

AMERICAN ASSOCIATION OF PUBLIC HEALTH VETERINARIANS

BYLAWS

Revised August 2, 2010

Article I – Title and Incorporation

1. The Association shall be known as the American Association of Public Health Veterinarians and shall be incorporated under the laws of the General Not for Profit Corporation Act (805 ILCS 105) of the State of Illinois.
2. The Association shall forever remain a 501(c) 6 not-for-profit organization under Title 26 of the United States Code [Internal Revenue Code], and its Board of Directors members shall comply with the laws of the state in which the Association is incorporated.

Article II – Mission and Vision

The mission of the Association is to promote the science and art of public health, epidemiology, and preventive medicine by providing an expert forum for the discussion of public health issues of importance to the veterinary profession and the development of professional recommendations and public health resolutions. The Association consistently supports programs to promote and improve the professional education, communication, and collaboration of public health veterinarians in order to reduce human illness, animal illness, and promote public health.

The vision of the Association is to be the foremost organization for the communication, cooperation, and collaboration of all public health veterinarians and other public health professionals and to serve as a coalition to promote changes in public health policy that result in improved human and animal health.

Article III - Members

1. *Active Membership.* Veterinarians who are associated with public health, including practice, research, education and training, or other public health activities shall be eligible for active membership in the Association by making application to the Association and payment of Association dues. Active members have full rights and privileges of the Association, including holding office, serving as a member of the Board of Directors, and voting on Association matters.
2. *Associate Membership.* Persons who are otherwise ineligible for Active Membership may make application to the Association for Associate Membership. Applicants for Associate Membership will be initially approved for membership on a case-by-case basis by the Board of Directors and once approved may continue to renew their membership annually without further Board of Directors review. Associate Members shall not hold office, be a member of the Board of Directors, or vote on Association matters. The number of associate members may be limited by the Board of Directors.
3. *Student Membership.* Students enrolled in colleges or schools of veterinary medicine, or graduate veterinarians who are pursuing full-time courses of study in public health or a related field, may become Student Members by making application to the Association and payment of Association dues. Such application and dues payment must be accompanied by proof of current enrollment in college or school of veterinary medicine. Student Members shall not hold office, be a member of the Board of Directors, or vote on Association matters.
4. *Honorary Membership.* Distinguished persons who deserve special recognition for having made outstanding contributions toward advancing the objectives of the Association may become Honorary Members by special action of the Board of Directors. Honorary Members shall not hold office, be a member of the Board of Directors, or vote on Association matters. Honorary Members are exempt from payment of Association dues.
5. *Life Membership.* Current Active Members who have reached the age of sixty-five (65) years and have continuously been an Active Member of the Association for at least fifteen (15) years or since graduating from a college or school of veterinary medicine may become a Life Member by making a written request to the Board of Directors, which may approve such requests. Life Members are exempt from payment of Association dues and retain full rights and privileges of Active Membership.
6. *Dues.* The dues of Active, Associate, and Student Members shall be determined by the Board of Directors and shall be assessed annually for the period January 1 to December 31. A member shall be delinquent if dues are not paid by April 1 of the calendar year for which dues are payable.

7. *Change of Membership Status.* Any member of the Association who wishes to change his/her membership classification shall make such a request in writing to the Board of Directors, together with evidence supporting the request.
8. *Removal from Membership.* Members who are delinquent in payment of dues shall be removed from the membership, without further action necessary. The Board of Directors shall have the authority, for cause, to remove from membership any member, thirty (30) calendar days following written notification from the Board of Directors outlining the reasons for the removal and offering an opportunity for rebuttal. Reinstatement of membership in the Association shall follow the same procedure required for new members, except that any member who was removed from the association for cause may only be reinstated with the approval of the Board of Directors. A sitting member of the Board of Directors may not be removed from membership by the Board of Directors under this procedure, but may be removed from membership for nonpayment of dues.

Article IV – Board of Directors

1. *Composition.* The Board of Directors shall consist of seven members: President, President-Elect, Secretary, Treasurer, Immediate Past President, and two Members At-Large.
2. *President.* The President shall be the chief executive officer and spokesperson of the Association and shall:
 - a. Be a voting member of the Board of Directors
 - b. Serve as chairperson of the Board of Directors
 - c. Preside at the Annual Meeting and all Board of Directors meetings
 - d. Appoint and remove members of committees
 - e. Be an ex officio member of all committees without voting rights
 - f. Assign additional duties to Board of Directors members as needed
 - g. Succeed to the office of Immediate Past President at the conclusion of the Immediate Past President's term.

