



# MEMORANDUM

<b>DATE</b>	January 17, 2022
<b>TO</b>	Veterinary Medical Board (Board)
<b>FROM</b>	Jessica Sieferman, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 11. Discussion and Possible Action Regarding the American Association of Veterinary State Boards (AAVSB) Bylaws</b>

On December 17, 2021, the AAVSB’s Bylaws and Resolution Committee (Committee) sent the attached memorandum to all Executive Directors and Registrars of the AAVSB Member Boards for Distribution to Board Members regarding their annual call for bylaws amendments.

The AAVSB’s mission is to support and advance the regulatory process for veterinary medicine and their vision is to be the primary source for comprehensive information that strategically strengthens the veterinary regulatory community.

AAVSB provides valuable information and assistance when it comes to enhancing regulatory processes and serves as a reliable source of licensing information. They also assist Boards in establishing best practices and identifying future trends. However, over the past few years, concerns have been raised regarding seemingly one-sided, biased presentations that may not be in the best interest of member boards charged with regulating the veterinary profession for consumer protection.

To address these concerns, the Board added Strategic Plan Objective 5.5: *Collaborate with AAVSB and other national organizations to provide better balance of presentations and better inform all veterinary regulatory boards on current/emergency issues.*

Upon review, staff recommends the following substantive amendments to assist in fulfilling the Board’s Strategic Plan Objective and ensure member boards can participate, regardless of travel restrictions:

- Pg. 4, Amend Article VI, Section 1. Annual Delegate Assembly:
  - Added the ability for member boards to participate virtually for those who cannot attend the meeting in person.

Rationale:

All member boards should be able to participate in the AAVSB’s Annual Conference regardless of travel restrictions.

In 2017, the Board was unable to participate in the Annual Conference due to the location being in a state the Board is band from traveling, pursuant to Assembly

Bill [1887](#) (Low, Chapter 687, Statutes of 2016). This significantly hindered the Board's ability to participate in integral discussions and decision making when amending AAVSB's Practice Act Model and developing Telehealth Guidelines. The following year, the Board raised concerns with the amendments, but it was too late to make any meaningful changes.

Last year, AAVSB provided the ability for member boards to participate in the Annual Conference virtually in response to many member boards negatively impacted by COVID-related travel restrictions. Now that AAVSB has demonstrated a successful hybrid meeting, the option to participate virtually should continue.

The next AAVSB Annual Conference will be held in South Carolina, which is among the [18 travel banned states](#). If a virtual participation option is not provided, the Board will not be able to participate.

- Added continuing education provided must meet AAVSB RACE Standards.

Rationale:

Concerns have been raised that some presentations appeared to be primarily for generating sales of a product or service and no clear conflict of interest disclosures/information were provided to the participants at the onset of the program.

Adding this to the Bylaws assures member boards that AAVSB provided continuing education is held to the same standard of all other RACE-approved providers.

- Pg. 5, Amend Article VI, Section 6. Participation  
Clarified "seated" delegates could be seated in-person or virtually.
- Pg. 13, Amend Article X, Section 6. Conference Committee  
Added the responsibility of ensuring information provided during the Annual Conference complies with all AAVSB established standards and provides balanced information that supports and advances the regulatory process and assists member boards in fulfilling their consumer protection missions.

Rationale:

The Conference Committee is already charged with providing input regarding topics, speakers, and the overall conference program. When providing that input, the Conference Committee should consider the AAVSB established standards and the goal of providing balanced information that supports the AAVSB and member board missions.

- Pg. 13, Add Article X, Section 8. Executive Directors Advisory Committee  
Adds the Executive Directors Advisory Committee (EDAC)

Rationale:

Currently considered an “Ad-hoc” committee, the EDAC was established in 2016 and consists of six members. As stated in the EDAC’s Roles and Responsibilities, the EDAC provides board operational perspective to assist AAVSB staff and leadership, provides input for AAVSB programming that would benefit member board executive directors and staff, and serves as a think tank for existing and proposed programs that the AAVSB could improve or develop to assist all member boards to be more efficient and effective. Unfortunately, the EDAC meets infrequently and only at the request of AAVSB staff. Board staff recommends the EDAC be made into a standing committee and meet on a regular basis.

**Action Requested**

Discuss the information above and the attached proposed amendments to the AAVSB Bylaws. If the Board agrees with the amendments, please entertain a motion to adopt the proposed amendments to the AAVSB Bylaws and direct the Executive Officer to provide the amendments to AAVSB’s Bylaws and Resolution Committee no later than February 18, 2022.

