, \$49.00

Income:

Deposit Certifications & Memberships, \$55.00

Closing Balance: \$13,429.11 (as of 10/10/16)

JOB OPENINGS:

Part-Full Time CVT

Frontier Veterinary Clinic in Cheyenne, WY is seeking an additional team member for their mixed animal practice.

Please see the website <http://www.frontiervetclinic.com/> for more information and call Katrina Vermillion to set up an interview.

Resumes with a cover letter can be sent to
Frontier Veterinary Clinic
501 E. Riding Club Rd.
Cheyenne, WY 82009
(307) 634-7255

WyVTA ANNUAL MEETING

Ramkota Inn, Casper, WY
September 9, 2016

Minutes:

The WyVTA Annual Meeting was called to order during the luncheon of the Fall Continuing Education Seminar held at the Ramkota Inn in Casper, WY, September 9, 2016 at 12:20pm by our President Kati Martin.

We voted on amendments presented to the membership in the August 2016 Newsletter. All the amendments that were presented passed unanimously.

1. The Office of the Treasurer Duties be amended to include filling Wyoming Secretary of State Annual Report by October date, as requested by the Secretary of State following the annual meeting and election of officers in September.
2. The WyVTA amend Article III of the Constitution and Bylaws to change all membership levels to biannual and revise all sections of the Article accordingly.
3. Membership dues for WyVTA shall double to reflect the biannual membership to match with a member's certification renewal period.
Discussion/Clarification: We will now start paying \$40. Dues are due by the 15th of January of the year corresponding to the members initial membership in 2017 (a half biannual dues); those who re-certify in 2017 will pay \$40 for membership/certification renewal that will last 2 years.
4. Article III shall be amended to include a Section regarding Membership Dues structure: The board will propose a change in fees and present this to the

membership for voting at an annual meeting or by ballot vote.

Lori Power made a motion to approve the grammar editing draft of the Constitution and Bylaws with above amendments incorporated done by Nanette Walker Smith; seconded by Courtney Carroll; approved unanimously.

Karen Nall stated that if anyone had any questions regarding the dues structure change or with certification to please contact her for explanation.

Election of Officers:

Kati Martin has diligently served as the association's president for 3 years and will automatically move to Past President per Article IV of the Constitution and Bylaws. Deana Baker, Past President for the past 3 years and long standing board member will finally rotate off the board for a well-deserved and earned rest. Thank you for your service!

Aaron Tippit was nominated by Lori Power to be Treasurer and it was seconded by Jackie Van Noy. No other nominations for Treasurer were received; Aaron Tippit was unanimously approved the new 2017 Treasurer.

Lori Power nominated Karen Schutt for President. Jackie Van Noy seconded. No other nominations for President were received; Karen Schutt was unanimously approved by new 2017 President.

Congratulations Aaron and Karen.

Kati Martin thanked everyone for attending and being active members.

A reminder that the current board will continue through the end of 2016 with training to begin at the October 2 meeting at 8pm online through VSPN.org. Everyone is welcome to attend the monthly meetings online.

Motion to adjourn by Lori Power and Karen Schutt seconded. The motion was unanimously approved and the meeting ended at 12:55pm.

WyVTA Meeting October 2, 2016

There was not a quorum for the meeting. The first portion of the meeting was spent working on conferencing room connections.

Nanette Walker Smith: I have minutes from Karen from the annual meeting; need her final copy to put in the newsletter. I'll need a treasurer's report, and I'll include the newly updated CBs given all the approved amendments.

I sent out drafts for the new membership application and certificate application to the board for review. Jackie and Deana - really need your eyeballs on those two things with your long time expertise in working

with those. One question came back was to have the YEAR on the membership form with respect to us going to biannual membership.
Lori Power: The impression given at the meeting was that membership and certification were both going to be biannual. There was some concerns about people actually dating the applications, or so Karen told me the other day.

Deana Baker: I thought that the year has always been on the membership forms. What am I missing?

