

# **ACADEMY OF VETERINARY TECHNICIANS IN DIAGNOSTIC IMAGING**

**(AVTDI)**

## **BYLAWS**

### **ARTICLE I**

#### **MEMBERSHIP**

Section 1 The Academy of Veterinary Technicians in Diagnostic Imaging shall be composed of credentialed veterinary technicians/nurses who have achieved distinction in the field of veterinary diagnostic imaging and have fulfilled the requirements for and successfully passed the examination process as set forth in the Bylaws of the AVTDI. Members include all categories of those mentioned in the AVTDI Constitution.

### **ARTICLE II**

#### **OFFICERS**

Section 1 The Council of Regents shall be the executive council of the AVTDI and shall consider first all business and policies pertaining to the affairs of the Academy. The Council of Regents shall consist of the Officers elected by the membership of the Academy shall be the President, President-Elect, Recording Secretary, Treasurer and Members at Large. The Immediate Past-President shall also be a voting member of the Council. The President shall only vote in the situation of a tie.

Each member of the Executive Council shall understand that this is a volunteer, not for profit organization, and no funds more than budgeted expenses shall be allocated for any officer without a majority vote of the Executive Board. At Large Members shall be diversified by career field (i.e. specialist private practices, academia, corporate, research, etc.) as active members in those fields are recognized by the AVTDI.

Section 2 The terms of office shall be as follows: President, President-Elect, Past President, Recording Secretary, and Treasurer shall be for two years. These terms shall begin when the AVTDI has received recognition by the National Association of Veterinary Technicians in America (NAVTA). Initially, the remaining organizational committee members not appointed to an office will serve as Members at Large.

Following the first examination, with acceptance of members to the Academy, the Regents will be elected by the Charter members and first active members of the AVTDI. The election of officers shall be held biennially (every other year) at the annual general meeting of the Academy of Veterinary Technicians in Diagnostic Imaging.

Section 3 Any vacancies on the council other than the President occurring between elections shall be filled by election and appointment of the Regents. Any eligible Academy member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred. If the President resigns his/her position, the President-Elect shall hold the office until the expiration of the term.

Section 4 The annual meeting of the Council of Regents shall be held prior to and at the place of the designated for the Annual Business Meeting of the Academy. Special meetings may be called at any time by the President. The President must call a meeting after receiving written request of not less than four members of the Regents.

Not less than five (5) days' notice of the time and place of any special meeting and not less than thirty (30) days' notice of the time and place of the regular meeting shall be given by mail, e-mail, or fax addressed to each Regent member at his/her residence or place of business as it shall appear in the official records of the Academy.

Five (5) voting members of the Regents present in person or on a conference call shall constitute a quorum for the transaction of any business.

Section 5 Any member of the Regents who resigns their elected position must notify the President in writing at least thirty (30) days prior to resignation. Upon receipt of notice of resignation, the president must advise the Regents, so nominations can be made at the next Regents meeting. If the President resigns, it is the duty of the President-Elect to notify the Regents.

### **ARTICLE III**

#### **DUTIES OF OFFICERS**

Section 1 **The President shall:**

- a. Serve for two (2) years with a term limit of two consecutive terms.
- b. Serve a two (2) year term that begins at the close of the AVTDI general meeting in the year that elections are held.
- c. Preside over all meetings of the AVTDI and the Council of Regents.
- d. Call Executive Council meetings as needed.
- e. Create an agenda for all meetings.
- f. Administer the affairs of the organization according to the Articles of Incorporation and Bylaws of the AVTDI.
- g. Sign checks and access funds in the absence of the Treasurer.
- h. Coordinate the activities of all Academy Committees and appoint a chair to all committees.
- i. Attend and present a report of the activities of the office at the biannually (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- j. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

- k. Appoint with approval of the Regents, all standing and ad hoc committee members and chairpersons.
- l. Act as the spokesperson for the AVTDI to the media, public, and other related organizations.
- m. Assume the role of Past President at the end of his/her term of office as Chair.

