



American Academy of Veterinary Pharmacology and Therapeutics (AAVPT)
Constitution & Bylaws

Article I

Name

The name of this organization is The American Academy of Veterinary Pharmacology and Therapeutics, hereinafter referred to as “the Academy”.

Article II

Incorporation

The Academy is incorporated under the laws of the State of Illinois as a non-profit educational organization.

Article III

Objectives

Section 1

- A. The purpose of the Academy is the promotion of the science of veterinary pharmacology and therapeutics.

Section 2

- A. The objectives of the Academy are:
 1. To support and promote education and research in comparative pharmacology, clinical veterinary pharmacology and other aspects of pharmacology of interest to the veterinary profession;
 2. To sponsor a periodical Journal of the Academy that will publish reviews, summaries and original treatises on all aspects of veterinary pharmacology, therapeutics and veterinary clinical toxicology. The *Journal of Veterinary Pharmacology and Therapeutics (including toxicology)* hereinafter referred to as “the Journal”, shall be an official instrument of the Academy;

3. To sponsor and conduct workshops, symposia or other scientific and educational meetings pertaining to veterinary pharmacology and therapeutics;
4. To enhance the exchange of educational materials and ideas among veterinary pharmacologists;
5. To organize committees of experts to research and make recommendations to the profession on current problems in veterinary therapeutics.

Article IV

Membership

Section 1

The types of membership in the Academy shall be:

- a. Associate Fellow
- b. Fellow
- c. Distinguished Fellow
- d. Emeritus Associate Fellow or Fellow
- e. Student Member

Article V

Requirements for Membership

Section 1

- A. The following prerequisites must be met to the satisfaction of the Council before any candidate is eligible to become a member of the Academy:
 - a) The candidate must have satisfactory moral and ethical standing in the profession.
 - b) The candidate must meet the requirements as set forth in the following section.

Section 2

- A. Requirements that must be met to become one of the following types of members are:
 - a. Associate Fellow. This category of membership is for an individual who has an interest and/or experience in veterinary pharmacology and who intends to make meaningful contributions to the field. The candidate must have a baccalaureate degree, Masters degree, or Doctor of Veterinary Medicine (or equivalent) or Doctor of Philosophy (or its equivalent) in pharmacology or a related discipline.
 - b. Fellow. Nominees for Fellow must possess or show evidence of:
 - i. Graduate training in veterinary pharmacology and at least 2 years' experience in the field of veterinary pharmacology OR;
 - ii. Veterinary degree and at least 5 years' experience in the field of veterinary pharmacology OR;
 - iii. Active service on a committee of the AAVPT.

Exceptions may be made for someone who does not meet the degree requirement but who has made major, original contributions to the field of veterinary pharmacology.

- c. Distinguished Fellow. This category of membership is reserved for Fellows who have made an outstanding contribution to the field of veterinary pharmacology. The titles Fellow and Distinguished Fellow may be held simultaneously.
- d. Emeritus Member. This category of membership is for members of the Academy (Associate Fellows, Fellows, or Distinguished Fellows) who have retired. Their membership status will be converted to Emeritus upon submission of a written request to the Secretary after their retirement. The titles Emeritus Fellow and Distinguished Fellow may be held simultaneously.
- e. Student Member. This category of membership is for persons enrolled in an undergraduate, professional degree program, graduate, internship, or residency and who have an interest in pharmacology. Student membership shall be non-voting. Upon completion of their graduate research degree, internship, or residency, student members must upgrade to Associate Fellow or Fellow status. Student membership is restricted to a maximum duration of six (6) years.

