

Central Iowa Veterinary Technician Association

Article I-Title

The association shall be known as the Central Iowa Veterinary Technician Association hereafter referred to as the association or the CIVTA.

Article II-Purpose

The purpose of the CIVTA is to unite veterinary technicians in the central Iowa area and to provide support and continuing education opportunities. Although the focus of this association is for veterinary technicians, all veterinary support staff is welcome

Article III-Membership

Section 1: The members of this association shall be employed by a veterinary hospital, clinic, ~~or~~ teaching hospital, **or be a student of an accredited technician program**. Anyone not fulfilling these requirements must complete a CIVTA membership application which will be reviewed by the board of directors. All board decisions regarding membership applications are final

Section 2: The members shall have the right to elect the Directors of the association and to amend the Articles of the association

Section 3: Revocation of Membership

If in the opinion of the majority of the board of directors a member of the association, or member of the board of directors 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. The board of directors shall hold the hearing within a reasonable period of time following notification. After such hearing, a written poll will be taken of the board of directors regarding whether to revoke the membership of the individual in question. A majority vote of those present is necessary to initiate revocation of membership.

Section 4: Dues

All membership dues, of \$25, will be due by **January 1st of each year**, the second meeting of each calendar year. ~~If dues are not paid by members by this date an additional ten dollars will be charged after the last day in February.~~ **All members may bring a guest to the meetings.** If a **guest potential new member attends** two meetings, he/she will be expected to pay dues and join the association or he/she will not be allowed into the third meeting they attempt to attend. **Current students of an accredited veterinary technician program will pay half price dues.**

Section 5: Visiting Veterinarians

A Veterinarian may accompany a dues paid CIVTA member once each year. The same veterinarian may accompany more than one CIVTA member each year. If a veterinarian would like to attend one of the CIVTA meetings **without being a guest of a member**, he/she would be allowed to attend for a fee of \$25 for each meeting. This fee does not entitle the veterinarian to become an active member of the CIVTA nor does it entitle him/her to vote or have a say in CIVTA activities or business. A veterinarian may not attend a CIVTA meeting unless the \$25 meeting fee has been paid or he/she is the guest of a paid CIVTA member.

Section 6: Continuing Education Credits

~~Only~~ All dues paid CIVTA members may be eligible for CE credits. If a technician attends a CIVTA meeting but has not paid the yearly dues of \$25 then he/she may receive CE credits for a fee of \$10, for that said meeting. If a CIVTA member pays dues after a meeting he/she had previously attended, he/she may receive the CE credit for the previously attended meetings. It is the responsibility of any attending veterinarians to petition the Iowa Board of Veterinary Medicine for their own CE credits.

Article IV- Officers, their election and duties

Section 1: Officers

The officers of the association: The elected officers of the Association are the President, Vice President, Secretary, Treasurer, and ~~Historian~~ Member at Large. Each shall have one vote in the Board Meetings or the association meetings.

Section 2: General Powers

All association powers shall be exercised by or under the authority of, and the business affairs of the association, shall be managed under the direction of the board of directors.

Section 3: Annual Meeting

The annual meeting of the board of directors shall be held on such a date as the board of directors shall by resolution specify, ~~in~~ ~~by~~ September of each year. If the election of directors shall not be held on the day designated (nominations will be made in August and elections will take place in September), or at any adjournment thereof, the board of directors shall cause the election to be held at a meeting as soon thereafter as conveniently may be.

Section 4: Vacancies

Any vacancy occurring on the Board of directors may be filled by the affirmative vote of a majority (2/3) of the general membership present. A director elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office.

Section 5: Resignation

Any director may resign at any time by giving written notice of his/her resignation to the President or the Secretary. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, it shall take effect immediately upon its receipt. Except as specified therein, the acceptance of such recognition shall not be necessary to make it effective.

Section 6: Terms of office installation

Officers newly elected will be installed at the September general membership meeting. Terms of office shall begin at the close of the meeting in which the election results are announced. Officers are elected by a majority (2/3) of the general membership present. Elections will be held in September and conducted on a staggering basis; with the offices of the President, Secretary, and **Historian Member at Large** held together, and the offices of Vice President and Treasurer held the alternate year. All nominations for elections will be held at the **annual** monthly meeting in August of the corresponding year.