Nanette Walker Smith: Both of you are correct. We will have a single year form for people like me that just recertified in 2016; and a separate biannual form for the new ones who will do a 2 year form. I can do that, no problem. I took it off because we'll have to be SUPER specific with who gets which application. I'm seeing we do want Years on there; and actually, now that I think about it - do we want years on the certification form as well? So it's nice and bold at the top of the page?

Lori Power: Sounds good. There should be no reason for error that way.
Nanette Walker Smith: Membership will be biannual in conjunction with whenever you recertify OR biannual from your initial date of membership (for VAs, PMs, associates, and students). It's just going to be a squeaky wheel for a year until we rotate through all the members.

Deana Baker: I certified in an even year, so I would recertify in even years?

Nanette Walker Smith: Right - so Deana, you are in the same boat as I am.

Unless there is anything else we should put in the newsletter, it's going to be plenty big with what I listed. I'll get a president's message from Kati, need treasurer's report, the CB update, and the Annual minutes and we'll be good to go.

Should we wait until November to send out membership applications? Give Karen another month to come to grips with her new office :)

Lori Power: She'd probably appreciate it. She seems overwhelmed with it at times.

Nanette Walker Smith: We'll want to be sure we have specific instructions or maybe a header on the ones we put online as well; don't you think, Jackie? If I put a banner across the top so it's LOUD?

Jackie Van Noy: Will have to flag it somehow, since it's going to be a split this year.

Nanette Walker Smith: Yep - maybe type it in the line and a link to each separate document. I'll figure out a draft and we'll compare notes. Jackie - see if you think it will work, ok? But it will be end of the month. I'll try like crazy to get this newsletter out before next week.

Lori Power: Oh. Only thing I would say on the address for Karen is she's not hyphenated. She's just Nall.

Nanette Walker Smith: Thanks Lori, will fix that.

Nanette Walker Smith: Conference went well I hear? Good turnout?

Lori Power: For the most part; few hiccups, but nothing too devastating. 26 ish

Nanette Walker Smith: Anyone else? If not - shall we call it a night? No motions due to no quorum. Thanks everyone.

Participants: Deana Baker, Amanda Johnson, Jackie Van Noy, Lori Power, Nanette Walker Smith

2016 WyVTA Board:

<http://www.wyvta.org/contact-us.pml>

Kati Martin	President
Deana Baker	Past President
Lori Power	Vice President
Karen Schutt	Treasurer
Karen Bryant Nall	Secretary
Melanie Beardsley	NAVTA Rep; Scholarship Committee
Tom Page	Member-At-Large; Scholarship Committee
Jackie Van Noy	Member-At-Large & Webmaster
Courtney Carroll	EWC Student Rep-sophomore
Amanda Johnson	EWC Student Rep-freshman
Cambria Harmon	Scholarship Committee
Nanette Walker Smith	Advisor

Your newly elected 2017 WyVTA Board:

Karen Schutt	President
Kati Martin	Past President
Lori Power	Vice President
Aaron Tippit	Treasurer
Karen Bryant Nall	Secretary
Melanie Beardsley	NAVTA Rep; Scholarship Committee
Tom Page	Member-At-Large; Scholarship Committee
Jackie Van Noy	Member-At-Large & Webmaster
Courtney Carroll	EWC Student Rep-sophomore
Amanda Johnson	EWC Student Rep-freshman
Cambria Harmon	Scholarship Committee
Nanette Walker Smith	Advisor

2017 Board positions will become effective on 1/1/2017

Wyoming Veterinary Technician Association

PO BOX 34

Cody, WY 82414

CONSTITUTION AND BYLAWS

Article I - Title

The Association shall be known as the Wyoming Veterinary Technician Association, hereafter referred to as the Association.

Section 1. The definition of a veterinary technician herein refers to any person having graduated from an AVMA accredited Veterinary Technology Program and/or is appropriately currently credentialed in his/her state under that state's governing veterinary technician regulations by Veterinary Practice Act or if in a voluntary state, by the accrediting veterinary medical or veterinary technician association.

