

NORTHEAST INDIANA VETERINARY MEDICAL ASSOCIATION

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as Northeast Indiana Veterinary Medical Association. It shall forever remain a non-profit organization in fact.

ARTICLE II - OBJECTIVES

The objectives of this Association shall be:

This Association is formed to advance the science of veterinary medicine; to elevate the standards of veterinary education and literature; to inform the public regarding problems of animal hygiene and the duties and responsibilities of the veterinarian; to elevate the standards of integrity, honor and courtesy in the veterinary profession; to contribute to the diffusion of scientific knowledge among its members and increase the efficiency of veterinary service to the livestock and poultry industries, small animal interests, and public health; to publish reports and treatises; to collectively report, have cognizance of and safeguard the common interest of its members, and to foster and maintain among them high professional ideals of public service.

ARTICLE III – MEMBERSHIP

- Section 1. Active members shall be graduates of Veterinary Schools approved by the American Veterinary Medical Association, or shall be licensed to practice Veterinary Medicine in the State of Indiana. Active members shall be of good moral character, their professional conduct meeting the requirements of the Code of Professional Ethics of the American Veterinary Medical Association.
- Section 2. Honorary Members. Any person who has contributed to the advancement of Veterinary Medicine, may, upon recommendation of an active member and upon approval of the Executive Board and upon approval of a two-thirds vote of the members present at any regular meeting of the association, become an honorary member. Honorary members shall have the right to participate in the deliberations of the association, but shall not hold office, or vote, and shall not be required to pay dues.
- Section 3. Life Members. Life members shall be those who, after a period of active membership in this association and having slowed down or retired from active service in the profession because of age or infirmity, desire to be placed in this category. Such membership shall be approved by the Executive Board and a two-thirds vote of the members present at a regular meeting. Such members shall not be required to pay dues, but shall retain all other privileges of active members.

ARTICLE IV - OFFICERS

- Section 1. The officers of this association shall be the President, President-Elect, Vice-President and a Secretary-Treasurer.

- Section 2. The Term of office shall be one year. The President, President-Elect, and the Vice-President may not succeed himself. A Secretary-Treasurer may succeed himself without limitations.
- Section 3. No member may be an officer unless he has been an active member in good standing for one year.
- Section 4. The President-Elect shall become acting president to fill out an unexpired term. Other vacancies occurring shall be filled by the Executive Board from qualified members.

ARTICLE V – EXECUTIVE BOARD

- Section 1. The Executive Board shall be composed of the officers, one elected member and the retiring president of the association.
- Section 2. This board shall be the executive body' of the association and shall have responsibility for administering association affairs.

ARTICLE VI – MEETINGS

Meetings shall be held the second Tuesday of every month. Special meetings may be called by the president at times or under circumstances deemed necessary.

ARTICLE VII – ADMENDMANTS

Proposed amendments must be submitted in written form. The secretary shall notify all voting members of the proposed amendments at least seven (7) days before a regular business meeting. An amendment shall require a three-fourths vote of the Active and Life members present

BY-LAWS

ARTICLE I - MEMBERSHIP

- Section 1. Application for membership shall be made after attendance at one regularly scheduled meeting, as a guest. The applicant shall submit to the Secretary sufficient personal information to warrant consideration; the applicant's sponsor to furnish pertinent information to the Executive Board. The Executive Board will make recommendations at next regularly scheduled meeting to the general membership. Three-fourths vote of Active and Life members in attendance at said meeting to constitute acceptance.
- Section 2. The following shall be dropped from membership in the Northeast Indiana Veterinary Medical Association: any member convicted of a felony in a court of Law; any member whose license to practice has been revoked by the State in which he resides; any member who has been dropped from membership by his State Association or the American Veterinary Medical Association for a violation of Code of Ethics: any member violating this association's Code of Ethics, according to the judgment of the Executive Board and a three-fourths majority vote from the association's membership. Any member who has not paid dues by the May meeting in any year and/or following two billings by the Secretary-Treasurer.

Section 3. A demit may be secured upon written application to the Executive Board

ARTICLE II – ELECTIONS

Section 1. The officers of this association shall be elected annually at the November meeting and shall assume their duties at the close of the December meeting.

Section 2. The association's representatives, (Board member and alternate). to the Indiana Veterinary Medical Association shall be elected every third year.

Section 3. A nominating committee shall be appointed two (2) months prior to election and shall recommend at least one qualified member for each office. Nominations of qualified members may be made from the floor, in addition.

ARTICLE III - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings; shall serve as Chairman of the Executive Board; shall appoint all standing committees and a Historian; shall conduct emergency business with the approval of the Executive Board; and at the conclusion of his term of office, the President shall serve for one year as a member of the Executive Board.

Section 2. The President-Elect shall assume the duties of the President in his absence or at his request.

Section 3. The Vice-president shall be the chairman of the program committee.

