

WYOMING VETERINARY TECHNICIAN ASSOCIATION  
NEWSLETTER

LETTER FROM THE PRESIDENT

Kati Martin, CVT

Hello all! As I sit here thinking of what to write, I am continually going back to our CE and all that happened at it. I am so appreciative of all our members and non-members that showed up and participated in our annual CE experience. We had 35 attendees and were able to encourage numerous people to

sign up for membership to our association. Another highlight of the day was our officer elections; we have a new up-coming board that I am very

excited about. The WyVTA has had 3 of its members on the board almost continuously since the beginning and I am so glad to see a change. Not to take away one ounce of what Deana, Jackie, and Nanette have done

for our association, but for the new places our association can go and the new input that will hopefully help it continue to grow. We are at a huge turning point in this association and I am very excited to see where it takes us. So, please, as a paying member, plan not only to take charge, but also to participate in

**“...as a paying member, plan not only to take charge, but also to participate in what you pay for and actively join the online meetings. Voice your opinions and step up to help the 7 board members take your association to the place you want it to be and make it your own.”**

to the place you want it to be and make it your own. As the incoming President for 2015, I look forward to seeing you all in the coming year!

Have a great holiday season!

2015 WYVTA EXECUTIVE BOARD

**President:** Kati Martin, CVT

- [Kolliver15@yahoo.com](mailto:Kolliver15@yahoo.com)

**Past President:**

Deana Baker, CVT

- [Bouteloua\\_gracilis@yahoo.com](mailto:Bouteloua_gracilis@yahoo.com)

**Vice President:**

Melanie Beardsley, CVT

- [Mel\\_z\\_55@hotmail.com](mailto:Mel_z_55@hotmail.com)

**Treasurer:** Carol Larson, CVT

- [larsonc@wyoming.com](mailto:larsonc@wyoming.com)

**Secretary:**

Faith Makepeace, CVT

- [Fmakepeace9@gmail.com](mailto:Fmakepeace9@gmail.com)

**NAVTA Representative:**

Cambria Harmon, CVT

- [Harmoncam@hotmail.com](mailto:Harmoncam@hotmail.com)

**Members-at-Large:**

Tom Page, CVT

- [tpage@altitudevet.com](mailto:tpage@altitudevet.com)

Kris Paige, CVT

- [krispaige@mac.com](mailto:krispaige@mac.com)

**EWC Student Representatives:**

- 1<sup>st</sup> year: open
- 2<sup>nd</sup> year: open

**Webmaster:**

Jacquelyn Van Noy, CVT

- [jdvannoy@cvt@gmail.com](mailto:jdvannoy@cvt@gmail.com)

## THE FALL 2014 CE MEETING IN PICTURES

Thanks to Nanette Walker Smith for the great pictures!



**WELCOME our 2015 Executive Board**  
**Back Row** – left to right:  
**President:** Kati Martin;  
**Treasurer:** Carol Larson;  
**Vice President:** Melanie Beardsley; **Member-at-Large:** Tom Page  
**Front Row** – left to right:  
**NAVTA Representative:** Cambria Hannon;  
**Member-at-Large:** Kris Paige  
**Not pictured:** Deana Baker (Past President), Jackie Van Noy (Webmaster), Faith Makepeace (Secretary)

Thanks to our marvelous instructors, **Sara Sharp, CVT, VTS (Dentistry)** and **Julie Art, CVT, VTS (Dentistry)** for an amazing and fact filled day of learning all the new and wonderful techniques available to us, to help our patients!

Foramens, polishing, nerve blocks, phraseology, and communication with the clients---it was amazing!





**FROM OUR WEBMASTER!**

**Our website, [www.wyvta.org](http://www.wyvta.org), is being revamped.** Hopefully the upgrades will be available some time in mid to late December, complete with the contact information for the new executive board and updated membership certification forms.

**NEWLY ADOPTED: [WyVTA Constitution and Bylaws revised and approved by majority member vote](#)**

**September 6, 2014.** Report from Nanette Walker Smith, Advisor to the WyVTA Board & Charter Member

The Board and Charter Member Nanette Walker Smith spent a good portion of 2014 carefully reviewing the 2001 version of our documents. The reason was twofold. First, we needed to get up to date with current testing protocols. Second, our IRS nonprofit standing lapsed due to changes in the IRS and Wyoming State definitions of nonprofit status. Because both the IRS and Wyoming were unable to contact WyVTA (the address on file with the Secretary of State was significantly out of date), the state 'inactivated' our status. While this sounds scary, it's more paperwork than anything. To pre-emptively avoid this from happening again, the Board will be acquiring a United States Post Office Box for all official IRS, State, and legal mail. That in turn will be put on a forwarding order to an assigned person on the Board and updated per USPS instructions. Several grammar and formatting fixes were made as were the following (briefly):