Section 2. The terms Licensed, Certified, or Registered Veterinary Technician will be used to identify any such person that has passed the Veterinary Technician National Exam (VTNE), any state mandated veterinary technician exam(s), and holds a current license, certificate, or registration in the United States.

Section 3. The term veterinary support staff refers to any other member of the veterinary health care team such as, but is not limited to, a veterinary assistant, veterinary receptionist, veterinary office manager, veterinary practice manager, kennel person, etc.

Section 4. The term DVM (Doctor of Veterinary Medicine) or VMD (Veterinary Medical Doctor) refers to any person having completed a doctorate in veterinary medicine and is licensed to practice veterinary medicine in the state of Wyoming.

Section 5. Within this document the term veterinary technician will refer to all persons covered in Article I Sections 1 and 2 above.

Article II - Purpose/Objective

The purposes or objectives of the Association are to promote

Section 1. the professional and educational advancement of veterinary technicians and veterinary support staff;

Section 2. and enhance the knowledge and skills of the veterinary technician and the veterinary support staff through continuing education programs and sponsored seminars;

Section 3. the interests of veterinary technicians and veterinary support staff through state, provincial, and federal legislation;

Section 4. and maintain the professional image and high ethical standards of the veterinary technician and the veterinary profession as set forth in the Veterinary Technician Code of Ethics by the National Association of Veterinary Technicians in America;

Section 5. progressive and humane medical care for all creatures;

Section 6. and maintain a cooperative professional relationship with the veterinary medical profession; and

Section 7. the rights and privileges of veterinary technicians in Wyoming, the nation, and wherever applicable.

Article III – Membership

Effective January 2017, all membership categories shall be biannual to correspond with the member's certification year or renewal of membership (Amendment H4).

Section 1. Active Membership Veterinary Technician:

Active members in this category shall be veterinary technicians in good standing as described in Article I of the Constitution:

A. Active Member: Certified Veterinary Technician (CVT): A current veterinary technician member of the Wyoming Veterinary Technician Association that has successfully passed the VTNE, paid the current Wyoming VTA dues, met any continuing education hour requirements, and either graduated from an AVMA accredited Veterinary Technology Program or qualified as a grandfathered CVT to Wyoming per Article VI Section 2.F2f.

B. Active Member: Veterinary Technician (VT): A current veterinary technician member of the Wyoming Veterinary Technician Association that has graduated from an AVMA accredited veterinary technology program, paid the current dues, and met any continuing education hour requirements, but has NOT YET successfully passed the VTNE.

C. Active Member: Veterinary Technician Student (VT Student): A currently enrolled student in an AVMA accredited veterinary technology program that wishes to maintain an individual active membership to support the association and enable this member to vote.

D. All active members shall have voting privileges.

E. Active members may be currently working in the profession or be on sabbatical as long as all active membership requirements are not allowed to lapse or become inactive.

Section 2. Active Membership Veterinary Assistant:

Active members in this category shall be veterinary assistants currently working in the veterinary profession. All active members shall have voting privileges.

Section 3. Associate Membership:

Associate members of the Association shall be those persons not described in the Active Membership categories, but who are interested in supporting and promoting the Association. Associate members shall not be eligible to serve as officers of the Association, shall not vote in Association affairs, but may, at the discretion of the Executive Board, serve on committees.

Section 4. Membership dues:

Membership to the above categories may be obtained after formal application and payment of dues are submitted to the Association for approval.

- A. Biannual dues are due by the 15th of January of the year corresponding to the members' initial membership (odd or even year).
- B. The fiscal year of the Association shall be January 1st through December 31st and dues paid at any time during the calendar year apply only to the calendar year and subsequent year in which they were paid to fulfill membership dues.
- C. Only active members in good standing may vote for officers or in other affairs of the Association.
- D. Membership dues shall be reviewed annually by the Board prior to the Annual Meeting and any proposed change shall be brought to the membership for vote.

