



**CONSTITUTION**  
**Student Chapter of the National Association**  
**of Veterinary Technicians in America,**  
**Foothill College Chapter**

The Constitution and By-Laws for the Student Chapter of the National Association of Veterinary Technicians in America at Foothill College are as follows:

**Article I. Title**

The name of the organization shall be the Student Chapter of the National Association of Veterinary Technicians in America at Foothill College, hereafter referred to as the Chapter.

**Article II. Purpose/Objectives**

The purpose or objectives of the Chapter area as follows:

1. To promote the professional and educational advancement of veterinary technicians.
2. To promote and maintain the professional image and high ethical standards of the veterinary technician.
3. To promote progressive and humane medical care for all creatures.
4. To promote and maintain a cooperative professional relationship with the veterinary medical profession.
5. To promote an interest in a National Association of Veterinary Technicians in America ("NAVTA").
6. To serve as a contact between members of NAVTA and veterinary technology students.
7. To further the social and scientific advancement of veterinary technology students at Foothill College and the community.

**Article III. Membership**

**Section I. Chapter Membership**

Chapter membership is open to any student who is currently enrolled in or proposed applicant to the veterinary technology program. A student may maintain active membership status by attending at least two out of the three meetings of that quarter. Active members shall have voting privileges on all business conducted by the Chapter.

**Section II. Membership Year and Dues**

Membership dues will be paid by the Chapter upon a yearly consensus vote.

### **Section III. Revocation of Membership**

If in the opinion of the Executive Committee, a member of the Chapter is believed to have participated in activities, which grossly misrepresent or undermine the profession and/or the Chapter, the member shall be notified in writing of this belief and invited to a hearing of their views or rebuttal. The hearing shall be held by the Executive Committee with at least one faculty advisor present. After such a hearing, a written poll will be taken of the Executive Committee regarding whether to revoke the membership of the individual in question. A majority vote of those present is needed to begin revocation of membership. If the individual is unable to appear for the initial hearing, a second hearing shall be arranged at the convenience of both the member in question and the Executive Committee. Membership in the Chapter will automatically be forfeited if a member is terminated from the Veterinary Technology Program or has a change in their student status at Foothill College.

## **Article IV. Officers, Their Election, and Duties**

### **Section I. The Officers of the Chapter**

The elected officers of the Chapter are the President, Vice President, Secretary, Treasurer, Inter Club Council Representative, and Student Affairs Representative(s). Each member of the Executive Committee shall have one vote in Executive Committee and General Membership meetings.

### **Section II. Eligibility to Hold Office**

Any member may hold office if they maintain a "C" average or above in each attending class and adhere to the appropriate behavior guidelines as outlined in the *Foothill College Veterinary Technology Program Student Handbook*.

### **Section III. Election of Officers**

**A.** The election of officers, the nominations and election procedures, the length of office and the installation procedures shall be handled in accordance with guidelines set up by each Chapter.

**B.** Officer Review Procedures: If in the opinion of the other members of the Executive Committee or by a majority vote of the Chapter, an officer is believed to be unable to continue in an office due to poor health, nonattendance and/or malperformance of duties, said officer shall be notified of this belief by the Executive Committee in writing, and invited to a hearing of their views or rebuttal. The hearing shall be held by the Executive Committee and the Chapter membership at the convenience of all parties within a reasonable time following notification. After such a hearing, a written poll, if necessary, shall be taken of the membership present regarding whether to request the resignation of the officer in question. A majority vote of all present is necessary to request the resignation. If a resignation is requested, an officer must resign.

**C.** Vacancy Procedures: In the event of a vacancy in the office of:

- 1. President:** The Vice President shall assume the duties of this office as well as the duties of their own until a new President can be elected.
- 2. Vice President:** The Secretary shall assume the duties of this office as well as the duties of their own until a new Vice President can be elected.

3. **Secretary:** The Treasurer shall assume the duties of this office as well as the duties of their own until a new Secretary can be elected.
4. **Treasurer:** An election shall take place to fill the vacancy.

**D. Resignation procedures:** Any member of the Executive Committee who desires to resign their position must notify the Executive Committee in writing of their intentions, including the date the resignation will take effect. The President shall inform the Chapter of the resignation.

## **E. Duties of the Officers**

### **1. President**

The President shall:

- a. Preside over all meetings of the Executive Committee and Chapter Membership meetings.
- b. Coordinate the agenda of the meetings with the Executive Committee.
- c. Represent the Chapter in all matters.
- d. Oversee that the Executive Committee and the Committee chairpersons are informed of the activities and operations of the Chapter.
- e. Monitor the progress of each committee.
- f. Encourage interest and active participation in the Chapter by members, and report on activities to the Chapter.
- g. In cooperation with the Treasurer, help develop, recommend, and oversee fundraising and expenditures of funds.
- h. Act as a spokesperson to the public, press and related organizations.
- i. Shall not vote except in the case of a tie.
- j. Promote the veterinary medical profession, the veterinary technology profession and the veterinary technology program at Foothill College.