- Article IV, Section 2B: Nominations & Elections. Elections will now be held at the Fall CE conference to enable a more gradual turnover of offices to allow training and consistency with official offices to start on January 1 of the New Year. Ballots will still be used if there is a run off of nominations received prior to the cutoff date.
- Article IV, Section 2C: The President must be a Wyoming resident.
- Article IV, Section 2G: Each office was updated and duties defined more clearly.
- Assignments have been included to ensure IRS and Secretary of State are properly informed and updated annually as required for nonprofit status
- Article IV, Section 2F.7: Members-at-Large will be capped at 2 and those positions must be filled prior to other Board positions.
- Article V, Section 2: A simple majority vote of 51% of active voting members will be required to pass amendments.
- Major updates to the Veterinary Technician National Exam (VTNE) Committee and Certification Committee information to reflect changes the Association now follows in accordance with the American Association of Veterinary State Boards and subsequent administration of the VTNE. The documents were placed on review the month prior to the Fall CE.

Due to the large number of changes and corrections, the Board asked members to consider a vote to approve all changes at one time at the Fall CE Annual Membership Meeting. The active members were in quorum and did just that. The Board thanks you both for your attendance and desire to keep our association current! The 2014 Executive Board has completed signatures of original copies of the approved 2014 Constitution and Bylaws and the final preparation of the filing for petition of reinstatement of nonprofit status to the IRS and then with the Wyoming Secretary of State is in progress and will hopefully be completed before the end of 2014.

**[YOUR COPY OF THE 2014 Wyoming Veterinary Technician Association Constitution and Bylaws are included in this newsletter.](#) PLEASE KEEP THIS/PRINT IT so you can refer to it!**

## 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

#### 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 year 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 year 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. Annual dues are due by the 15th of January of each 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 in which they were paid.
- C. Only active members in good standing may vote for officers or in other affairs of the Association.

### **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. Reimbursement 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. oversee the budget with the treasurer;
- 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 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. Due dates for such filings shall be recorded in the minutes. The Treasurer and President shall be responsible for ensuring documentation submission dates are not missed.

**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 technicians 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.

*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 the attached cover letter on August 4, 2014 to all active members on record.*

*The undersigned represent the elected 2014 Wyoming Veterinary Technician Executive Board verifying 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:*

Deana Baker, CVT – President \_\_\_\_\_ (date)

Kati Martin, CVT – Vice President \_\_\_\_\_ (date)

Jackie Van Noy, CVT – Secretary \_\_\_\_\_ (date)

Carol Larson, CVT - Treasurer/NAVTA Rep \_\_\_\_\_ (date)

Kris Paige, CVT – Member-at-Large \_\_\_\_\_ (date)

Paige Sanders, CVT – Member-at-Large \_\_\_\_\_ (date)

Nanette Walker Smith, MEd, RVT, CVT, LVT \_\_\_\_\_ (date)  
Advisor to the WyVTA Executive Board

2014-1111.published





Veterinary Technician Association
website: www.wyvta.org

Membership Application 2015

VT, VA, Associate membership = \$20/calendar year

VT Student = \$15/calendar year

Please PRINT or TYPE

NAME: \_\_\_\_\_
First Last

HOME ADDRESS

Street number/name
City, State ZIP
Home Phone Number
Email Address

WORK ADDRESS

Work Name
Street number/name
City, State ZIP
Work Phone Number

Preferred mailing type: Home Address [ ] Work Address [ ] Home E-mail [ ] Work E-mail [ ]

If you attend(ed) an AVMA accredited Veterinary Technology Program please list it, your graduation date (or expected graduation date), and any credentials you may have below:

School Name (please write out full name) graduation date RVT, CVT, LVT number issuing state

Please check the appropriate box:

[ ] Veterinary Technician [ ] Veterinary Assistant [ ] Associate Member [ ] \_\_\_\_\_

What type of hospital/institution do you work for? \_\_\_\_\_

Please select which committees you would like to serve on?

As a member of the Wyoming Veterinary Technician Association, I will abide by the constitution, by-laws, and rules of the association.

Signature

Date

Dues Enclosed

DUES MUST ACCOMPANY APPLICATIONS

Send completed applications and dues to:

Faith Makepeace, CVT
WyVTA Secretary/Membership
PO BOX 10413
Jackson, WY 83002

Please Make checks out to: WyVTA

**REMINDER!**

Just an early reminder that **membership renewals will be due by January 15.** This is a requirement for maintaining your certification. For those of you who received your certification in an odd numbered year (the year you certified is the number immediately following WVTA in your certification number), you must turn in proof of 10 hours on Continuing Education taken during 2013-2014 with your membership renewal.

**You will find a copy of the membership application on the last page of this newsletter. Print it out, mail it in, and have your WYVTA membership submitted before the holiday rush!**

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WYOMING VETERINARY TECHNICIAN ASSOCIATION Newsletter  
c/o Faith Makepeace  
PO BOX 10413  
Jackson, WY 83002

[Type the recipient name]  
[Type the recipient address]