Section 3

- A. The process for gaining membership of each type is as follows:
 - i. Candidates for Associate Fellow will be accepted after receipt by the Secretary of the candidate's membership application and dues for the current year. Membership is immediate upon fulfilment of these criteria and the Secretary will notify the Associate Fellow of such. Notification of new Members will occur via the AAVPT Newsletter at its usual issuance times.
 - ii. Nominations of Members for acclamation as Fellows shall be submitted to the Council, through the Secretary. A written application must contain all information necessary to enable the Council members to judge the nominee's training, experience and interest. Nominations for acclamation as Fellows may be proposed by any Fellow. An affirmative vote by eighty percent (80%) of the Council shall be required in order for a Associate Fellow to be acclaimed as a Fellow of the Academy.
 - iii. Nominations of Fellows for elevation to Distinguished Fellow shall be submitted to the Council, through the Secretary. A written application must contain all information necessary to enable the Council members to judge the nominee's training, experience and interest. Nominations for elevation to Distinguished Fellow must also be proposed by two (2) Fellows. An affirmative vote by eighty percent (80%) of the Council shall be required in order for a person to be acclaimed as a Distinguished Fellow of the Academy.
 - iv. Emeritus status may be obtained through notification of the Secretary of the desire of qualified Member, Fellow or Distinguished Fellow to be listed as Emeritus.
 - v. Candidates for Student Member will be admitted to the Academy on the basis of written application to the Secretary, sponsorship by one (1) Associate Fellow or Fellow and receipt by the Secretary of the candidate's Student Membership application and dues for the current year. Student Membership is immediate upon fulfilment of these criteria and the Secretary will notify the Student Member of such. Notification of new Student Members will occur via the AAVPT Newsletter at its usual issuance times.
 - vi. The Secretary shall conduct an election of new Fellows and Distinguished Fellows by a written ballot. The secretary will review and prepare the application for consideration by the council. The application and supported documents along with a summary of each nominee's qualifications shall be provided to the Council along with the ballot. If successful, is the acclamation or elevation becomes effective immediately upon notification by the President to the Academy, which shall be by any convenient means and shall not be unduly delayed.

Section 4

- A. Associate Fellows, Fellows and Distinguished Fellows of the Academy shall have voting rights (Voting Members).
- B. Associate Fellows, Fellows and Distinguished Fellows may hold office in the Academy as detailed in Article VII.
- C. Any member with Emeritus status or Student Members may neither vote nor hold office.

Article VI

Officers and Administration

Section 1

- A. The elected officers of the Academy shall form the Council.
- B. The Council shall consist of the following: President, President-Elect, the immediate Past-President, Secretary, Treasurer, and four (4) Councillors. The President shall have no vote in the Council except in cases where a tie vote exists.
- C. A Comptroller, appointed by the President with the approval of the Council shall be an ex officio member of the Council. He or she shall not have voting rights in matters decided by the Council.

Section 2

- A. The method of election of the Council and its duties shall be stated in the Bylaws.

Section 3

- A. All elected and appointed members of committees shall be ex-officio members of the Council, but they shall not have voting rights in matters decided by the Council.

Section 4

- A. The general management and business of the Academy shall be vested in the Council.

Article VII

Election of Officers

Section 1

- A. The President-Elect shall be a Fellow elected by written ballot by a majority of the Voting Members voting. The term of office will be for (2) two years.
- B. The Secretary and Treasurer shall be an Associate Fellow, Fellow or Distinguished Fellow elected by written ballot by a majority of the Voting Members voting for (4) year terms.
- C. Four (4) Councillors of the Council shall be elected from the Associate Fellows, Fellows or Distinguished Fellows of the Academy. Election is by written ballot. Councillors shall be elected by a majority of the Voting Members voting. Their term of office shall be four (4) years.
- D. The immediate Past-President shall also serve as a Council member for two (2) years.
- E. A Comptroller shall be appointed by the President, with approval by an affirmative vote of at least a simple majority of the Council, for an indefinite term.

Section 2

- A. Nominations for all offices shall be made by a committee of three (3) Fellows designated by the President. Additional nominations may be made on the ballot or from the floor by any Voting

Member as provided below in Section 4. Should vacancies in any office occur, the Council shall appoint a Fellow as appropriate to fill that office for the unexpired term.

