



Rogue Valley Veterinary Medical Association

BY-LAWS

ARTICLE I MEMBERSHIP AND DUES

Section 1. A member in good standing shall be defined as a graduate veterinarian of good moral character, who meets all requirements for membership in the Oregon Veterinary Medical Association and the American Veterinary Medical Association, whose dues are current according to the standards set forth in these by-laws and who has fulfilled the requirements of the Executive Board in an annual review of the Ethics Committee.

Section 2. Application shall be accompanied by the current year's dues.

Section 3. The amount of yearly dues shall be decided by vote of two-thirds of the membership of the Executive Board and two-thirds vote of the members in good standing present at any regular meeting. All members in good standing shall be contacted (electronically or via FAX) at least ten days before any such meeting.

Section 4. Dues shall be due and payable on April 1st or 3 weeks prior to the first meeting of each year. A statement of dues payable shall be sent (electronically or via FAX) to each member no later than January 15th for the current year. If dues are not received by April 1st or 3 weeks prior to the first meeting they will be considered delinquent, and membership will be terminated. Reinstatement of a dropped member shall be the same as for application for new membership.

Section 6. There shall be two classes of membership

- a) Member in good standing, a voting member, as defined in Section 1 above.

- b) Life: Must have been a member of the Association and must be at least 65 years old. Members can be proposed for life membership by written proposal presented to the Executive Board. If approved by unanimous vote of the Executive Board the proposal shall be presented to the general membership at any regular meeting. A two-thirds majority vote of the members in good standing at that meeting will be needed for approval. Life members shall not be subject to annual dues and will not be eligible to vote. The purpose of Life Membership is intended to be as a reward of esteem for a veterinarian who has, in some way, made a significant

contribution to Veterinary Medicine and should never be used indiscriminately.

ARTICLE II MEETINGS

Section 1. A minimum of four (4) general business meetings of the Association shall be held per year and may be part of the regularly scheduled CE meetings. The annual business session shall be held during November. Special meetings may be called by a two-thirds vote of the Executive Board. A two-thirds majority vote of the Executive Board may increase, but not decrease the number of meetings.

Section 2. General meetings shall be held at a location decided upon by the Executive Board.

Section 3. The President shall have the power to convene the Executive Board at his/her discretion, but s/he must schedule at least four (4) meetings of the Executive Board during the one-year term of office. A two-thirds majority vote of the Executive Boards during a meeting shall be required to cancel the following Executive Board meeting. Discussion and voting by the Board may occur by electronic means(e-mail or FAX) at the Board's discretion. Executive Board meetings will be open to general members who wish to bring information before the Board. Prior notification is required and time may be limited at the Board's discretion.

Section 4. Business portions of all meeting shall be conducted according to Robert's Rules of Order except where in conflict with this constitution, it's by-laws or amendments.

Section 5. A quorum (defined below) shall be required for the transaction of any Association business.

ARTICLE III ORDER OF BUSINESS

Section 1. Order of business at the annual meeting, or at a special business session.

1. Approval of minutes as received prior to the meeting
2. Annual report of the Treasurer
3. Old business
4. New business
5. Committee reports

6. Election of officers (annual meeting)
7. Adjournment

Section 2. Suggested order of business at general meetings:

1. Introduction of program
2. Program
3. Report, if any, of the Executive Board
4. Committee reports, if any
5. Any business that must be transacted, including admission of new members
6. Adjournment

ARTICLE IV QUORUM

Section 1. Twenty (20) percent of the members in good standing shall constitute a quorum at a general or special meeting of the Association.

Section 2. Two-thirds of the members of the Executive Board shall constitute a quorum at an Executive Board meeting.

ARTICLE V OFFICERS

Section 1. The elective offices of the Association shall be the President, President-elect, Secretary, and Treasurer.

Section 2. Each elected officer shall hold office for one year beginning January 1 following the November election.

Section 3. The Executive Board shall consist of the President, President-elect, Treasurer, Secretary, and four directors. One of the four directors is the OVMA delegate. The Executive Board shall be composed of licensed veterinarians who are retired from or actively engaged in the practice of veterinary medicine in either private, public, or institutional practice, or any combination thereof.