Section 5. Revocation of Membership:

If, in the opinion of the Executive Board, a member of the Association (either active or associate) is believed to have participated in activities which grossly misrepresent or undermine the profession and/or the Association, said member shall be notified in writing of this belief and invited to a hearing of his/her views or rebuttal.

- A. The hearing shall be held by the Executive Board within a reasonable period of time following notification. At least 51% of the Executive Board must be present at the hearing.
- B. A simple majority vote (51%) of active members present by secret ballot will decide the revocation.

Article IV - Officers, Their Election and Duties

Section 1. The Officers of the Association:

These officers shall comprise the Executive Board of the Association: President, Past-President, Vice-President, Secretary, Treasurer, NAVTA (National Association of Veterinary Technicians in America) State Representative, and Member-at-Large.

- A. Each officer shall have one vote in Executive Board Meetings, the president voting only to break a tie. If two positions are combined, this dual position shall have only one vote (i.e. Secretary/Editor).
- B. There may be up to two Member-at-Large positions elected if all other positions are filled.

Section 2. Election of Officers:

A. Eligibility: Only active members in good standing with the Association may be nominated and elected to serve on the Executive Board.

1. The President must have served at least one year on the Executive Board in the year preceding election to the office of President, must be a Certified Veterinary Technician in good standing on record with the Wyoming Veterinary Technician Association, and be a resident of the state of Wyoming.
2. The NAVTA State Representative is bound by the rules and regulations governing NAVTA as well as the Wyoming Veterinary Technician Association.
3. Other Executive Board positions may be held by veterinary assistants that are active members in good standing.

B. Nominations and Elections: Nominations for officers will be submitted by the nominating committee to the Board for review and balloting. Ballots will be sent to all voting members at least 14 days prior to the Annual Meeting and/or Election to the member's preferred method of contact (email or standard mail) as indicated on the member's annual application.

C. Terms of Office and Installation:

1. Terms of Office will be one year in length; each position will be open for nomination annually.
2. Newly elected officers will be installed at the January meeting of the year beginning their term. Between the election and the installation, outgoing officers will train new officers on duties and both sets of officers will attend board meetings to facilitate transition.
3. No term of office shall be held for more than three consecutive years.
4. Executive Board positions should be filled by residents of Wyoming unless otherwise stated in Article IV Section 2A above.

D. Vacancy: In the event of a vacancy the board shall nominate a person to fill the position, and upon acceptance, install said person for the remainder of the fiscal year.

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

F. Financial: All Executive Board and Committee positions are voluntary. Reimbursements for expenses incurred are awarded based on pre-approved estimate, fund availability, and complete submission of receipts for expenses by vote of the Executive Board.

G. Duties of the Officers:

1. President - The President shall:

- a. preside at all meetings of the Executive Board and the general membership meetings;
- b. set the agenda;
- c. vote only to break a tie vote of the Executive Board;
- d. represent the Association in all matters;
- e. appoint the chairpersons of any committees formed, outline their duties, and monitor their progress;
- f. promote increased membership through public speeches, published articles, etc.;
- g. with the treasurer, oversee the budget and ensure the IRS and Wyoming Secretary of State documentation are filed to the respective organizations on time;
- h. be the point of contact for all mailings for the association and disburse information to the appropriate Board member or committee as needed;
- i. act as the spokesperson for the Association to the press, the public, and related organizations; and
- j. promote the veterinary medical profession, the veterinary technician, and the veterinary support staff including their relationships to public health and agriculture.

2. Past-President - The Past-President shall:

- a. act as an advisor to the Executive Board;
- b. be available to sit on committees and speak on behalf of the association; and
- c. serve as the liaison to the Wyoming Veterinary Medical Association.

3. Vice-President - The Vice-President shall:

- a. serve as the Continuing Education Committee Chairperson and oversee and be privy to all decisions, arrangements, etc. of this committee; and
- b. serve as acting President should the elected President be unable to serve.

4. Secretary - The Secretary shall:

- a. record or document minutes of meetings via transcript or other means for the best possible raw log and provide a summary of the minutes for review by the Board for approval and publication to the membership via newsletter and/or email;
- b. assist the President in keeping accurate files of all state/provincial/national technician associations;
- c. be responsible for any correspondence unless otherwise delegated; and
- d. publish an annual wish list and sponsor requests as directed by the Executive Board.