### **2. Vice President**

The Vice President shall:

- a. the President in their duties.

### **3. Secretary**

The Secretary shall:

- a. Record the minutes of the Chapter Membership meetings.
- b. Maintain a file of all standing and ad hoc committee meeting minutes for a period of two years.
- c. Maintain a complete and accurate list of all Chapter members.

- d. Assist in forming Chapter members about meetings, continuing education programs and other activities.
- e. Post all meeting minutes within one week of assembly of Chapter.

#### **4. Treasurer**

The Treasurer shall:

- a. Individually keep an itemized account of all receipts and disbursements for a period of one year.
- b. Give a verbal report of the Chapter's financial standing at Executive Committee meetings and Chapter Membership meetings.
- c. Deliver, within one week after the end of their term of office, all money, vouchers, books, and papers of the Chapter that they have in their custody to the newly elected Treasurer.

#### **5. Inter Club Council ("ICC") Representative**

The ICC Representative shall:

- a. Represent the Chapter at weekly ICC meetings and quarterly Club Day.

#### **6. Student Affairs Representative(s)**

The Student Affairs Representative shall:

- a. Carry out duties as directed by the Chapter including but not limited to: fundraising; community outreach; philanthropy; public relations; continuing education opportunities; and communication between students, faculty, and third party affiliates.

### **Article V: Faculty Advisor(s)**

#### **Section I. Faculty Advisor Selection**

There shall be at least one faculty advisor who is a faculty member and an active member of NAVTA. The advisor(s) will be selected by the Executive Committee at the beginning of each academic year.

#### **Section II. Attendance Requirements**

The advisor must attend the Chapter Membership meetings and at least one Executive Committee meeting per quarter.

#### **Section III. Duties**

**A.** The advisor(s) shall act as the liaison between NAVTA Executive Committee, the college administration, and the Chapter and report on any pertinent matters of Chapter Membership meetings.

**B.** The advisor(s) shall act as a resource to help in any major business transactions and organizational matters and offer counsel and advice when necessary.

**C.** The advisor(s) shall assist the Chapter in promoting understanding of the veterinary technology profession, its relationship to the veterinary medical profession, and to the general public.

**D.** The advisor(s) shall assist with all financial transactions as necessary.

## **Article VI. Chapter Meetings**

### **Section I. General Membership Meetings**

The Chapter shall hold meetings at a time and place as designated by the Executive Committee.

### **Section II. Executive Committee Meetings**

Executive Committee meetings shall be held when deemed necessary by a member of the Committee. Said member shall arrange the meeting with the other officers and chairpersons.

### **Section III. Standing and Ad Hoc Committee Meetings**

Such meetings shall be called by the Chairperson of each committee. The committee members and the President shall be informed of the meeting prior to the meeting date.

### **Section IV. Notification of Meetings**

The Executive Committee shall notify each Chapter member of the membership meeting dates at least one week prior to the meeting. Notification shall be posted in the Executive Committee approved locations (e.g., SCNAVTA bulletin boards) and shall include information regarding the date, time, and place of the meeting.

### **Section V. Special Meetings and Postponement of Meetings**

The President and/or the Executive Committee or the faculty advisor shall have the power to postpone regular meetings and/or call special meetings.

## **Article VII. Committees**

### **Section I. Authorization**

The Chapter shall have such standing committees as may be specified in the constitution of the Chapter (By-Laws Article II) and such ad hoc committees as may be specified from time to time by the Executive Committee.

## **Article VIII: Amendments**

### **Section I. Presentation**

**A.** Amendments may be prepared by written petition by at least four members of the Chapter.

**B.** A proposed amendment shall be submitted to the Executive Committee at least 2 weeks prior to a membership meeting.

**C.** Copies of the proposed amendments shall be distributed to the members of the Chapter at least 1 week prior to the Chapter Membership meeting.

**Section II. Passage**

The Constitution and By-Laws may be amended at the Chapter Membership meeting by two-thirds majority vote of the active members present and voting.

**Section III. Adoption**

Approved amendments will be formally adopted at the meeting at which they are passed, and will become effective at the close of said meeting unless otherwise stipulated in the amendment.

**Article IX. By-Laws**

The By-Laws of the Chapter shall appear following the last article of the Constitution.