

**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 members and member institutions of the AVAP seek to aid, benefit, and improve the skills of development, public relations, alumni relations, and continuing education professionals, thereby enhancing the professionalism of these programs and promote the ability of the profession of veterinary medicine to best serve society.

**ARTICLE III – Membership:**

**Section 1. Eligibility for Membership** - Membership is open to individuals representing each area of development, public relations, alumni relations, donor relations and stewardship, event staff continuing education, and advancement support functions from member institutions. From time to time special membership may be granted to individuals from outside the above categories.

**Section 2. Dues** - No dues will be assessed for membership. This will be reviewed annually after the financial status of the Association is determined.

**Section 3. Rights of Members** - Each member holds one vote.

**ARTICLE IV – Meetings:**

**Section 1. Association Meetings** - The annual meeting shall be held concurrently with the AVMA annual meeting. At the annual meeting the members shall elect officers and members at large, receive reports on the activities of the association, and determine the direction of the association for the coming year. The President will preside over all meetings, including the Executive Committee using acceptable parliamentary procedure.

**Section 2. Special Meetings** - Special Executive Committee 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

**Section 2. Quorum** - Ten or more Association voting members shall constitute a quorum.

**Section 3. Voting** - All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

#### **ARTICLE V – Officers:**

**Section 1. PRESIDENT** shall serve one year and have the following duties:

- The President, in consultation with the Executive Committee shall carry out the objectives of the Association.
- He/she shall be responsible for preparing an agenda for the annual meeting, to be distributed to members before the meeting.
- Preside over all meetings
- Install newly elected officers at the conclusion of the term of office.
- Serve as the official spokesperson for the Association.
- Organize and officiate at the annual meeting associated with his/her term.
- Serve on the leadership committee as a liaison to AAVMC.
- Assist in updating and maintaining information on the AVAP website.

**Section 2. VICE-PRESIDENT** shall serve one year and have the following duties:

- Preside at meetings in the absence of, or at the request of, the President.
- Serve as a member of the Executive Committee.
- The Vice-President will automatically succeed the President and assumes the office upon installation by the retiring President at the annual meeting.
- Assist in updating and maintaining information on the AVAP website.

**Section 3. SECRETARY** shall serve one year and have the following duties:

- Keep a record of the proceedings of all meetings of the Association.
- Serve as a member of the Executive Committee.
- Maintain a file, for at least five years, including copies of all correspondence, reports, and communications received or sent in the capacity of Secretary.
- Maintain or cause to maintain up-to-date names and address of members in the official directory and the e-mail list serve.
- Assist in updating and maintaining information on the AVAP website.

**Section 4. TREASURER** shall serve an unlimited term and have the following duties:

- Provide an annual report to the membership of the financial status of the organization at the annual meeting.

- Serve on the leadership committee as a liaison to the AAVMC.
- Serve as the liaison to the AAVMC finance committee.
- Authorize AVAP expenditures.

**Section 5. Members at Large** are elected from the general membership for a term of two years thereby exposed to leadership opportunities within the organization.

**Section 6. Election of Officers-** The Nominating Committee shall prepare a slate of nominees to present at the annual meeting. Additional nominees from the floor may be added at the annual meeting. The election shall be at the annual meeting. Those elected shall commence their term at the close of the annual meeting.

## **ARTICLE VI: COMMITTEES**

**Section 1. Committee Formation:** The board may create committees as needed. The President appoints all committee chairs.

**Section 2. Executive Committee:** The Executive Committee shall consist of the four officers of the Association plus the immediate Past President of the Association, a Conference Liaison and two Members-at-Large.

A Conference Liaison, elected for a term of one year, shall assist the Executive Committee in planning the annual conference. A Conference Liaison shall be appointed to: (i) Serve as the intermediary between the Host Institution Conference Chair (ii) Serve as liaison between the AAVMC regarding conference logistics. (iii) Ensure the Host Institution Conference Chair and host institution are adhering to the conference timeline and established MOU.

The President of the Association shall chair the Executive Committee with the Vice-President functioning as Vice-Chair of the Executive Committee.

**Section 3. Nominating Committee:** The Nominating Committee, consisting of three members appointed by the President, shall submit one or more names for each position to be filled and voted on at the annual meeting. 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 3. AAVMC Leadership Committee:** The AAVMC Leadership Committee shall consist of three members including the President, Treasurer and other individual/s designated by the President to be responsible for the oversight of AVAP programs and activities. The AAVMC Chief Executive or his or her designee shall be an *ex officio* member of this committee

**Section 4. Annual Conference Planning Committee:** Convened each year, A Host Institution plans the annual AVAP conference through a coordinated effort with the Executive Committee. The Host Institution Conference Chair will serve for a term of one year work closely with the Conference Liaison.

## **ARTICLE VII: AMENDMENTS**

**Section 1.** Any member of the Association or appointed committee may propose amendments to these by-laws.

**Section 2.** A proposed amendment shall be submitted to the Secretary thirty (30) days before the annual meeting.

**Section 3.** The Secretary shall distribute proposed amendment[s] to Association members at least ten (10) days before the annual meeting.

**Section 4.** An affirmative vote by two-thirds of the voting members at the annual meeting shall be required to amend these by-laws.

**Section 5.** An amendment becomes effective immediately on its approval.

## **ARTICLE VIII**

**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: August 2, 2019*