

BY-LAWS
ASSOCIATION OF VETERINARY ADVANCEMENT PROFESSIONALS (AVAP)

ARTICLE I

Name The name of this organization shall be the Association of Veterinary Advancement Professionals. It shall be referred to in the By-Laws hereafter as the Association.

AVAP is an unincorporated entity and is a subset of the Association of American Veterinary Medical Colleges, which is a not for profit corporation incorporated in the District of Columbia under Section 501(c) 3 of the Internal Revenue Code.

ARTICLE II

Objective The Association seeks to aid, benefit, and improve the skills of development, public relations, alumni relations, and continuing education professionals, thereby enhancing the professionalism of these programs in colleges and schools of veterinary medicine and benefiting the institution, people, and the animals they serve, and by extension, promoting the ability of the profession of veterinary medicine to best serve society.

ARTICLE III

Membership Voting privileges shall be granted to one representative representing each area of development, public relations, alumni relations and continuing education functions from each member institution. Special membership may be granted to individuals from time to time and requests for special memberships for those outside the above categories shall be considered on an individual basis.

ARTICLE IV

Dues No dues will be assessed for membership. This will be reviewed annually after the financial status of the Association is determined.

ARTICLE V

Officers Officers shall be a President, a Vice President, a Secretary, and a Treasurer. The officers will be elected from the membership at the close of the annual meeting for the following terms: President and Vice President, one year; Secretary, two years; Treasurer, indefinite term.

Section I

The **PRESIDENT** shall: (i) Preside over all meetings, including the Executive Committee (see Article V, Section II), using acceptable parliamentary procedure. (ii) Install newly elected officers at the conclusion of the term of office. (iii) Serve as the official spokesperson for the Association. (iv) Organize and officiate at the annual meeting associated with his/her term. (v) Serve on the leadership committee as a liaison to AAVMC.

Section II

The **VICE-PRESIDENT** shall: (i) Preside at meetings in the absence of, or at the request of, the President. (ii) Serve as a member of the Executive Committee and as the Program Committee Chair. (iii) Assume the office of President upon installation by the retiring President at the annual meeting when the latter completes the term of office, whether for one year or two years.

Section III

The **SECRETARY** shall: (i) Keep a record of the proceedings of all meetings of the Association. (ii) Serve as a member of the Executive Committee. (iii) Maintain a file, for at least five years, including copies of all correspondence, reports, and communications received or sent in the capacity of Secretary. (iv) Maintain or cause to maintain up-to-date names and address of members in the official directory and the e-mail list serve.

Section IV

The **TREASURER** shall: (i) Receive, record, and deposit all monies collected and pay all bills incurred by the Association as it conducts its business. (ii) Provide an annual report to the membership of the financial status of the organization at the annual meeting. (iii) Serve on the leadership committee as a liaison to the AAVMC). (iv) Serve as the liaison to the AAVMC finance committee. (v) Authorize AVAP expenditures

Section V

The **NOMINATING COMMITTEE**, consisting of three members appointed by the President, shall submit one or more names for each position to be filled (President, Vice-President, Secretary, and Treasurer, Conference Planning Chair, plus two Members-at-Large to serve on the Executive Committee). The Vice-President will automatically succeed the President. Additional nominations may be made from the floor. Vacancies occurring in any of three offices between elections shall be filled by appointment by the Executive Committee.

Section VI

The **AAVMC LEADERSHIP COMMITTEE**, consisting of three members including the President, Treasurer and other individual designated by the President, and the AAVMC Chief Executive or his or her designee shall be an ex officio member of this committee.

ARTICLE VI

The Executive Committee

Section I The President, in consultation with the Executive Committee shall carry out the policies of the Association, and serve as the administrative office. He/she shall be responsible for preparing an agenda for the annual meeting, to be distributed to members before the meeting.

Section II The Executive Committee shall consist of the four officers of the Association plus the immediate Past President of the Association, a Conference Planning Chair and two Members-at-Large. Members-at-Large are elected from the membership for terms of two years and Conference Planning Chair elected for a term of one year during the annual business meeting and shall assist the Executive Committee in planning for the annual conference and thereby be exposed to leadership opportunities within the organization. The President of the Association shall also Chair the Executive Committee with the Vice-President functioning as Vice-Chair of the Executive Committee.

Section III Meetings may be called by the President, or any two Executive Committee members, provided written notice (via e-mail is acceptable) is sent to each member of the Executive Committee at least three weeks prior to the meeting. A majority of the Executive Committee shall constitute a quorum.

ARTICLE VII

Association Meetings The annual meeting shall be held concurrently with the AVMA annual meeting. Ten or more Association voting members shall constitute a quorum. The President shall schedule a planning meeting prior to the conference for the Executive Committee and one optional member.

ARTICLE VIII

Amendments

Section I Any member of the Association or appointed committee may propose amendments to these by-laws.

Section II A proposed amendment shall be submitted to the Secretary thirty (30) days before the annual meeting.

Section III The Secretary shall distribute proposed amendment[s] to Association members at least ten (10) days before the annual meeting.

Section IV An affirmative vote by two-thirds of the voting members at the annual meeting shall be required to amend these by-laws.

Section V An amendment becomes effective immediately on its approval.

ARTICLE IX

Effective Date of By-Laws These by-laws will become effective immediately on their approval at the annual meeting, which they are presented.

Approved: July 17, 2007

Revised: July 12, 2018