5. Treasurer - The Treasurer shall

- a. be the primary membership chairperson and, along with the President and Secretary, update and keep the member records current and accurate;
- b. keep an itemized account of all receipts and disbursements for a period of not less than 7 years;
- c. 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 Board; and
- d. file appropriate non-profit standing Internal Revenue Service (IRS) forms (990-N, annually) and documentation to maintain status either electronically or by mail as required annually by the IRS, Wyoming Secretary of State, or any other entity requesting such information. The Treasurer and President shall be responsible for ensuring documentation submission dates are not missed.
 - 1) The Wyoming Secretary of State Annual Report shall be filed immediately following the Fall Annual Meeting in September or no later than the annual due date of October 1 under the Association's Wyoming Secretary of State account number: 2015-000697191.
 - 2) The Internal Revenue Service 990-N Form (efiling) shall be filed electronically as soon as available annually on the IRS.gov website after the first of the calendar year, but no later than March 30.

6. NAVTA State Representative - The Representative to the National Association of Veterinary Technicians in America (NAVTA) shall:

- a. be a member in good standing of NAVTA and act as a liaison to NAVTA;

- b. provide NAVTA with quarterly reports regarding the Association and the state of veterinary medicine in Wyoming;
- c. provide the Association with any pertinent information of national, regional, or state interest; and
- d. it is highly recommended that the NAVTA Representative attend any NAVTA State Representative meetings, if at all possible, without expected compensation of the Association, and provide the benefits thereof to the Association by report, article, or other means of dissemination to the Board and membership.

7. Member-at-Large - A Member-at-Large shall:

- a. be a position elected only if all other Executive Board officer positions are filled;
- b. be limited to a total of two (2) positions annually;
- c. attend all Board Meetings; and
- d. be able to accept chairmanships of committees

Article V - Amendments

Section 1. Presentation:

- A. Amendments may be proposed by written petition signed by 5 active members of the Association.
- B. A proposed amendment shall be submitted to the Executive Board at least thirty days before a general meeting.
- C. Copies of amendment proposals shall be distributed to the voting members of the Association at least 14 days prior to a general meeting via contact preference on file (email or mail).

Section 2. Passage:

The Constitution and Bylaws may be amended at any general meeting by a simple majority of 51% vote of the active members present.

Section 3. Adoption:

Approved amendments will be formally adopted at the meeting at which they were passed and will become effective at the close of said meeting unless otherwise stipulated in the amendment.

Article VI - Bylaws

Section 1. The Bylaws of the Association shall appear following the last Article of the Constitution and shall be proposed, passed, amended, and adopted as stated in Article V of the Constitution of the Association.

Section 2. Purposes of the Standing Committees of the Association.

A. CONTINUING EDUCATION –The purposes of this committee are to:

- 1. organize the annual continuing education program for the Association including contracting speakers, venue, sponsors; setting fees; providing certificates of completion; calculating speaker stipends and coordinating payment; and coordinating publicity and marketing with the Newsletter/Public Relations Committee and Executive Board;
- 2. serve in an advisory capacity to continuing education programs for veterinary technicians and veterinary support staff; and
- 3. suggest and/or supply contributions for the Association newsletter in an effort to keep CE fresh, exciting, and available for Wyoming professionals.

B. MEMBERSHIP - The purposes of this committee are to:

- 1. promote membership in the Association; and
- 2. assist the Treasurer as needed in maintaining the membership lists.

C. NEWSLETTER/PUBLIC RELATIONS – The purposes of this committee are to:

- 1. provide the Association membership with a newsletter/publication at an interval established by the Executive Board; and
- 2. formulate press releases for public events, announcements of events, registration forms for continuing education, and any other associated literature necessary for the continuing education of the members of the association and the general public as deemed necessary by the Executive Board.

