

Kentucky Veterinary Technician Association (K.V.T.A.)

Constitution and By-Laws

Article I – Title

The Association shall be known as the Kentucky Veterinary Technician Association, hereafter known as the KVTA.

Article II – Purpose/Objective

The purpose or objectives of the KVTA are as follows:

1. To promote the professional and educational advancement of veterinary technicians.
2. To enhance the knowledge and skills of the veterinary technician through continuing education programs and sponsored sessions.
3. To promote the interests of veterinary technicians through state legislation.
4. To promote and maintain the professional image and high ethical standards of the veterinary technician.
5. To promote and maintain a cooperative professional relationship with the Kentucky Veterinary Medical Association (KVMA) and the National Association of Veterinary Technicians in America (NAVTA).
6. To promote the Veterinary Medical profession and the role of the Veterinary Technician.
7. To promote progressive and humane medical care for all animals.

Article III – Membership

Section 1: Active Membership: Active members of the KVTA shall be those who have graduated from an American Veterinary Medical Association (AVMA) accredited veterinary technology education program and licensed as a veterinary technician/technologist in Kentucky. Active membership shall also be extended to veterinary technicians who are registered, licensed, or certified in another state but are employed in Kentucky. Active members shall have voting privileges and shall be eligible to hold office.

Section 2: Associate Membership: Associate members of KVTA shall be those persons not described in the Active Membership category (Article III. Section 1) including veterinarians, veterinary assistants, or other individuals that wish to become involved in the veterinary medical profession. Associate members shall not be eligible to serve as officers of the KVTA, shall not vote in KVTA affairs, but may at the discretion of the Executive Committee, serve on committees.

Section 3: Student Membership: Students membership includes students currently enrolled in a veterinary technology, technician, assistant or pre-veterinary medicine program. Student members shall not be eligible to serve as officers of KVTA, shall not vote in KVTA affairs, but may, at the discretion of the Executive Committee, serve on committees.

Section 4: Life Membership: An active member who has been in good standing for twenty five (25) years can be designated a life member by the Executive Committee. Life members shall be granted the same rights and privileges as an active member and shall be exempt from the payment of dues.

Section 5: Membership dues: Membership to the above categories may be obtained after application and payment of dues. Annual dues shall be established by the KVTA. The fiscal year of the KVTA shall be January 1 through December 31 and there shall be no prorating of dues. Only active members in good standing may vote for officers or in other affairs of the KVTA.

Article IV – Officers, Their Election and Duties

Section 1: The Officers of the KVTA: The elected officers of the KVTA are as follows: President, Vice-President/President-Elect, Secretary, Treasurer, and Past-President. These officers shall compromise the Executive Committee. Each officer shall have one vote with the exception of the President who shall vote only in order to break a tie vote.

Section 2: Election of Officers:

- A. **Eligibility:** Only active members in good standing with the KVTA may be nominated for elective offices. Each officer will also be a member in good standing of NAVTA.
- B. **Nomination and Election:** Active members who are interested in an elected office must submit a letter of intent to the executive committee by August 1. Active members will be notified of the nominations through the KVTA Newsletter and elections will occur at the annual membership meeting. If more than one (1) letter for nomination is submitted, election will be by paper ballot. If three (3) or more letters are submitted, the person with the lowest vote total after the first ballot will be dropped and another ballot taken until a majority is reached. In the event that no letters of intent are submitted, nominations will be accepted from the floor at the annual membership meeting.
- C. **Terms of Office and Installations:** Officers newly elected will be installed at the annual membership meeting. Terms of office shall begin at the close of the annual meeting, in which the election results are announced, until the close of the next succeeding meeting of the KVTA when successors to the office are announced.
- D. **Automatic Succession to Higher Office:** The office of Vice-President/President-Elect is an elective office; at the end of the term of office. The Vice-President/President-Elect will automatically succeed to the office of President without the formality of election. In like manner, the office of President shall undertake the office of Past-President of the KVTA in order to serve in an advisory capacity of the KVTA.
- E. **Duties of the Officers:**
 1. **President:** One (1) year term—The President shall:
 - a. Preside at all meetings of the KVTA and the Executive Committee.
 - b. Coordinate the agenda of all meetings.
 - c. Have the power to break ties.
 - d. Represent the KVTA in all matters.
 - e. Appoint all committees and monitor their progress.
 - f. Promote the interest and active participation in the KVTA on the part of the membership and report activities of the KVTA by means of the KVTA Newsletter and speeches.