**Attachments:**

1. Call for Bylaws Amendments, December 17, 2021
2. Proposed Bylaws Amendments

**Sieferman, Jessica@DCA**

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**From:** Chrissy Bagby <cbagby@aavsb.org>  
**Sent:** Friday, December 17, 2021 12:06 PM  
**To:** Sieferman, Jessica@DCA  
**Subject:** AAVSB 2022 Call for Bylaws Amendments

[EXTERNAL]: ATduAcDWcRDqWhohjpTbY7w==\_1102343557454\_DBG4kIB/EeiGrNSuUoRDcg==@in.constantcontact.com

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### MEMORANDUM

**To:**  
Executive Directors and Registrars of the AAVSB Member Boards for  
Distribution to Board Members

**From:**  
Darren Wright, DVM, AAVSB Bylaws and Resolution Committee Chair

**Subject:**  
Call for Bylaws Amendments

The AAVSB Bylaws and Resolution Committee is providing you with important information and dates for submitting Bylaws amendments for voting at the 2022 Annual Meeting. Per current Bylaws, any Member Board of the AAVSB, any committee established by the Bylaws, or the AAVSB Board of Directors may propose Bylaws amendments.

Please send any proposed amendments **in the actual wording for inclusion in the Bylaws** by February 18, 2022. A [copy of the current Bylaws is attached](#) for your review.

Below are the important dates in 2022 regarding proposal of Bylaws amendments:

**February 18**

Proposed Bylaws amendments must be received in writing at the AAVSB office. This is no later than 210 days prior to the upcoming Annual Meeting. Submitted Bylaws amendments will be forwarded to the Board of Directors within seven days after receipt.

**May 19**

The AAVSB Executive Director will forward any proposed Bylaws amendments to Member Board Executive Directors and Registrars for distribution to Board Members and Delegates. This is not less than 120 days prior to the Annual Meeting.

**September 16-17**

On these dates at the 2022 Annual Meeting & Conference in Charlotte, North Carolina, the Delegates will discuss and vote on any proposed Bylaws amendments.

Proposed Bylaws amendments can be sent to the AAVSB Bylaws and Resolution Committee by:

**MAIL:**

AAVSB  
Attention Bylaws Committee  
380 West 22nd Street, Suite 101  
Kansas City, MO 64108

**FAX:**

(816) 931-1604

**EMAIL:**

Chrissy Bagby at [cbagby@aavsb.org](mailto:cbagby@aavsb.org)

If you have any questions, please contact Chrissy Bagby at the AAVSB office at 1.877.698.8482 or via the above email address.

Thank you,



Chrissy Bagby, CAE  
AAVSB Senior Director of Membership, Marketing & Technology  
[cbagby@aavsb.org](mailto:cbagby@aavsb.org)



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*AAVSB Bylaws, 1*

## AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS BYLAWS

### ARTICLE I. NAME.

Section 1. Name.

The name of this organization is the American Association of Veterinary State Boards.

Section 2. Location.

The principle offices of the Association shall be located in such place or places as determined from time to time by the Board of Directors.

### ARTICLE II. PURPOSE.

The objective of this Association is to aid regulatory boards of veterinary medicine in the protection of the public health and welfare by:

- a. Acting as a clearinghouse for research, collection and dissemination of information and ideas among Member Boards concerning legal regulation of the veterinary profession.
- b. Encouraging and aiding collaborative efforts among Member Boards to simplify and standardize licensing and certification processes for veterinarians and veterinary technicians.
- c. Representing the opinions of the Association in those matters related to the provision of veterinary services by interacting with other veterinary organizations; legislative, judicial, regulatory or executive governmental bodies; and with other groups or associations whose areas of interest may coincide with those of the Association.
- d. Providing assistance to Member Boards in fulfilling statutory, public, and ethical obligations in legal regulation and enforcement.
- e. Communicating with and advising the International Council for Veterinary Assessment on examination matters of relevance to Member Boards.
- f. Overseeing collection and dissemination of information regarding disciplinary actions taken by Member Boards.
- g. Identifying and promoting desirable and reasonable uniformity in practice standards and expected outcomes of veterinary education.
- h. Providing veterinary medical educational programs with statistical information about examinees' performances on the licensing and certification examinations, when requested, within the legal limitations regarding confidentiality of examinees.
- i. Credentialing and overseeing the qualifying process by which foreign-trained veterinarians and veterinary technicians become eligible for licensure, including consultation with parties of interest.