Section 4. Eligibility of the elective office of President. To be eligible to run for the office of President of the Association a member must have been a member in good standing for at least one (1) years prior to his or her nomination.

Section 5. Eligibility of other elective officers. To be eligible for all elective office of the Association except President, a member must have been a member in good standing for at least one (1) year prior to his nomination.

ARTICLE VI DUTIES OF THE PRESIDENT

Section 1. It shall be the duty of the President to preside at all meetings of the Association and at meeting of the Executive Board.

Section 2. The President shall call special meetings of the Executive Board when necessary.

ARTICLE VII DUTIES OF THE PRESIDENT-ELECT

Section 1. It shall be the duty of the President-elect to assume all duties of the President whenever the President is unable to execute the duties of his office.

ARTICLE VIII DUTIES OF THE SECRETARY

Section 1. It shall be the duty of the Secretary to assume all duties of the President-elect whenever the President-elect is unable to execute the duties of his office.

Section 2. The secretary shall keep minutes of each Executive Board meeting and each general meeting. A copy of the minutes shall be provided to each member of the Executive Board. The Secretary shall prepare and distribute correspondence as directed by the Executive Board or the President. (Distribution of all correspondence may be by mail, as well as electronically via email or FAX).

Section 3. The Secretary shall maintain an attendance roster of each Association meeting and continuing education function, and shall submit a copy of the roster to the OVMA.

Section 4. The Secretary is empowered to employ clerical assistance as needed, as approved by the Executive Board.

Section 5. The Secretary shall act as custodian of all Association records and property.

Section 6. The Secretary shall maintain records of attendance, correspondence, elections, membership, etc.

Section 7. The Secretary shall notify members in good standing of all general meetings.

ARTICLE IX
DUTIES OF THE TREASURER

Section 1. The Treasurer shall establish and maintain orderly bookkeeping and accounting of the Association funds using Quick Books program provided.

Section 2. The Treasurer shall be bonded in an amount to be set by the Executive Board. The Association shall assume the responsibility for the bonding.

Section 3. There may be an audit of the books of the Association at the request of the Executive Board. The Association shall assume the cost of the audit.

Section 4. The Treasurer shall pay all bills owed by the Association from funds belonging to the Association, upon approval of the Executive Board.

Section 5. The Treasurer shall collect all dues, assessments, and other funds owed the Association.

Section 6. The Treasurer is empowered to employ accounting and legal assistance as approved by the Executive Board.

ARTICLE X
NOMINATIONS AND ELECTIONS

Section 1. The Nomination Committee shall be chaired by the outgoing President, and shall be composed of 3 members.

Section 2. The Nomination Committee shall make its report to the membership at least thirty (30) days before the November meeting.

Section 3. Nominations from the floor shall be accepted as the next order of business following the report of the Nomination Committee, or in lieu of a Nominating Committee.

Section 4. Procedure of voting:

1. Voting shall be by show of hands or by written ballot if requested by a member in good standing at the November meeting.
2. A simple majority of votes by members in good standing present at the meeting shall be required.
3. Tie votes shall be resolved by the President.

ARTICLE XI COMMITTEES

Section 1. The Executive Board shall appoint and maintain membership on all committees. All committee members shall be licensed veterinarians who are retired from or actively engaged in the practice of veterinary medicine in either private, public, or institutional practice, or any combination thereof. The following standing committees are recommended:

1. Continuing Education
2. Ethics and Professional Conduct
3. Public Relations
4. Membership
5. Disaster Preparedness
6. Animal Shelter and Rescue
7. Any other, as required

ARTICLE XII AMENDMENTS

Section 1. All proposals for alteration of the by-laws shall be presented, in writing, to the Executive Board and presented in turn by the Executive Board to the Association, with recommendation on action.

Section 2. No change in the by-laws shall be voted upon unless the members are notified of such change in writing (by mail, as well as electronically via email or FAX) at least 10 days prior to any action thereon.

Section 3. A two-thirds vote of the members in good standing present shall be required for ratification of any amendment.

Section 4. The by-laws may be amended at any business or special meeting.

ARTICLE XIII PRINCIPLES OF VETERINARY MEDICAL ETHICS

The principles of Veterinary Medical Ethics adopted by this Association shall be those of the American Veterinary Medical Association.

Approved by the board 8/10/10