Section 3

A. The procedure for election by written ballot is as follows:

- i. The Secretary shall prepare a ballot listing the nominated candidates for each office in random order and with provisions for one (1) write-in candidate for each office to be filled. The ballot shall be distributed to all Voting Members at least thirty (30) days before the Annual Business meeting. Distribution of the ballot may be either by electronic communication or by other means.
- ii. The Voting Member shall convey his or her completed ballot to the Secretary, electronically or by other means. The ballot must be received no later than the date set by the Secretary. Voting members are responsible for providing postage if they choose to return ballot via the U.S. mail.
- iii. The Secretary shall ordinarily tabulate the returns unless he or she has been nominated as a candidate for office, in which case tabulation will be performed by an impartial member, not on the ballot, appointed by the President. In the event of a tie, the election will be decided by a written vote of the Voting Members present at the Annual Meeting. If a quorum of members is not present at the Annual Meeting, then the vote will be broken by a written vote of the Council. Candidates for this written vote of Council shall be limited to those nominees in a voting tie based on the written balloting. The President shall announce the official results to the membership, preferably at the Annual Business meeting
- iv. In the event that last minute changes occur or the withdrawal of nominees becomes necessary, these shall affect the balloting results only if the changes involve election winners. Should such occur, then the Nomination Committee shall propose a new candidate to replace the person withdrawn and the Secretary shall conduct another written ballot.
- v. It shall be the responsibility of the Secretary to assure that all Voting Members have the opportunity to vote, and that only Voting Members cast valid ballots. To this end, alterations in the procedure relating to distribution and verification of ballots may be made at the discretion of the Secretary.
- vi. All ballots shall be preserved for not less than fifteen (15) days after the Annual business meeting or special election, after which time they will be destroyed and right of any party to request a recount shall be forfeited.
- vii. In the case of a special election authorized by the Council, the same basic procedures for conducting a written ballot as those outlined above for general elections shall be followed.

Article VIII

Duties of Officers

Section 1

- A. President. The President shall preside over all meetings of the Academy and the Council and shall be an ex officio member of all committees.

Section 2

- A. President-Elect. The President-Elect shall preside at meetings in the absence of the President, and shall assume the duties and office of the President should that office be vacated. He or she shall be the chairperson of the Program Committee for all scientific sessions sponsored by the Academy.

Section 3

- A. Secretary. The Secretary shall serve the Academy under the general direction of the Council. The Secretary will serve as the recording officer of the Academy and shall keep the minutes, have responsibility of maintaining all records, process all membership applications, and maintain the Academy's membership directory. He or she will submit a Secretary statement at each Annual Business meeting and perform such other duties as may be necessary for the conduct of the office.

Section 4

- A. Treasurer. The Treasurer shall serve the Academy under the general direction of the Council. He or she shall conduct the business affairs of the Academy, collect dues and fees, issue receipts for said dues and fees, draw vouchers, pay bills and expenses, and arrange for the safekeeping and audit of the funds of the Academy. He or she shall submit a financial statement at each Annual Business meeting, and perform such other duties as may be necessary for the conduct of the office.

Section 5

- A. Comptroller. The Comptroller shall serve the Academy under the direction of the President and the Council, and shall also be advised by the Finance and Budget Committee. He or she shall be granted by Council the authority to manage the financial assets of the Academy, other than the checking account which shall be under the direction of the Treasurer. Any proposed major changes in investments shall be brought to the attention of Council, and an affirmative vote by eighty percent (80%) of the Council shall be required before transfer of funds, managed by the Comptroller, to other instruments is authorized. The Comptroller shall receive any excess funds from the Treasurer for appropriate investment, and shall likewise issue funds for the working capital accounts as requested. He or she shall present a detailed statement of the financial status of the organization at each annual business meeting of the Academy, and perform such other duties as may be necessary for the conduct of the office.

Article IX

Duties and Powers of the Council

Section 1

- A. Council shall have the duties and powers ordinarily delegated to the governing body of a corporation as provided in the Constitution and Bylaws.

