



# American Academy of Veterinary Pharmacology and Therapeutics (AAVPT)

## Bylaws

### Bylaws Article I Election of Officers

- Section 1.** The President, President-Elect, and Secretary-Treasurer shall be Fellows elected by mail ballot by a majority of the Fellows voting. Each officer shall serve for two (2) years. The immediate Past-President shall also serve as a Council member for two (2) years.
- a. A Comptroller, a Fellow, 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. He or she shall also serve as an ex officio member of the Council, without voting rights by virtue of this being an appointed rather than an elected position.
- Section 2.** Six (6) Councilors shall be elected by a majority of the Fellows voting. Their term of office shall be three (3) years after an initial programming which shall provide for the election of two (2) members for a term of one (1) year, two (2) members for a term of two (2) years, and two (2) members for a term of three (3) years.
- Section 3.** 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 Fellow in good standing as provided below in Section 4. Should vacancies in any office occur, the Council shall appoint a Fellow to fill that office for the unexpired term.
- Section 4.** The procedure for election by mail ballot is as follows:

- a. At least ninety (90) days before the Annual Business meeting of the Academy, the Nomination Committee appointed by the President shall present to the Secretary-Treasurer the names of at least two (2) candidates for each of the offices to be filled at the ensuing election.
- b. The Secretary-Treasurer 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 (Fellows) at least forty five (45) days before the Annual Business Meeting.
- c. The voting member (Fellow) shall place his or her completed ballot in the envelope provided with the ballot, seal it, and sign his or her name in the space provided on the outside of the envelope. The signed envelope containing the completed ballot must be returned postmarked no later than fifteen (15) days before the Annual Business Meeting in order to be valid. Voting members shall provide postage for the returned ballot.
- d. The Secretary-Treasurer shall ordinarily tabulate the returns and announce the official results to the membership at the Annual Business Meeting 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 (Fellows) present at the Annual Meeting. Candidates for the written vote shall be limited to those nominees in a voting tie based on the mail balloting.
- e. 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-Treasurer shall conduct another mail ballot by the voting membership (Fellows).
- f. It shall be the responsibility of the Secretary-Treasurer to assure that all members with voting privileges (Fellows) have the opportunity to vote, and that only those with voting rights (Fellows) 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-Treasurer.
- g. All ballots shall be preserved for fifteen (15) days after the Annual Business meeting, after which time they will be destroyed and the right of any party to request a recount shall be forfeited.

**Bylaws Article II**  
**Duties of Officers**

- Section 1.** 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.** 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.** Secretary-Treasurer. The Secretary-Treasurer shall serve the Academy under the general direction of the Council. He or she shall conduct the business affairs of the Academy, record minutes of all meetings, 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 4.** 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 Secretary-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 Secretary-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 of the conduct of the office.

### **Bylaws Article III Duties and Powers of the Council**

- Section 1.** Council shall have the duties and powers ordinarily delegated to the governing body of a corporation as provided in the Constitution.
- Section 2.** Council shall also have the following duties:
- a. Council shall judge the qualifications of candidates for membership according to the requirements of the Constitution as specified in Article V.
  - b. 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.

c. Council shall appoint an Editor for the journal and an Editorial Board of eleven (11) members from the membership of Fellows. These members shall be appointed by the Council after solicitation of applications from all 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).

d. Council shall exercise its Constitutional authority in promoting and attaining the objectives of the Academy.

e. 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.

f. 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 sent to each member as a benefit of membership. The Editor of the AAVPT Newsletter shall be appointed from the membership by the Council, shall serve for a term of two years, may be reappointed, and shall have the powers and duties normally delegated to an editor. The expenses related to the production and mailing of the AAVPT Newsletter shall be paid from the general treasury of the Academy.

## **Bylaws Article IV Standing Committees**

### **Section 1.**

The following shall be the Standing Committees of the Academy, each with a chairperson appointed by the President.

- Finance & Budget Committee
- Membership and Bylaws Committee
- Program Committee
- Examination Committee
- Long Range Planning Committee

- Drug Availability and Food Safety Committee
- Education Committee
- Awards Committee
- AAVPT Newsletter Committee

**Section 2.** The duty of each Standing Committee shall be to advise, assist and to make recommendations to the Officers and Councilors 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.