**Commented [A1]:** To reflect the new PAVE-RVT program

*AAVSB Bylaws, 2*

- j. Providing Member Boards with programs that assist them in meeting their responsibilities on licensure, registration, regulation, and enforcement regarding the practice of veterinary medicine and veterinary technology.

**ARTICLE III. DEFINITIONS.**

Section 1. Association.

"Association" shall mean the American Association of Veterinary State Boards (AAVSB).

Section 2. Board.

"Board" shall mean the governmental agency empowered to credential and regulate the practice of veterinary medicine in any of the States and Commonwealths of the United States, its territories, the District of Columbia, and insular possessions of the United States, individual provinces of Canada, and additional comparable entities.

Section 3. Board of Directors.

"Board of Directors" shall mean the Board of Directors of the American Association of Veterinary State Boards. For clarity, the Board of Directors is referred to as the "AAVSB Board of Directors" or the "Board of Directors."

Section 4. Member Board.

"Member Board" shall mean any Board as defined above which is duly accepted into the Association pursuant to these Bylaws. Member Boards shall pay annual Member Board dues as determined by the Board of Directors and approved by the Delegate Assembly.

Section 5. Associate Member.

"Associate Member" shall mean any individual who has previously served on a Member Board and who applies for and receives recognition from the Board of Directors. Associate Members shall pay annual Associate Member dues as determined by the Board of Directors.

Section 6. Affiliate Member.

"Affiliate Member" shall mean the current Executive Director/Executive Officer/Administrator or other individual who holds a similar title or position with a Member Board. Each Member Board shall have only one Affiliate Member for the purposes of eligibility to serve on the AAVSB Board of Directors. Upon loss of position or title as Executive Director/Executive Officer/Administrator, the Affiliate Member status shall immediately cease.

Section 7. Delegate.

"Delegate" shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Delegate to the AAVSB Delegate Assembly.



*AAVSB Bylaws, 3*

Section 8. Alternate Delegate.

"Alternate Delegate" shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Alternate Delegate to the AAVSB Delegate Assembly.

Section 9. Delegate Assembly.

"Delegate Assembly" shall mean the governing body that is comprised of Member Boards.

Section 10. Licensed Veterinarian.

"Licensed Veterinarian" shall mean an individual authorized by a Board to practice veterinary medicine in that jurisdiction.

Section 11. Licensed Veterinary Technician.

"Licensed Veterinary Technician" shall mean an individual authorized by a Board to practice as a veterinary technician in that jurisdiction.

Section 12. Public Member.

"Public Member" shall mean a current member of a Board who is not, nor has ever been, a Licensed Veterinarian or Licensed Veterinary Technician.

**ARTICLE IV. MEMBERSHIP.**

Section 1. Application.

Upon receipt of a written indication of interest in membership by a Board, the Executive Director will respond within 30 days with an application for membership.

Section 2. Admittance.

A Board, which qualifies for membership, may be admitted into the Association as a Member Board by the Board of Directors, after seeking comment and opinion from Member Boards.

Section 3. Rights and Privileges.

A Member Board that is current on its payment of membership dues and other applicable fees shall have all rights of membership, including the right to vote on all matters duly brought before the membership.

*AAVSB Bylaws, 4*

Section 4. Termination of Membership.

- a. Membership may be terminated at an Annual Delegate Assembly when so ordered by an affirmative vote of a two-thirds majority of all Member Boards, that is as if the established quorum included all Member Boards. Written notice that termination is to be considered and the cause for the action shall be sent by the Secretary of the Association to all Delegates and to the Member Boards not less than 90 days prior to the meeting. The Member Board in question shall have opportunity to be heard, with representation by counsel, before a vote is taken.
- b. Upon termination, all rights of the Member Board as provided in these Bylaws shall cease.

Section 5. Reinstatement.

Reinstatement may be granted by the Board of Directors upon appropriate reapplication and compliance with all conditions set forth by the Board of Directors.

**ARTICLE V. DELEGATE ASSEMBLY.**

Section 1. Delegates.

The Delegate for each Member Board shall be seated by the Secretary under policies established by the Board of Directors, including the necessity to require an appropriate credential from the Member Board.

Section 2. Alternate Delegates.

Each Member Board shall have the right to designate an Alternate Delegate to act on its behalf in the event of the absence of the Delegate and under policies established by the Board of Directors.