Section 2     **The President-Elect shall:**

- a. Serve a two-year term that begins at the close of the AVTDI general meeting in the year that elections are held.
- b. Have a term limit of two consecutive terms.
- c. Automatically become President at the termination of the predecessor's term of office.
- d. Assume the responsibilities of the President if the President is unable to perform the duties of the office.
- d. Sign checks and access funds in the absence of both the Treasurer and President.
- e. Be an *ex officio* member of the Examination Committee.
- f. Serve as Chairperson of the Continuing Education Committee.
- g. Attend and present a report of the activities of the office at the biannually

(twice yearly)

meeting of the Regents and at such other times as

determined

by the Regents.

- h. Attend the annual (once yearly) general meeting and present a report of  
  
the activities of the office for the Academy.

**Section 3 The Immediate Past-President shall:**

- a. Serve for two (2) years.
- b. Serve as acting President in case the President and President-Elect simultaneously are unable to perform their duties as President. The Past President continues these duties until the next regularly scheduled election or until either the President or President-Elect can resume the duties of President.
- c. Have a term limit of two (2) consecutive terms depending on the President's term and Academy needs.
- b. Chair the Examination Committee.
- c. Attend and present a report of the activities of the office at the biannually  
  
yearly) meeting of the Regents and at such other (twice times as  
  
determined  
by the Regents.
- d. Attend the annual (once yearly) general meeting and present a report of

the activities of the office for the  
Academy.

**Section 4                    The Recording Secretary shall:**

- a. Serve a two (2) year term that begins at the close of the AVTDI general meeting in the year that elections are held.
- b. Have a term limit of two (2) consecutive terms.
- c. Maintain the general records of the organization and file all required reports pertaining thereto including AVTDI updates to the ACVR Executive Council.
- e. Attend all meetings of the Academy and the Regents and all meetings of the Credentials Approval Committee unless specified otherwise by the President.
- f. Record and keep all original notes, minutes, and records of all official meetings and sessions until the Regents approve their disposal.
- g. Maintain archival copies of all publications, documents, and other records of the Academy.
- h. Conduct mail ballots or electronic ballots when required.
- i. Attend all meetings of the Credentials Approval Committee.
- j. Coordinate correspondence and proposals regarding training programs and process applications for the Academy of Veterinary Technicians in Diagnostic Imaging Certification Examination.
- k. Handle all correspondence on behalf of the Academy unless delegated to the President Elect by the Regents.
- l. Attend and present a report of the activities of the office at the biannually (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- m. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

- n. Conduct Industry alliances and educational partner communications

in cooperation with the Council of  
Regents.

- o. Act as the media representative for public relations and any information submitted to any media or social media venues including information posted on the AVTDI website.

In the case that the Secretary is unable to perform his/her duties, the vacancy will be filled by the Regents until the next regular election.

**Section 5    The Treasurer shall:**

- a. Serve a two (2) year term that begins at the close of the AVTDI general meeting in the year the elections are held.
- b. Have a term limit of two (2) consecutive terms.
- c. Maintain the financial records of the organization and prepare them for audit annually.
- d. Be the custodian of all assets of the AVTDI.
- e. File state and federal financial forms of the AVTDI including: yearly non-profit status updates.
- f. Pay all expenses of the AVTDI as directed by the Executive Board.
- g. Maintain a file of all vouchers and invoices accompanying them for a period of not less than five years.
- h. Deposit all monies in the name of the Academy in a federally insured bank approved by the Regents.
- i. Serve as Chairperson of the Financial Affairs Committee.
- j. Serve as member of the Continuing Education Committee.
- k. Carry out other duties as determined by the Regents.
- l. Turn over all funds, properties, and records to their successor.

- m. Attend and present a report of the financial status of the Academy at each biannual (twice yearly) meeting of the Regents and act at such other times as determined by the Regents.
- n. Attend and present a report of the financial status of the Academy at the annual (once yearly) general meeting.

In the case that the Treasurer is unable to perform their duties, the vacancy will be filled by the Regents until the next regular election. The President and President-Elect shall have check signing privileges.

**Section 6    The Members at Large shall:**

- a. Serve for three (3) years. Except for the first election, when two (2) members will serve for two (2) years, and one member will serve for four (4) years.
- b. Have a term limit of two (2) consecutive terms.
- c. Serve on committees as appointed.
- d. Serve as an ambassador of the AVTDI in coordination with the Recording Secretary to promote the Academy at the annual meeting and to the public.
- e. Assist in the formation of and advising of committees within the AVTDI.
- f. Attend and present a report of the activities of the office for the Academy at each biannual (twice yearly) meeting of the Regents and act at such other times as determined by the Regents.
- g. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

In the case that the Member at Large is unable to perform their duties, the vacancy will be filled by the Regents until the next regular election.

