



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 nonprofit educational organization.

Article III

Objectives

Section 1. The purpose of the Academy is the promotion of the science of veterinary pharmacology and therapeutics.

Section 2. The objectives of the Academy are:

- a. To support and promote education and research in comparative pharmacology, clinical veterinary pharmacology and other aspects of pharmacology of interest to the veterinary profession;
- b. To sponsor a periodical Journal of the Academy that will publish reviews, summaries and original treatises on all aspects of veterinary pharmacology and therapeutics. The Journal of Veterinary Pharmacology and Therapeutics, hereinafter referred to as “the Journal”, shall be an official instrument of the Academy;
- c. To sponsor and conduct workshops, symposia or other scientific and educational meetings pertaining to veterinary pharmacology and therapeutics;
- d. To enhance the exchange of educational materials and ideas among veterinary pharmacologists;
- e. 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. Fellow
- b. Associate Fellow
- c. Distinguished Fellow
- d. Emeritus Fellow
- e. Student Member

Article V

Requirements for Membership

Section 1. The following general 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. Requirements that must be met to become one of the following types of members are:

- a. Fellow. The candidate must possess the Doctor of Veterinary Medicine and the Doctor of Philosophy degree or their equivalent in an allied discipline, or possess the Doctor of Veterinary Medicine degree or the Doctor of Philosophy degree and have at least five (5) years of experience in education or research in veterinary pharmacology, and have made a meaningful contribution toward advancement of the discipline.
- b. Associate Fellow. The candidate must possess the Doctor of Veterinary Medicine degree or the Doctor of Philosophy degree or their equivalent and have at least two (2) years experience in veterinary pharmacology and be currently active in some aspect of the field, or have at least five (5) years experience in veterinary pharmacology and have made a meaningful contribution to the discipline.
- c. Distinguished Fellow. This category of membership is reserved for individuals who have made an outstanding contribution to the field of veterinary pharmacology. The titles Fellow and Distinguished Fellow may be held simultaneously.

d. Emeritus Fellow. This category of membership is for members of the Academy who have retired. Their membership status as a Fellow or Associate Fellow will be converted to Emeritus Fellow upon submission of a written request to the Secretary-Treasurer after their retirement. The titles Emeritus Fellow and Distinguished Fellow may be held simultaneously.

e. Student Member. This category of membership is for graduate students, interns, or residents whose sponsor is a Fellow or Associate Fellow, in good standing, of the Academy. The candidate must have a baccalaureate degree or Doctor of Veterinary Medicine (or its equivalent) and be actively enrolled in an intern, residency, Master=s or Doctor of Philosophy degree program in pharmacology or related fields in which the candidate=s work pertains primarily to pharmacology.

Section 3. Candidates for membership as Fellows and Associate Fellows shall submit to the Council, through the Secretary-Treasurer, a written application containing all information necessary to enable the Council members to judge the candidate=s training, experience and interest. Candidates for membership as Fellows or Associate Fellows must also be sponsored by two (2) Fellows in good standing. An affirmative vote by eighty percent (80%) of the Council shall be required in order for a person to be recommended to the Fellows of the Academy as a candidate qualified for election to membership. Emeritus Fellow status may be obtained through notification of the Secretary-Treasurer of the desire of qualified Fellows or Associate Fellows to be listed as Emeritus Fellows of the Academy. Candidates for Student member will be admitted to the Academy on the basis of written application to the Secretary-Treasurer, sponsorship by one (1) Fellow or Associate Fellow member, in good standing, and an affirmative vote by eighty percent (80%) of the Council.

The Secretary-Treasurer shall conduct an election of new Fellows, Associate Fellows, and Distinguished Fellows by a written ballot. For informational purposes, a brief summary of each candidate=s qualifications shall be provided to the voting membership (Fellows) along with the ballot. 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 for election to these membership categories. If elected, membership is effective on the first day of the next January or July following the election. Dues submitted with the application shall be applied to the calendar year during which membership becomes effective.

Section 4. Nominations for membership as a Distinguished Fellow must be proposed, in writing, by a Fellow in good standing. The Fellow proposing the candidate for Distinguished Fellow shall become the sponsor for the person and shall submit to the Council written support for the proposal containing all of the information necessary to enable the Council members to judge the suitability of the applicant=s qualifications. Thereafter, the election of the candidate shall be the same as for other types of membership.

Section 5. Fellows of the Academy shall have voting rights and may hold office in the Academy. Members elected as Associate Fellows, Distinguished Fellows (unless retaining Fellow status simultaneously), Emeritus Fellows, or Student Members may neither vote nor hold office.

Article VI

Officers and Administration

Section 1. The elected officers of the Academy shall consist of the following: President, President-Elect, Secretary-Treasurer, and six Councilors. The immediate Past-President shall also be a member of the Council. These ten persons, designated above, shall constitute the membership of the Council. The President, however, shall have no vote in the Council except in cases where a tie vote exists. A Comptroller, appointed by the President with the approval of the Council, shall be an *ex officio* member of the Council, hence he or she shall not have voting rights in matters decided by the Council.

Section 2. The method of election of the Council and its duties shall be stated in the Bylaws.

Section 3. 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. The general management and business of the Academy shall be vested in the Council.

Article VII

Election of Officers

Section 1. The President, President-Elect, and Secretary-Treasurer shall be Fellows elected by written 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 written 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. Distribution of the ballot may be either by electronic communication or by other means, depending on the members' stated preference.

c. The voting member (Fellow) shall convey his or her completed ballot to the Secretary-Treasurer, electronically or by other means, no later than fifteen (15) days before the Annual Business meeting in order to be valid. Voting members are responsible for providing postage if they choose to return ballot via the U.S. mail.

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. If a quorum of members (Fellows) 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.

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 written 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 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.

h. 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. 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 for the conduct of the office.

Article IX

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 and Bylaws.

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 and Bylaws 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 the authority vested in it by the Constitution and Bylaws 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 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. The following shall be the Standing Committees of the Academy, each with a chairperson appointed by the President.

\$ Finance and 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.

Article XI

Meetings

Section 1. 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. 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. 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:

a. 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 Secretary-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.

b. 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-Treasurer to conduct a special written ballot of the voting members (Fellows) 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 Fellows 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.

c. Changes in fees or annual membership dues will become effective the first January following their approval.

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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 Anot in good standing@. The following procedures 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 to the delinquent member at least six months after the initial dues notice.

c. 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”.

d. 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.

e. Any person designated as being Anot in good standing@ for a period of two (2) years shall automatically be dropped from membership by the Secretary-Treasurer of the Academy upon notification of the Council.

Article XIII

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 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-Treasurer shall then refer the matter to the voting membership (Fellows) 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.** In the event of dissolution of the Academy, the assets of the Academy shall be given to the American College of Veterinary Clinical Pharmacology and/or the American Veterinary Medical Foundation. With the approval of eighty percent (80%) of its voting members, Council shall make a recommendation concerning distribution of the assets, and it shall direct the Secretary-Treasurer to conduct a written ballot of the voting membership (Fellows) 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 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 of voting members, exclusive of the President.

Section 3. 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 Fellows present.

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

Article XVI

Amendments

Section 1. 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-Treasurer, for consideration. An affirmative vote by eighty percent (80%) of the Council shall be required to authorize the Secretary-Treasurer to conduct a written ballot of the voting membership (Fellows) 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. 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 as outlined above in Article XVI, Section 1.