

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; and
- k. transition to office of Past President upon election and seating of new Association President and maintain this position until subsequent Association President is elected.

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

- a. act as an advisor to the Executive Board;
- b. serve as the liaison to the Wyoming Veterinary Medical Association;
- c. chair the WyVTA Scholarship Committee;
- d. represent the Association in any matters as requested by the President;
- e. promote increased membership through public speeches, published articles, etc. as requested by the President;
- f. promote the veterinary medical profession, the credentialed veterinary technician, and the veterinary support staff including their relationships to public health and agriculture;
- g. assist with committees and be a resource for the current elected board members; and attend all Wyoming Veterinary Technician Association meetings (online, monthly).

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. keep an itemized account of all receipts and disbursements for a period of not less than 7 years;
- b. 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
- c. 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. Membership/Certification - The Membership/Certification position shall:

- a. for all WyVTA Memberships:
 - 1) evaluate applicants for membership status according to Article III of the WyVTA Constitution and Bylaws;
 - 2) collect and maintain accurate records of Wyoming Veterinary Technician Association members (active and associate);
 - 3) collect membership dues, record with membership records, and remit funds to the treasurer within 30 days of receipt; and
 - 4) ensure that complete records are immediately transferred to an incoming membership/certification board position if the current position is vacated.
- b. for all WyVTA Certifications:
 - 1) evaluate applicants for certification status using the criteria set forth in the WyVTA Bylaws Certification Committee.
 - 2) collect and maintain accurate records of Wyoming Veterinary Technician Association certified members;
 - 3) collect certification dues, record with certification records, and remit funds to the treasurer within 30 days of receipt;
 - 4) ensure that complete records are immediately transferred to an incoming membership/certification board position if the current position is vacated.

8. 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.
- 5. Creation of Board Position:** Membership/Certification: Effective January 2018, said board position is created to enable full focus on this important aspect of the Wyoming Veterinary Technician Association – membership of veterinary professional support staff and credentialing of eligible veterinary technicians; see Article IV; Section 2G7. Previous Section 7 (Member-At-Large) moved to Article IV; Section 2G8 per position and duties.
- 6. Revision of Article IV Positions:** President (Section 2G1k addition); Past President (Section 2G2 revision and expansion); Treasurer (Section 2G5 removal of membership chair position statement) by tallied membership vote via SurveyMonkey (4 surveys to complete majority vote, recorded results in January 2019 Newsletter).

Policies & Protocols:

Policies and Protocols are written, approved, and enacted by the Executive Board. They may be revised or rescinded at such time as the seated Executive Board deems fit. Policies and Procedures shall not cover any item in the Constitution and Bylaws, but are to be used to aid the Association in conducting professional business.

Social Media Policy (Approved by the 2018 WyVTA Board on June 3, 2018):

The WyVTA will implement the following guidelines for social media platforms, effective immediately:

- All Facebook posts will be reviewed by administrators before being published to the page.
- Submissions to the newsletter and website will be free of charge to WyVTA and WyVMA members in good standing. Fees charged for submissions from non-members will be on a case-by-case basis.
- WyVTA reserves the right to edit submissions for grammar and relevant content with final draft to be accepted by the party requesting the post. This stands for all social media platforms.
- Posts on all platforms will be available for approximately 60 days.
- Only veterinary content or veterinary related self-help information, as well as career opportunities will be considered.

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.

09/23/2017: Article IV, Section 2G7 & 2G8 revised to reflect the addition of the new board position of Membership/Certification and subsequent duties required for Amendment H5 approved unanimously by active membership at the Annual Meeting on this date; posted to www.wyvta.org March 2018.

01/01/2019: Updates to Article IV approved by SurveyMonkey Membership tallied votes following 09/23/2018 Annual Meeting directive:

- Article IV, Section 2G1k addition of transition of President to Past President and term of position.
 - Article IV, Section 2G2 revision and expansion of Past President position.
 - Article IV, Section 2G5 removal of Treasurer as membership chair statement (formerly 'a').
- Addition to the Constitution and Bylaws document of "Policies & Protocols" section and the Social Media Policy approved by the 2018 Executive Board on June 3, 2018.

Signatures on file in WyVTA office

Tom Page, CVT – President _____ (date)

Kati Martin, CVT – Past President _____ (date)

Angela Lance – Vice President _____ (date)

Nanette Walker Smith, CVT – Secretary _____ (date)

Deana Baker, CVT – Certification/Membership _____ (date)

Melanie Beardsley, CVT – Treasurer _____ (date)

Dena Wallace, CVT – NAVTA Rep. _____ (date)

Cambria Harmon, CVT – Member-at-Large _____ (date)

Roxane Rocks, CVT – Member-at-Large _____ (date)

Recorded to website January 2019