**ARTICLE IV  
COMMITTEES**



## Section 1 **Council of Regents**

- a. The management and control of the business and professional affairs of the Academy shall be vested in the Regents.
  - i. The Regents or its designated committees shall receive and consider for approval all applications, provide for the conduct of an examination, and issue appropriate certificates to those who successfully pass the examination and are approved for membership by the Regents.
  - ii. The Regents shall consider and act upon: charges against members for alleged offenses against the Articles of Incorporation and Bylaws, charges of unprofessional conduct, and expulsion of members.
  - iii. The Regents shall select the time and place of all meetings, determine the amount of the initiation, ancillary fees and dues, and generally govern the membership of the AVTDI.
  - iv. The Regents direct the management of funds held by the AVTDI.
- b. The Regents shall consist of the President-Elect, President, Past-President, Recording Secretary, Treasurer, Members at Large elected by the AVTDI.
- c. Vacancies on the council of Regents occurring between elections shall be filled by emergency nomination and election of eligible Academy members. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.
- d. One (1) of the biannual (twice yearly) meetings of the Regents shall be held immediately preceding to the time and at the location designated for the annual business meeting of the Academy. Special meetings may be called at any time by the President or at the written request of not less than four (4) members of the Regents.
  - i. Not less than five (5) days' notice of the time and place of any special meeting (including teleconferences) and not less than thirty (30) days' notice of the time and place of the regular meeting shall be given by mail, e-mail, or FAX. The notice will be addressed to each Regent at their residence or place of business, as it shall appear in the official records of the AVTDI.

- ii. Five (5) voting members of the Regents present in person or on a telephone conference call shall constitute a quorum for the transaction of any business that may come before the meeting.
- iii. Email voting may occur. All Regents must vote, and the vote must be unanimous for the motion to carry. If there is dissent, a phone or in person meeting must take place.

## Section 2 **Committees**

- a. This Academy shall have the following standing committees: Nomination/Election, Credential Approval, Examination, Re-certification, Appeals, Continuing Education, and Financial Affairs. Additional committees may be specified by the President and approved by the Regents, as deemed necessary for temporary or continuous terms based on need.
- b. The following shall apply to all committees unless otherwise explicitly stated:
  - i. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Regents. Terms of committee members shall overlap, i.e. initial appointments shall be scaled for terms and subsequent appointments shall be for fixed terms.
  - ii. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the unexpired term.
  - iii. A committee member may be appointed to a committee for not more than two consecutive terms.
  - iv. Committees shall be composed of a Chairperson and a minimum of two (2) members of the AVTDI. They shall be initially appointed for one (1) year (one member), two (2) years (one member), and three (3) years (one member). Thereafter terms will be for a three (3) year period.
  - v. A senior Regent on the committee will be the Chairperson unless otherwise designated. A senior AVTDI member is a person with the most number of years' experience on the committee.

## Section 3 **Nominating/Election Committee**

- a. The committee shall be composed of a Chairperson and at least two (2) members of the Academy as determined by the Committee.
- b. The committee shall be appointed not less than six (6) months prior to the election date.
- c. The duties of this committee shall be:
  - i. To present a slate of officers composed of at least one nominated member of the AVTDI per office prior to the election date as specified in Article VI, Section 1 & 2 of the Academy bylaws.
  - ii. To present at least one qualified member for each position.
  - iii. To conduct elections according to Article VI, Section 4 of the Academy bylaws.

#### Section 4 **Credentials Approval Committee**

- a. The committee shall be composed of a Chairperson and at least two (2) members of the Academy or more as determined by the committee.
- b. The term of office for the Chairperson shall be two (2) years and she/he must have one (1) prior year of experience on the committee (except for the first Chairperson).
- c. The duties of this committee shall be:
  - i. To provide through the Recording Secretary of the AVTDI information and application forms as well as guidance to prospective applicants.
  - ii. To evaluate and certify eligibility of applicants requesting examination by the AVTDI.
  - iii. Forwarding of approved applications to the President.
  - iv. To notify the President of applicants who are not deemed eligible for examination and to delineate the areas of deficiency.
  - v. Participation in development of educational criteria to ensure standardization of training requirements and to provide this information through the Recording Secretary to all prospective candidates and institutions requesting such.