Section 2

- A. Council shall also have the following duties:
- i. Council shall judge the qualifications of nominees for Fellow and Distinguished Fellow according to the requirements of the Constitution and Bylaws as specified in Article V.
 - ii. Council shall be responsible for organizing workshops, symposia, and other special scientific or educational meetings of the Academy. This shall be accomplished in concert with the Program Committee.
 - iii. Council shall appoint an Editor for the Journal and an Editorial Board of eleven (11) members from the membership. These members shall be appointed by the Council after solicitation of applications from all Associate Fellows and Fellows and consultation with the Editor. The editor appointed by the AAVPT Council shall serve a term of five (5) years, and Editorial Board members shall serve terms of four (4) years. Both the Editor and Board members may be reappointed. The Board shall be responsible for the publication of the Journal and shall be vested with the powers and duties normally delegated to an Editorial

Board. The Journal will normally have two (2) editors, one representing the Academy and the other representing the Association for Veterinary Clinical Pharmacology and Therapeutics (AVCPT) or the European Association for Veterinary Pharmacology and Toxicology (EAVPT).

- iv. Council shall exercise the authority vested in it by the Constitution and Bylaws in promoting and attaining the objectives of the Academy.
- v. Council shall serve as a committee to consider member requests for statements of position. Upon Council agreement to undertake the request, a panel from the membership shall be named by Council and charged with the responsibility of preparing a position paper on the selected issue within ninety (90) days of panel appointment and final majority opinion, if desired, shall be submitted within an additional thirty (30) days. The Council will act within thirty (30) days of receipt of the drafts to accept or reject the papers.
- vi. A regularly scheduled Newsletter, the purpose of which shall be to communicate official notices, reports, and other information, shall be published by the Academy and made available to each member as a benefit of membership. The Editor of the AAVPT Newsletter shall be appointed from the membership by the President, with the approval of the Council, shall serve for a term of two (2) years, may be reappointed, and shall have the powers and duties normally delegated to an editor. The expenses related to the production and distribution of the AAVPT Newsletter shall be paid from the general treasury of the Academy.

Article X

Standing Committees

Section 1

- A. The following shall be the Standing Committees of the Academy, each with a chairperson appointed by the President.
 1. Finance and Budget Committee
 2. Membership and Bylaws Committee
 3. Program Committee
 4. Examination Committee
 5. Long Range Planning Committee
 6. Drug Availability and Food Safety Committee
 7. Education Committee
 8. Awards Committee
 9. AAVPT Newsletter Committee

Section 2

- A. The duty of each Standing Committee shall be to advise, assist and to make recommendations to the Officers and Councillors of the Academy in accordance with the charge to each committee made by the President at the beginning of his or her term of office.

Article XI

Meetings

Section 1

- A. Regular meetings of the Academy and Council shall be held annually, ordinarily at a time and place determined by the President, with the approval of the Council, or during a Biennial Symposium.
- B. Special meetings may be called by the President upon recommendation of a majority of the Council. Such meetings shall be announced to the general membership not less than sixty (60) days prior to the stated time of the meeting.

Article XII

Dues and Fees

Section 1

- A. Applications for membership shall be accompanied by the currently designated application fee plus dues for the first year. Application for Student Member shall be accompanied by the designated dues for the first year.

Section 2

- A. The annual dues and fees shall be established as follows:
 - 1. Authority to implement changes in application fees or annual membership dues shall rest with the Council. Suggested changes in fees or dues shall be submitted to the Council through the Treasurer for consideration. An affirmative vote by at least eighty percent (80%) of the Council shall be required in order to approve and implement any such changes. Such changes shall be announced by written notification to the Academy at least 60 days prior to their effective date.
 - 2. Changes in fees and annual membership dues approved and implemented by Council can be rescinded if three (3) Fellows petition the Council in writing to do so within 30 days of their announcement. Should this occur, the Council shall direct the Secretary to conduct a special written ballot of the Voting Members to either affirm or reject the changes in fees or annual membership dues that were approved and implemented by Council. Two thirds (66.6%) of those Voting members voting must approve the petition to rescind the increase in question in order for it to be rescinded and declared null and void. Only completed ballots received within thirty (30) days after they were originally distributed shall be considered valid, and the result of the ballot shall be considered binding.
 - 3. Changes in fees or annual membership dues will become effective the first January following their approval.

