

Constitution of the Larimer County Veterinary Medical Association

ARTICLE I. NAME AND DESCRIPTION

- Section 1. This association shall be known as the Larimer County Veterinary Medical Association (LCVMA).
- Section 2. It is a non-profit organization composed principally of veterinarians located in Larimer County.

ARTICLE II. OBJECTIVES

The objectives of the organization are to advance the science and art of veterinary medicine, improve the public image of the profession and strengthen the bonds of friendship and understanding among its members.

ARTICLE III. MEMBERSHIP

- Section 1. Regular Membership: Regular membership shall consist of graduate veterinarians.
- Section 2. Honorary Membership: Honorary membership, if any, shall be conferred upon selected individuals, either veterinarians or other persons, who have made an outstanding contribution to the advancement of veterinary medicine.
- Section 3. Life Membership: Regular members who meet the requirement for age and length of service, as defined in the by-laws, may be elected to a life membership.
- Section 4. Student Membership: Student membership shall consist of persons currently enrolled in a program of veterinary medicine.
- Section 5. Affiliate Membership: Affiliate members shall consist of those involved in veterinary medicine, but who may not be graduate veterinarians. This may include veterinary technicians, research associates, office managers, etc.

ARTICLE IV. OFFICERS

- Section 1. The elected officers of the association shall include a president, a president-elect, and a secretary-treasurer.
- Section 2. These officers plus the immediate past-president shall constitute the executive committee.
- Section 3. The executive committee shall be the administrative body of the organization and shall be empowered to conduct official business in accordance with the constitution and by-laws of the association.
- Section 4. The duties, tenure of office, eligibility and method of election of officers shall be outlined in the Administrative By -Laws.

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ARTICLE V. AMENDMENTS

- Section 1. Proposed constitutional amendments must be presented to the executive committee in writing. Following consideration of the proposed amendment(s) by the executive committee they shall be presented to the general membership at least 30 days prior to voting.
- Section 2. This constitution may be amended only by a majority vote of the regular membership.

Administrative By-Laws of the Larimer County Veterinary Medical Association

ARTICLE I. ELIGIBILITY OF ELECTED OFFICERS

- Section 1. A candidate for office in the association shall be a regular member in good standing in the LCVMA.
- Section 2. Selection of candidates: The President shall appoint a nominating committee to prepare a slate of officers. The slate of officers will consist of nominations for president-elect and secretary-treasurer. This slate shall be presented to the association one month prior to election.
- Section 3. Election procedures: The election of officers will take place annually during the month of May. The election may be administered by a ballot distributed electronically or by mail. Candidates are elected by a simple majority vote.
- Section 4. Tenure of office: The newly-elected officers shall take office at once. The tenure of officers shall be for one year (i.e., from May of the year elected to the May one year hence).
- Section 5. Duties of the officers of the association.
- a. President: The president shall preside at all meetings and shall appoint any and all committees. The president shall be considered as an ex-officio member of all committees. The president shall be the chief executive officer of the executive committee and of the association.
 - b. President-elect: The president-elect is the assistant executive officer and shall assume the duties of the president in the president's absence. The president-elect shall be program chair. The president-elect shall assume the position of president at the end of the president-elect's 1-year term. The president-elect, as program chair, shall organize programs for the regular meetings consisting of topics relevant to the practice of veterinary medicine.
 - c. Secretary-Treasurer: The secretary-treasurer keeps all records and minutes of executive committee meetings, arranges for all correspondence, and manages and conserves all funds of the society. The secretary-treasurer pays all legitimate bills incurred by the association. The secretary-treasurer collects dues from the membership and maintains the membership roster.
 - d. Immediate past-president: The immediate past-president of the society serves as a member of the executive committee and is available for special assignments as the president may direct. The immediate past-president aids the executive committee in maintaining continuity in programs from the past year.

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ARTICLE II. MEMBERSHIP

- Section 1. Qualification for membership: Qualifications for the various categories of membership shall be as defined in Article III of the Constitution, except as follows: minimal requirement for eligibility for life members shall consist of age 70 years or more and at least 10 years regular membership in the LCVMA.
- Section 2. Attainment of membership: An individual is considered an active regular member, with voting privileges, upon payment of dues. Students and Affiliate Members are considered members upon payment of dues, but without voting privileges. Life or honorary membership is conferred by the executive committee and does not have voting privileges.
- Section 3. Dues: The annual dues shall be \$35.00 for regular membership, \$20.00 for affiliate membership and \$10.00 for student membership, payable at the September meeting. The honorary and life memberships do not pay dues.

ARTICLE III. MEETINGS

- Section 1. Regular meetings: Regular meetings, unless otherwise arranged will be held the first Wednesday evening of each month from September through May. Timely notice of all regular meetings will be provided electronically to each member of the association indicating the date, time, place and any other pertinent information.
- Section 2. Special meetings: A special meeting may be called by the President or the executive committee when necessary. An electronically distributed notice indicating the date, time, place and purpose of the special meeting shall be given each member.
- Section 3. Definition of a quorum: The regular members assembled at any regular or special meeting shall constitute a quorum.
- Section 4. Order of business: Robert's Rules of Order shall be followed in conducting business meetings.

ARTICLE IV. AMENDMENT OF BY-LAWS

The procedure of amendment of the by-laws shall be the same as that prescribed for constitutional amendments in Article V under the Constitution of the association.

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ARTICLE V: COMMITTEES

Section 1. Appointed Committees:

Website and Communications: The Website and Communications Committee shall maintain the Association website, keep the calendar on the website up-to-date, and maintain Association public documents on the website. This committee shall also maintain the membership email distribution list and provide communications to the membership regarding information on the Association and announcements of meetings. The chair of this committee shall be appointed by the President.

Section 2. Ad hoc Committees

Ad hoc committees may be appointed by the President. The duties and term of the committee members shall be provided by President to the committee at the time formation.