3. *President-Elect.* The President-Elect shall:
 - a. Be a voting member of the Board of Directors
 - b. Temporarily assume the duties of the President in the event of the President's temporary incapacity
 - c. Succeed to the office of President at the end of the President's term.
4. *Secretary.* The Secretary shall:
 - a. Be a voting member of the Board of Directors
 - b. Keep official minutes of all meetings and sessions
 - c. Maintain all official records of the Association except for financial records
 - d. Administer Association elections.
5. *Treasurer.* The Treasurer shall:
 - a. Be a voting member of the Board of Directors
 - b. Be the custodian of all financial records and assets of the Association
 - c. Collect membership dues
 - d. Maintain deposit and investment accounts for Association funds in financial institutions approved by the Board of Directors
 - e. Disburse funds as directed by the Board of Directors
 - f. File financial reports and documents with government entities, as required
 - g. Provide a report of the Association's financial status at the Annual Meeting and to the Board of Directors as requested.
6. *Immediate Past President.* The Immediate Past President shall:
 - a. Be a voting member of the Board of Directors
 - b. Temporarily assume the duties of the President in the event of the temporary incapacity of the President and the President-Elect.
7. *Members At-Large.* AAPHV members in good standing may be elected to be a Member-At-Large. The members at-large shall be voting members of the Board of Directors but have no other specific duties unless assigned by the President.

8. *Term of Office.* All Board of Directors members shall serve two-year terms of office. Members elected to new terms of office will assume office at the conclusion of the annual meeting immediately following their election. Members elected to fill unexpired terms will assume office immediately upon election.
9. *Removal from Office.* A Board of Directors member may resign from office at any time by written notice delivered to the Board of Directors or to the President or Secretary. A Board of Directors member may also be recalled from office by two-thirds vote of the votes present and voted, either in person or by proxy, at the Annual Meeting. Following a recall of a Board of Directors member, a Special Election shall be conducted as specified in these Bylaws. The recalled Board of Directors member shall be automatically nominated for the office in the Special Election unless the Board of Directors member declines such nomination. The recalled Board of Directors member shall continue in office with all rights and duties thereof until the result of the Special Election is known. In the event of a recall of the Secretary, the President shall appoint another Board of Directors member to conduct the Special Election. Board of Directors members who cease to be members of the association shall be considered to have forfeited their offices and their unexpired terms shall be filled as specified in these Bylaws.
10. *Unexpired Terms.* In the event of a vacancy in the office of President, the President-Elect shall assume the office of President. If there is six months or less remaining in the unexpired term of the President, the President-Elect shall also serve his or her regular term as President. If there is greater than six months remaining in the unexpired term of the President, the President-Elect will complete the President's unexpired term and a new President-Elect will be elected by special election to complete the unexpired term of the President-Elect. In the event of a vacancy in the position of Immediate Past President, the President shall appoint another active member who has served as President to complete the unexpired term of the Immediate Past President. In the event of a vacancy in any other office, except as described above, a special election will be held to complete the unexpired term. The President may assume the duties of the vacant office or assign them to another Board of Directors member until such time as a special election can be held.
11. *Regular Elections.* The Secretary shall solicit from the Active Membership nominations for all offices except President, no later than four months before the start of the annual meeting at which the terms of the current Board of Directors members expire. No later than three months before the start of the annual meeting, the Secretary shall distribute to all active members a secret ballot containing the names of all nominees as well as a space for a write-in vote for each office except President. The deadline for returning ballots to the Secretary shall be no later than two months before the start of the annual meeting. The exact procedure for distributing and returning ballots will be determined by the Board of Directors. The eligible member receiving the highest number of votes cast for a given office shall be elected to that office.

12. *Special Elections.* Where a special election is required by these bylaws, the Secretary shall solicit nominations from the Active Membership no later than one month after being notified of the need for a special election. Two weeks after opening nominations, the Secretary shall close nominations and a secret ballot will be distributed to all active members as described for Regular Elections. The deadline for returning ballots to the Secretary shall be one month after ballots are distributed. The exact procedure for distributing and returning ballots will be determined by the Board of Directors. The eligible member receiving the highest number of votes cast for a given office shall be elected to complete the unexpired term.

Article V - Committees

The Board of Directors may from time to time designate special committees to consider matters which are of interest to the Association. The membership of such special committees, including the designation of the chairman, manner of appointment, term, and duties shall be determined by the Board of Directors.

Article VI – Meetings

There shall be an Annual Meeting of the Association at a time and place to be determined by the Board of Directors, which shall be announced to the Membership not less than 30 and not more than 60 calendar days before the meeting.

The Board of Directors shall meet at least quarterly and shall be scheduled by the President. Meetings of the Board of Directors may be conducted in person or remotely. Regular meetings of the Board of Directors shall require at least ten (10) calendar days notice to all Board of Directors members. Any two (2) Board of Directors members may call an emergency meeting of the Board of Directors with 48 hours notice to all Board of Directors members. Board of Directors meetings shall be open to any Association Member who wishes to attend.

Article VII - Amendments

These Bylaws may be amended at any Annual Meeting of the Association. Amendments may be proposed by the Board of Directors or by petition of 10% of the Active Membership. Proposed changes shall be published to the Membership at least sixty (60) calendar days before the Annual Meeting at which they are to be considered. Amendments must be approved by a majority of the Active Membership voting at an Annual Meeting. These By-Laws shall continue until amended or revised.