- vi. To provide guidance and support to training program directors and/or internship program directors according to the standards and procedures adopted by the AVTDI.

## Section 5 **Examination Committee**

- a. The committee shall be composed of a Chairperson and at least six (6) additional members of the Academy, or more, as determined by the committee.
- b. The President-Elect shall be an ex officio member of this committee.
- c. The term of office for the Chairperson shall be two (2) years. He/she must have at least one (1) year of prior experience on the committee (except for the first Chairperson).
  
- d. The duties of this committee shall be:
  - i. Preparation, administration, and grading of the examination.
    - 1. The passing score will be established by the Examination Committee with approval by the Regents.
    - 2. The method of establishing the passing scores will also be approved by the Regents.
  - ii. To inform prospective examinees about the format and content of the upcoming examination.
  - iii. To report to the President results of such examinations and make recommendations based on the proposed passing point scores.
  - iv. Monitoring and proctoring of the written examinations by at least one (1) member of this committee as designated by the Chairperson.
  - v. To administer an oral examination or practical examination if such a component is approved by the Council of Regents.

1. The oral examination or practical exam will be conducted by at least three (3) members of the committee as designated by the Chairperson.
- vi. To provide written summary of deficiencies in a letter of clarification through the Regents to individuals requesting that information following failure to pass examination.

**Section 6 Re-certification Committee**

- a. The committee shall be composed of a Chairperson and at least four (4) members of the Academy as determined by the committee.
- b. The Chairperson shall be a Member at Large.
- c. The term of office for the Chairperson shall be two (2) years. He/she must have at least one (1) prior year experience on the committee (except for the first Chairperson).
- d. The duties of this committee shall be:
  - i. To determine the distribution of fifty (50) CE hours/points used to satisfy the re-certification process, with approval by the Regents.
  - ii. To evaluate applications and CE hours/points for re-certification. Successful completion of the fifty (50) CE hours/points will result in re-certification for another five-year period.
  - iii. To submit reviewed applications to the Regents for final approval. Final approval for re-certification status must be granted by the Regents.
  - iv. To render their recommendations to the Regents within thirty (30) calendar days from the date the Chair of the Committee receives the petitioner's file from the Credentials Approval Committee or another applicable committee.

**Section 7 Appeals Committee**

- a. The committee shall be composed of a Chairperson and at least four (4) members of the Academy as determined by the committee.
- b. The Chairperson shall be a Member at large.

- c. The term of office for the Chairperson shall be two (2) years. He/she must have at least one (1) prior year experience on the committee (except for the first Chairperson).
- d. The duties of the committee shall be:
  - i. Following the procedures outlines in Article VII, Section 5 of the Bylaws, reviewal of all written appeals made to the Academy regarding denial of eligibility to sit for the Academy examinations, suspension of VTS status, or adverse decisions of the Academy.
  - ii. To render their recommendations to the Regents within thirty (30) calendar days of the date the Chair of the Committee receives the petitioner's file from the Credentials Approval Committee or another applicable committee.

## Section 8 **Continuing Education Committee**

- a. The Committee shall be composed of the President-Elect, Treasurer and four (4) members of the Academy as determined by the Committee.
- b. The tenure for the President-Elect and Treasurer shall be two (2) years. The President-Elect shall be the Chairperson. He/she must have at least one (1) year prior experience on the committee (except for the first Chairperson).
- c. The duties of the committee shall be:
  - i. Coordinating all continuing education and publications of the AVTDI.
  - ii. Identifying and communicating Diagnostic Imaging continuing education opportunities to the membership.
  - iii. Planning, organizing and selecting speakers.
  - iv. Conducting continuing education meetings of the AVTDI.
  - v. In coordination with the Recording Secretary, to develop professional relationships with general veterinary conference groups to provide diagnostic imaging tracks for veterinary technicians.
  - vi. To oversee and ensure the timely publication of all proceedings generated from AVTDI educational programs.

- vii. To coordinate with the Recording Secretary to maintain and update the AVTDI website.