### **Bylaws Article V Meetings**

**Section 1.** Regular meetings of the Academy and Council shall be held annually. The time and place of the such meetings shall be determined by the President, in consultation and with the approval of a simple majority of voting members of the Council. Special meetings may also be called upon the recommendation of a simple majority of the Council. All scheduled meetings of the Academy, both regular and special, shall be made known to the entire membership, not less than sixty (60) days prior to the stated time of the meeting, either through a notice published in the AAVPT Newsletter or through other modes of communication.

### **Bylaws Article VI Dues and Fees**

**Section 1.** Applications for membership as a Fellow or Associate Fellow 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.** The annual dues and fees shall be established as follows:

Changes in application fees or annual membership dues will require both Council and voting membership (Fellows) approval.

Suggested changes in fees or dues shall be submitted to the Council through the Secretary Treasurer for consideration. An affirmative vote by eighty percent (80%) of the Council shall be required to conduct a membership-wide vote for approval. Following Council approval, the Secretary-Treasurer shall conduct a vote by mail of the voting membership (Fellows). An affirmative vote by at least two thirds (66.6%) of those responding within thirty (30) days after the ballot was mailed shall be required to change the application fees or annual membership dues. Changes in fees or dues will become effective the first January following approval.

**Section 3.**

Dues shall become payable January first of each year to the Secretary 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 procedure shall be followed by the Secretary Treasurer in notifying members of their dues obligation.

- a. A statement shall be sent in November for next year's dues.
- b. If not paid, a reminder statement shall be sent in June.
- c. A certified letter shall be sent at twelve (12) months delinquency (December).
- d. If no response has been received from the delinquent member by the following July [eighteen (18) months delinquent], Council shall be informed and the member shall be designated "not in good standing" with loss of all membership privileges.
- e. Reinstatement to "good standing" with full restoration of all membership privileges is dependent upon:
  1. The recommendation of the Council with an affirmative vote of eighty percent (80%) of the Council being required for approval.
  2. Payment in full of all delinquent dues.
- f. Any person designated as being "not in good standing" for a period of two (2) years shall automatically be dropped from membership.

**Bylaws Article VII  
Discipline**

**Section 1.**

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

**Section 2.**

Any Fellow may present to the Council charges of unethical conduct against another member. The accused shall be notified by registered mail of all charges brought against him or her. He or she shall have the opportunity to reply in writing or to appear before the Council. The Council shall consider the evidence and, with concurrence of at least five (5) members, shall recommend suitable action. Disciplinary action shall be taken only after being sustained by an affirmative written vote of the majority of the Fellows of the Academy who are present and voting at the regular Annual Business Meeting.

**Bylaws Article VIII  
Dissolution**

**Section 1.** In case of dissolution of the Academy, the assets of the Academy shall be given to the American Veterinary Medical Association Foundation.

### **Bylaws Article IX Conduct of Business**

**Section 1.** A quorum of the Academy shall consist of a minimum of ten (10) Fellows.  
**Section 2.** A quorum of the Council shall consist of a simple majority exclusive of the President.

**Section 3.** The Bylaws, with the exception of Sections 1 and 2 of this article, may be suspended at any meeting by consent of two-thirds (66.6%) of the Fellows present.

**Section 4.** Robert's Rules of Order, latest edition, shall govern the conduct of all meetings.

### **Bylaws Article IX Amendments**

**Section 1.** Proposed amendments to these Bylaws shall be signed by at least three (3) Fellows in good standing and shall be submitted to the Council through the Secretary-Treasurer for recommendation. An affirmative vote by eighty percent (80%) of the Council shall be required to conduct a membership-wide vote for approval. Following Council approval, the Secretary-Treasurer shall conduct a vote by mail of the voting membership (Fellows). An affirmative vote by at least two-thirds (66.6%) of those responding within thirty (30) days after the ballot was mailed shall be required to adopt the proposed amendment.

### **Bylaws Article X Ratification**

**Section 1.** 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 Fellows of the Academy.