Section 8: Duties of Officers

PRESIDENT-Two year term

- a. Preside at all meetings of the Board of Directors and the annual membership meeting
- b. Coordinate the agendas **and speakers** of the meetings with the Board of Directors.
- c. Represent the association in all matters- he/she shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.
- d. Promote the interest and active participation in the association on the part of the membership and report the activities of the association to the members by means of association publications and speeches.
- e. Present an address at the annual meeting at the end of the term of office and at other appropriate meetings.
- f. Act as a spokesperson for the association to the press, the public and related organizations.
- g. Promote the professions of veterinary medicine and veterinary technology.
- h. Be custodian of the corporate records.
- i. Turn over all association records to his/her duly elected successor within one month of completion of the term.

VICE PRESIDENT-Two year term

- a. Serve as President in the temporary absence of the President, or in the event there be more than one VP, the presidents in the order designated, or in the absence of any designation, then in the order of their election. Shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties from time to time as may be assigned to him/her by the President or the Board of Directors.
- ~~b. Have charge and responsibility the association's annual meeting and assist in the planning of continuing education programs.~~
- c. Serve as an advisor to the committees of the association.
- d. Cooperate in the promotional activities of the association under the direction of the Board of Directors.
- e. Shall keep or cause to be kept a membership record, with the name and address of each member, the date of said membership, **keep a record of certified members**, and in the event of the membership having been terminated, the fact of termination together with the date upon which such membership ceased.
- ~~f. Oversee certified credentials for dues paid and non-dues paid members.~~
- g. Be custodian of the corporate records.
- h. Conduct annual audit with the Member at Large of financial records.**
- i. Turn over all association records to his/her duly elected successor within one month of completion of the term.

SECRETARY-Two year term

- a. Record the minutes of all meetings of the Board of Directors, the annual general membership meeting, and all association meetings.
- b. ~~Supply~~ Communicate information to the association membership regarding ~~monthly meetings~~, annual meetings and continuing education programs.
- c. Maintain a current listing of continuing education programs for the membership.
- d. Send thank-you notes to monthly meeting speakers.
- e. Be custodian of the corporate records.
- f. Turn over all association records to his/her duly elected successor within one month of completion of the term.

TREASURER-Two year term

- a. Keep an itemized account of all receipts and disbursements for a period of not less than 5 years and give a written report to meetings of the association.
- b. Submit all books of account for an audit by the Board of Directors ~~at least two weeks before the annual meeting~~ once a calendar year.
- c. Receive and have charge of all funds of the association, deposit such funds in a bank designated by the Board of Directors, and provide for the expenditure of said funds as directed by the Board of Directors.
- d. Be custodian of the corporate records.
- e. Within one month after the election and installment of a successor, deliver all money, vouchers, books, and papers of the association to the newly elected treasurer.

~~HISTORIAN-Two year term~~

- ~~a. Aid to the Board of Directors with any communications, activities, and publications concerning the CIVTA.~~
- ~~b. The historian shall keep accurate records of the history of the association. This includes any photographs, newsletters and any other mementos regarding historical accounts of the CIVTA.~~
- ~~c. Turn over all association records to his/her duly elected successor within one month of completion of the term.~~

MEMBER AT LARGE-Two year term

- a. Bring to the Boards attention any concerns of the general membership.
- b. Conduct annual audit with the Vice President of financial records.
- c. Other duties as deemed necessary by the Board.
- d. Be custodian of the corporate records.
- e. Turn over all association records to his/her duly elected successor within one month of completion of the term.

Article V-Committees

Section 1: Authorization

The association shall have such standing committees as may be deemed necessary by a majority of the membership. Proposed standing committees are: ~~Dog Jog committee~~, Fall conference committee, social committee, fundraising/rabies tag committee, and communications committee ~~and newsletter committee.~~

Article VI-Contracts, Checks, and Deposits

Section 1: Contracts

The Board of directors may by resolution authorize any officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of the cooperation, and such authority may be general or confined, to specific instances.

Section 2: Checks, drafts etc

All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed n such officers and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3: Deposits

All funds of the corporation not otherwise employed shall be deposits from time to time to the credit of the corporation in such banks, or other depositories as the Board of Directors may select.

Section 4: Dissolution of the CIVTA

Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(3) of the IRS code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes

Article VII-Fiscal Year

The fiscal year of the corporation shall begin on the first day of January in each year and shall end on the last day of December in each year.

Article VIII-Logo

The logo of the CIVTA will be decided by the majority vote of the general membership.

Article IX-Amendments

Section 1: The constitution may be amended at ~~the annual~~ a monthly meeting by a 2/3 vote of the general membership of the voting body present. Proposed changes will be posted at least 2 weeks prior to said meeting for member review.

Section 2: 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.

In witness whereof, we have here unto subscribed our names this _____ day
of _____, 20_____

President _____

Vice President _____

Treasurer _____

Secretary _____

Member at Large _____