Section 3

- A. Dues shall become payable January first of each year to the Treasurer. A member will become delinquent twelve (12) months after the due date and shall thereafter be considered as not in good standing. The following procedures shall be followed by the Treasurer in notifying members of their dues obligation.
 - 1. A statement shall be sent in November for next year's dues.
 - 2. If not paid, a reminder statement shall be sent to the delinquent member at least six months after the initial dues notice.
 - 3. A second reminder shall be sent after at least twelve (12) months delinquency, and it shall also provide formal notice to the member in question that he/she is now considered "not in good standing".

4. Reinstatement to “good standing” with full restoration of all membership privileges is dependent upon:
 - a. The recommendation of the Council with an affirmative vote of eighty percent (80%) of the Council being required for approval.
 - b. Payment in full of all delinquent dues.
- B. Any person designated as being not in good standing shall lose the privilege to vote as conferred in Article V Section 4 (above).
- C. Any person designated as being not in good standing for a period of two (2) years shall automatically be dropped from membership by the Secretary of the Academy upon notification of the Council.

Article XIII

Discipline

Section 1

- A. Council upon presentation of proper cause shall have authority to recommend censure, suspension, expulsion or cancellation of membership.

Section 2

- A. Any Associate Fellow or Fellow may present to the Council charges of unethical conduct against another member. The accused shall be notified of all charges brought against him or her. He or she shall automatically be granted an opportunity to reply in writing or to appear in person before the Council. The Council shall consider the evidence and, with concurrence of eighty percent (80%) of the Council, shall recommend appropriate action. The Secretary shall then refer the matter to Voting Members for final resolution through a written ballot. An affirmative response of two thirds (66.6%) of those responding within thirty (30) days after distribution to the ballot shall be required to sustain and impose Council’s recommendation.

Article XIV

Dissolution

Section 1

- A. In the event of dissolution of the Academy, the assets of the Academy shall be given to the Veterinary Pharmacology Research Foundation, the American College of Veterinary Clinical Pharmacology and/or the American Veterinary Medical Foundation. With an affirmative vote by at least eighty percent (80%) of the Council, Council shall make a recommendation concerning distribution of the assets and it shall direct the Secretary to conduct a written ballot of the Voting Members to approve or reject it. An affirmative vote by two thirds (66.6%) of those returning ballots within thirty (30) days after their initial distribution shall be required to approve Council’s recommendation.

Article XV

Conduct of Business

Section 1

- A. A quorum of the Academy shall consist of a minimum of ten (10) Voting Members.

Section 2

- A. A quorum of the Council shall consist of a simple majority of officers and councillors, exclusive of the President.

Section 3

- A. The Constitution and Bylaws, with the exception of Sections 1 and 2 of this article, may be suspended at any duly constituted meeting by consent of two thirds (66.6%) of the Voting Members present.

Section 4

- A. Robert's Rules of Order, latest edition, shall govern the conduct of all meetings.

Article XVI

Amendments

Section 1

- A. Proposed amendments to this Constitution and Bylaws document shall be recommended in writing by at least three (3) Fellows in good standing, and shall be submitted to the Council; or directly by the Council, through the Secretary, for consideration. An affirmative vote by eighty percent (80%) of the Council shall be required to authorize the Secretary to conduct a written ballot of the Voting Members for approval. An affirmative vote by at least two thirds (66.6%) of those responding within thirty (30) days after the ballot was distributed shall be required to adopt the proposed amendments.

Article XVII

Ratification

Section 1

- A. This Constitution and Bylaws shall be considered to be ratified thirty (30) days after receipt of a two thirds (66.6%) vote of approval from the Voting Members of the Academy as outlined above in Article XVI, Section 1.