#### **Section 9 Financial Affairs Committee**

- a. The Treasurer shall be Chairperson of this committee.
- b. The duties of this committee shall be:
  - i. To prepare an annual budget and submit it to the Regents for review and approval.
  - ii. To advise the Regents on dues, fees, expenditures, speaker honorariums, continuing education cost, and other fiscal matters of the AVTDI.

#### **Section 10 Additional Committees**

- a. The Regents shall have the right to appoint such committees or research groups as it shall deem appropriate, all of which are to act as advisory to the Regents.

### **ARTICLE V**

#### **DUES, FEES, FISCAL MATTERS**

##### **Section 1 Fiscal Year**

- a. The fiscal year of the AVTDI shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

##### **Section 2 Dues**

- a. The dues for members of the AVTDI shall be established by the Regents and reviewed as needed.

- i. Dues become payable on January 1<sup>st</sup> of each calendar year. Dues are delinquent March 1<sup>st</sup> and if not paid by May 1<sup>st</sup>, active membership in the AVTDI will be terminated.
- ii. Inactive members lose their VTS status. Their membership status may be reactivated by petition through the Recording Secretary with payment of all delinquent and current annual dues plus an additional reactivation fee. The Regents will set the reactivation fee.
- iii. Dues paid at any time during the year after January 1<sup>st</sup> are still renewable the following January 1<sup>st</sup> regardless of date previously paid.

### **Section 3 Examination Application Fee**

- a. The AVTDI certifying examination fee will be set by the Regents annually for all eligible candidates qualifying for the examination each year.
- b. Fees will not be refunded for any reason.

### **Section 4 Annual Operating Budget**

- a. The Regents shall approve the annual operating budget for the AVTDI upon recommendations by the Financial Affairs Committee.

## **ARTICLE VI**

### **CONDUCT OF BUSINESS**

#### **Section 1 Annual Business Meeting**

- a. The AVTDI shall meet annually at a site selected by the Regents for conducting and reviewing the business of the Academy. Additional meetings of the AVTDI shall be held if requested by the Regents. Written notice to all AVTDI members shall precede the meeting date by at least thirty (30) days. The conduct of all meetings shall follow the procedures set forth in the current edition of Roberts Rules of Order when applicable if they are consistent with the Constitution and Bylaws of the AVTDI.



- b. All current members of the AVTDI who are in good standing are eligible to attend business meetings of the Academy and vote.
- c. A quorum for business meetings of the AVTDI shall consist of the AVTDI members present that are eligible to vote.

## **Section 2 Election of Officers**

- a. Election of President-Elect, Treasurer, and one (1) Members at Large shall take place biennially by mail or electronic ballot at least thirty (30) days prior to the business meeting of the AVTDI.
- b. A proposed slate of officers shall be presented by the Nominating Committee to the Regents at least ninety (90) days prior to the annual business meeting. Recommendations for additional nominations will be solicited from the membership by the Nominating Committee.
- c. Election shall be made by anonymous ballot. A simple majority of votes will elect officials. If on any ballot of more than two (2) candidates, where simple majority of the votes is not attained, the candidate receiving the smallest number of votes shall be eliminated and the voting shall proceed. A tie vote between two (2) candidates shall be decided by the President casting the tie breaking vote.

## **Section 3 Reports**

- a. Annual reports shall be submitted to the Committee on Veterinary Technician Specialties (CVTS) chair and NAVTA office by January 15<sup>th</sup> of the following year.
- b. Annual reports shall be submitted sixty (60) days prior to the AVT-DI meeting.

# **ARTICLE VI AMENDMENTS**

## **Section 1 Proposed Amendments to the Bylaws**

- a. Proposed amendments shall be submitted to the Regents for study ninety (90) days before a scheduled meeting of the AVTDI or the distribution of a mail ballot to the membership.
- b. Proposed amendments shall be distributed to the entire membership with a recommendation by the Regents at least thirty (30) days prior to counting of mail ballot, electronic ballots, or a voice vote of the AVTDI membership.
- c. An affirmative vote shall require that at least one third (1/3) of the members in good standing vote and at least three quarters (3/4) of the members voting approve the proposal.
- d. All changes in the Constitution and Bylaws shall be included in the CVTS annual report.