D. EASTERN WYOMING COLLEGE (EWC) VETERINARY TECHNOLOGY PROGRAM STUDENT CHAPTER

- 1. The purpose of this Chapter is to include all EWC VT Program students currently enrolled in a group membership to WyVTA. This group will then represent the only AVMA accredited VT program in the state of Wyoming and provide the students with an opportunity to hold a representative position on the WyVTA Executive Board and foster future veterinary technician involvement in an organization that represents their careers.

2. A representative should be elected from each class (freshman and sophomore) and these people will act as voting liaison for their respective class. Each representative will have one vote. The Student Representatives will receive their newsletters and communication via email.
3. The Annual Dues for the Student Chapter will be set at \$50 for the entire chapter.
4. Students will receive their newsletters and communication via email.
5. Should an individual student wish to maintain his/her own voting privileges, he/she may choose to become an Active Member: VT Student (Article III).

E. NOMINATING COMMITTEE – The purposes of this committee are to:

1. receive recommendations and nominations from the association membership;
2. nominate individuals to serve as members of the Executive Board;
3. verify membership status of nominees; and
4. present the slate of nominees for Executive Board position election to the Association membership for vote as stated under Article IV, Section 2B of these bylaws.

F. CERTIFICATION COMMITTEE – The purposes of this committee are to:

1. assist the Treasurer in maintaining records of veterinary technicians certified in Wyoming by the Wyoming Veterinary Technician Association; and
2. evaluate applicants for certification status using the following criteria. The applicant must:
 - a. be a graduate of an AVMA accredited program;
 - b. have successfully passed the Veterinary Technician National Exam (VTNE); The Wyoming Veterinary Technician Association will accept the AAVSB's passing score criteria set for the testing sequence in which the applicant completed the exam;
 - c. be a member in good standing of the Association;
 - d. provide proof of ten (10) hours of continuing education every two years; and
 - e. abide by the Association's Certification Standards set forth in Article III, Section 1A and NAVTA's Code of Ethics.
 - f. On-the-job-trained technicians will be 'grandfathered' for two years (through January 2006 per agreement with NAVTA providing they qualify to sit for the VTNE exam including all these criteria:

G. VTNE (Veterinary Technician National Exam) COMMITTEE – The purposes of this committee are

1. verify completion of graduation requirements from an AVMA accredited Veterinary Technician Program for eligibility to sit for the VTNE
2. verify completion of the VTNE application and payment
3. maintain communication with the VTNE administration service in acquiring, administering, and returning exams per the services contract
4. acquire facilities and proctors to administer the VTNE semiannually per requirements set forth by the VTNE administration service
5. verify on-the-job-trained technician's applications to take the VTNE under the 'grandfather' process for two years (through January 2006 per agreement with NAVTA) including:
 - a. Proof of a high school diploma or GED;
 - b. Verifiable proof of having worked in the capacity of a full-time veterinary technician for three years;
 - c. Three letters of recommendation from veterinary professionals and/or co-workers;
 - d. Five hours of continuing education in the last five years; and
 - e. College transcripts if available.

H. Amendments:

1. Revision of the Constitution and Bylaws September 6, 2014

Adopted by the verified active membership in attendance and in majority at the Fall CE Seminar in Casper, Wyoming at the Ramkota Inn on September 6, 2014 in accordance with Article V – Amendments of the 2003 WyVTA Constitution and Bylaws as follows: Revised Constitution and Bylaws were published as a single proposed amendment to vote to adopt due to the numerous minor corrections and significant corrections to articles governing committees and sent with a cover letter of explanation on August 4, 2014 to all active members on record. The elected 2014 Wyoming Veterinary Technician Executive Board verified that the members present were ratified and the vote was unanimous to approve acceptance of the 2014-0906 Constitution and Bylaws revision for the Wyoming Veterinary Technician Association.