- g. Promote the Veterinary Medical Profession and the Veterinary Technology Profession.
 - h. Call meetings of the Executive Committee as needed.
 - i. Serve as Chair of the Continuing Education Committee.
2. **Vice-President/President-Elect:** One (1) year term—The Vice-President shall:
 - a. Preside in the absence of the President.
 - b. Serve as chairperson of the Public Relations committee.
 - c. Upon incapacitation of the Treasurer, the Vice-President shall sign checks for the KVTA.
 - d. Assist the president in the performance of his/her duties.
 - e. Act as liaison between committee chairs and the Executive Committee.
 3. **Secretary:** Two (2) year term—The Secretary shall:
 - a. Record the minutes of all meetings of the KVTA and Executive Committee.
 - b. Assist the President with all correspondence.
 - c. Keep archives of KVTA business.
 - d. Turn over all KVTA properties to his/her successor in office.
 - e. Serve as KVTA Newsletter Editor.
 4. **Treasurer:** Two (2) year term—The Treasurer shall:
 - a. Prepare a budget for the KVTA.
 - b. Collect money owed to the KVTA.
 - c. Disburse KVTA funds, keeping accurate records.
 - d. Submit all books of account for annual review at the annual membership meeting.
 - e. Serve as Chair of the Finance Committee and in temporary absence of the Vice-President, the Treasurer shall Chair the Public Relations Committee.
 - f. Turn over all KVTA monies, vouchers, books, and papers to his/her successor in office.
 5. **Past-President:** One (1) year term—The Past-President shall:
 - a. Offer counsel and guidance to the current President and Executive Committee.
 6. **KVMA Executive Board Liason:** One (1) year term
 - a. To represent the KVTA and its members at executive KVMA board meetings

Article V – KVTA Meetings

Section 1: Annual Meeting: The annual meeting of the KVTA shall take place at the Mid-America Veterinary Conference.

Section 2: Executive Committee Meetings: The Executive Committee shall meet as needed and meetings will be called by the President.

Section 3: Committee Meetings: Committee meetings shall take place as necessary and will be called by the chairperson.

Section 4: KVTA Meeting Protocol: All meetings of the KVTA will be conducted by Robert’s Rules of Order.

Article VI – Committees of the KVTA

Section 1: Committees: The Standing Committees of the KVTA shall be:

- A. Finance:** The Finance Committee shall:
 - 1. Consist of the Vice-President, Treasurer, and one other KVTA member in good standing.
 - 2. Propose a budget each fiscal year to recommend to the Executive Committee.

- B. Newsletter/Publication:** The purpose of the committee is:
 - 1. To provide the KVTA membership with a newsletter/publication at a quarterly interval.

- C. Public Relations:** The purposes of the committee are:
 - 1. To promote the profession of Veterinary Technology.
 - 2. To promote the KVTA.
 - 3. To develop programs for presentation to other professional groups and to the Public.

- D. Continuing Education:** The purpose of the committee is:
 - 1. To secure speakers for continuing education during the technician session of the KVMA Mid-America Conference.
 - 2. To moderate the technician session of the KVMA Mid-America conference.

- E. KVMA Executive Board Liason:** The purpose of this committee is:
 - 1. To represent the KVTA and its members at executive KVMA board meetings
 - 2. To represent the KVTA and its members

Article VII – Amendments

Section 1: Presentation:

- A. Amendments may be presented by written petition signed by two (2) active members of the KVTA.
- B. A proposed amendment shall be presented to the executive committee by June 1.
- C. Copies of the amendment proposal will be distributed to the KVTA membership by way of the KVTA Newsletter.

Section 2: Passage: The Constitution and By-Laws may be amended at the annual meeting by a two-thirds (2/3) majority of the active members of the voting body present and voting.

Section 3: Adoption: Approved amendments will be formerly 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.