Section 4. The Secretary-Treasurer shall record complete minutes of the business proceedings of the association; shall be the custodian of all properties of the association; shall receive all fees, dues, and contributions; shall pay all debts of the association subject to the approval of the Executive Board; shall send a notice to all members of meetings not less than five (5) days prior to the meeting date; shall notify the Secretary of the Indiana Veterinary Medical Association of the election of a member and an alternate member to the state Board of Directors at least 15 days before the Annual State Meeting; shall, two weeks before the Annual state meeting, supply the State Secretary with a list of the local membership -- in good standing; this information to be filled in on forms supplied by the State Secretary as stated in the constitution of the Indiana Veterinary Medical Association; shall notify the State and the American Veterinary Medical Association when a member has been expelled from this association; shall secure secretarial service as required; shall submit a Treasurer's report for auditing at the end of the calendar year. The books shall close on December 31st of each year.

ARTICLE IV – DUTIES OF APPOINTED OFFICERS

A Historian shall maintain an accurate record of this association, including pictures and newspaper clippings

ARTICLE V – DUTIES OF EXECUTIVE BOARD

Section 1. The Executive Board shall be the governing body of this association; shall give majority approval to the payment of all bills; shall meet for conduct of association business as requested by an officer;

and shall serve as the Committee on Ethics, adopting as its guide the Code of Ethics of the American Veterinary Medical Association.

Section 2. A majority of the members of the Executive Board must be present to constitute a quorum.

ARTICLE VI – COMMITTEES

Section 1. The President shall appoint a committee for the biennial clinic: program: nominating: and any others he deems necessary.

Section 2. A nominating committee shall be composed of the immediate past president as chairman and two (2) other past presidents as members.

ARTICLE VII – MEETINGS

Section 1. Regular meetings shall be held the second Tuesday of each month, except for picnic in July and a Holiday party in December.

Section 2. Special meetings may be called by the President or the Executive Board.

Section 3. Reservations for the dinner portion of the monthly meetings are required 24 hours prior to desired meeting. Dinner seating without reservation will accommodate on a “space available” basis. Payment for dinner and scientific portion of meeting is required immediately following dinner of meeting. Members are responsible for cancellations of reservations within 24 hours of meeting.

Section 4. No reservation is required to attend the scientific portion of the monthly meeting. Payment of scientific portion only fee is required prior to the start of the scientific meeting.

Section 5. Fees are to be as follows:

A. Members dinner/meeting monthly	\$15
B. Members meeting only monthly	5
C. Non-members dinner/meeting monthly	20
D. Non-members meeting only monthly	10

ARTICLE VIII – DUES

Section 1. Annual dues shall be established by the Executive Board.

Section 2. Special assessments may be made, when suggested by the Executive Board and a three-fourths majority vote of those present and voting at a regularly scheduled meeting.

Section 3. Dues statements are to be mailed at least ten days prior to the February meeting.

Section 4. Dues are to be paid by the April meeting. A late dues notice is to be mailed by the secretary/treasurer at least ten days prior to the May meeting. A \$10 late fee will be applied to all membership dues not paid the April meeting. Section 5. If dues have not been paid by the May

meeting, that member will not be considered a member in good standing and will be removed from the membership and mailing lists.

Section 6. Dues will be \$40 annually beginning with the 1990 dues.

ARTICLE IX - ORDER OF BUSINESS

The order of business shall be:

1. Call to Order
2. Introduction of guests
3. Special announcements
4. Reading of minutes
5. Treasurer's Report
6. Report of committees
7. Unfinished business
8. Election of new members
9. Scientific program
10. Clinical reports
11. Adjournment

ARTICLE VIII –QUORUM

Twenty- five per cent (25%) of the active members shall constitute a quorum of this association for the transaction of business.

ARTICLE XI - PARLIMENTARY AUTHORITY

The Robert's Rules of Order, Revised, shall govern all meetings in matters not covered by the Constitution and By-Laws of the Northeast Indiana Veterinary Medical Association.

ARTICLE XII – ADMENDMENTS

Proposed amendments must be submitted in written form. The Secretary shall notify all voting members of the proposed amendments at least seven (7) days before a regular business meeting. An amendment shall require a three-fourths vote of the Active and Life members present.

SECRETARY / TREASURER NEIVMA JOB DESCRIPTION

- Meetings are scheduled Jan. – May and Sept. –Nov. on the second Tuesday of the month at 7 p.m.
- Executive Officers have a short business meeting at 6:30 p.m. prior to dinner.
- Dinner starts promptly at 7 p.m. and the educational meeting at 7:45 p.m.
- Meetings can be held anywhere, if you know a particular location that can handle our needs that's great
- Informational Flyers about the meeting date, time, speaker, topic and location are typed up and mailed to NEIVMA members only, approximately two weeks prior to the meeting date. RSVP's can be called or faxed to eh Sec./Treas. Notify dining facility of headcount.
- Dinner and Meeting is \$20 for NEIVMA Members and \$30 for Non-Members
Meeting Only is \$5 for NEIVMA Members and \$20 for Non-members
- Prepare Treasurer's Report (Current Bank Balance) prior to each meeting
- Prepare Continuing Education Certificates prior to each meeting
- Take minutes during the business meeting. Please type the minutes and have them prepared for the next meeting. A copy should be given to the President
- Pass Around attendance book at the meeting to keep record of members in attendance
- Collect checks for meals
- Responsible for documenting all income and expense encumbered by NEIVMA. Collecting all money and paying all invoices.
- Coordinate membership dues with Membership Chairperson