2. Dissolution Statement: As required by the Internal Revenue Service as part of the Federal Tax Exempt 501(c)(3) Status reinstated retroactively to May 15, 2010 on July 23, 2015, the following dissolution statement reads:

Upon dissolution of the Wyoming Veterinary Technician Association, an exempt organization described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax

code, and as a Public Charity Status 509(a)(2), the remaining assets will be distributed to one or more qualified exempt organization(s) under the Internal Revenue Code, or corresponding section of any future federal tax code and used exclusively for exempt purposes. The Association will see that any outstanding bills be finalized and paid, followed by distribution of the remaining assets to the following organizations, the amount to each being determined by a majority of the Executive Board, but to completely deplete the Association's coffers. Dissolution assets must be disbursed to organizations that will ensure funds will be distributed to Wyoming residents and their pets and/or Wyoming resident students for scholarships to attend AVMA accredited programs of veterinary technology as follows:

- a. The American Society for the Prevention of Cruelty to Animals (ASPCA) – Animal Poison Control Center (APCC) – toward the care of any Wyoming resident's pet in an APCC consultation.
- b. The American Veterinary Medical Foundation (AVMF) – toward scholarship funds for any Wyoming resident that applies for the scholarship and qualifies as a student in good standing. The AVMF's role will be limited to dispersing funds as a scholarship for a Wyoming resident who is attending an AVMA accredited veterinary technician school. The model for the scholarship will be at the discretion of the AVMF. If there are insufficient funds to support a scholarship, then AVMF will disperse remaining funds through AVMF's Veterinary Care Charitable Fund to assist Wyoming veterinary clinics (AVMA members) in providing charitable health care to pets and pet owners in Wyoming. All funds received and dispersed must follow the rules set forward by the IRS and will include modest administrative fees as determined by the AVMF. Any assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

3. Treasury Forms 2015:

- a. As required by the Internal Revenue Service as part of the reinstatement of Federal Tax Exempt 501(c)(3) Status retroactively to May 15, 2010 on July 23, 2015, the Treasurer will be required to submit annually Form 990, or any other documentation and/or fees required by the IRS to maintain this Federal Tax Exempt Status and charitable funding documentation.
- b. As required by the Wyoming Secretary of State, any documentation and/or fees including physical office address or mailing address change, email, or other contact information change, or any other material deemed necessary by the Secretary of State to maintain Nonprofit Corporation Standing in the state of Wyoming.

4. Biannual Membership and Dues Revision: Effective January 2017, all membership categories shall be biannual to correspond with the member's certification year or renewal of membership. Those members whose certification renews in 2018 shall pay an annual membership fee for 2017, then biannual membership in 2018 with renewal of membership and certification. All other members shall begin biannual membership effective January 1, 2017.

EIN 83-0332209

01/01/2000: Initial Adoption of the WyVTA Constitution and Bylaws

04/10/2000: Date of official formation of the WyVTA

10/01/2000: Constitution and Bylaws Revision

02/04/2001: Constitution and Bylaws Revision – update to IRS Non Profit 501(c)(3) Federal Tax Exempt status

02/04/2001: Constitution and Bylaws version; first posted to www.wyvta.org 2003

09/06/2014: Constitution and Bylaws full revision and corrections completed and approved by membership, posted to www.wyvta.org September 2014

07/23/2015 (retroactively reinstated to May 15, 2010): IRS Non Profit 501(c)(3) Federal Tax Exempt status, granted Public Charity Status 509(a)(2)

September 2015: Wyoming Secretary of State Non Profit Corporation Registration

09/19/2015: Amendments H2 and H3 approved unanimously by membership at annual meeting, posted to www.wyvta.org September 2015. The undersigned represent the elected 2015 Wyoming Veterinary Technician Executive Board verifying that the members present were ratified and the vote was unanimous to approve acceptance of Amendments to the 2014rev0906 Constitution and Bylaws for the Wyoming Veterinary Technician Association.

10/10/2016: Article IV, Section 2G1 & 2G5 revised to reflect duties required for Amendment H3 and Amendment H4 with subsequent Article III, Sections 1 & 4 revised were approved unanimously by active membership at the Annual Meeting; posted to www.wyvta.org October 2016.