Section 3. Delegate Assembly Authority.

The Delegate Assembly may take such action, not in conflict with the Association Articles of Incorporation or these Bylaws, as it deems necessary, expedient or desirable to fulfill and implement the Association's stated purposes. The Delegate Assembly shall provide direction for the Association by Member Board participation, through the election of representatives, and through the resolution process.

**ARTICLE VI. DELEGATE ASSEMBLY MEETINGS.**

Section 1. Annual Delegate Assembly.

The Annual Delegate Assembly shall be held yearly at a time and place to be determined by the Board of Directors and virtually for those member Boards who cannot attend the meeting

AAVSB Bylaws, 5

in person. All continuing education provided during the Annual Delegate Assembly Meetings shall comply with the current AAVSB RACE Standards.

**Commented [A2]:** To ensure all member boards can participate, even when they are restricted from traveling through no fault of their own.

Section 2. Educational Meeting.

In addition to its Annual Delegate Assembly, the Association may hold an Educational Meeting at a time and place to be determined by the Board of Directors. No Association business shall be conducted at the Educational Meeting, unless the Board of Directors notifies Delegates, Alternate Delegates, and all Member Boards of the necessity to conduct business in accordance with the required time lines for notice of the meeting.

**Commented [A3]:** Concerns have been raised that some presentations appeared to be primarily for generating sales of a product or service and no clear conflict of interest disclosures/information were provided to the participants at the onset of the program.

Adding this to the Bylaws assures member boards that AAVSB provided continuing education is held to the same standard of all other RACE-approved providers.

Section 3. Special Meeting.

Special Meetings of the Delegate Assembly may be called by the President at any time with the approval of a majority of the Board of Directors. The President must call a Special Meeting if and when the Secretary receives written request thereof from at least one-half of the Member Boards of the Association.

Section 4. Notice and Agenda.

The Secretary of the Association shall send notice and a proposed agenda for all Annual Delegate Assemblies, Educational Meetings, and Special Meetings to all Member Boards at least 60 days prior to the meeting date. The agenda for the Annual Delegate Assembly shall be presented to the Delegate Assembly at the commencement of the meeting, and, with the exception of the elections, may be revised by an affirmative vote of a majority of Member Boards present.

Section 5. Quorum and Voting.

In order to conduct business at any meeting of the Delegate Assembly, a quorum must be established consisting of the presence and seating of at least a majority of all Member Boards. Assuming the presence and seating of a majority of Member Boards as referenced above, the total number of Member Boards in attendance shall constitute the quorum. Unless otherwise required by applicable law, AAVSB Articles of Incorporation, these Bylaws, or Robert's Rules of Order, all matters brought to a vote shall require an affirmative vote of a majority of the quorum for adoption. In the absence of representation of a majority, those Member Boards in attendance shall have the authority to adjourn the meeting by a majority vote.

Section 6. Participation.

A Member Board is entitled to be represented by a single vote on each issue put to a vote before the Delegate Assembly. Member Boards shall vest the right to vote in their Delegates and Alternate Delegates. Voting by proxy is prohibited. Delegates, Alternate Delegates, all members and employees of Member Boards, Associate Members, Affiliate Members, and all members of Association committees shall have the privilege of the floor at all Delegate Assembly meetings. Only seated (in-person or virtually) Delegates and seated (in-person or virtually) Alternate Delegates are eligible to make and second motions and to vote on matters put forth to the Delegate Assembly.

*AAVSB Bylaws, 6*

Section 7. Parliamentary Authority.

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Section 8. Records.

The Association shall keep accurate and complete minutes of all business meetings of the Delegate Assembly, and shall make these minutes available to any Member Board for any proper purposes at any reasonable time.

**ARTICLE VII. BOARD OF DIRECTORS AND OFFICERS.**

Section 1. Composition.

There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large.

The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six Licensed Veterinarians and one Affiliate Member. The Executive Director shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.

Section 2. Qualifications.

a. Officers

To be eligible to serve as an Officer, a candidate shall when nominated and elected be currently serving on the Board of Directors, or be a member of a Member Board, or be an Affiliate Member.

b. Directors at Large

To be eligible to serve as a Director at Large, a candidate shall when nominated and elected be currently serving on the Board of Directors or be a member of a Member Board or have served as a member of a Member Board as of June 1st of the year preceding the election year, or be an Affiliate Member.

If a Director ceases to meet the eligibility criteria stated above, such Board of Director member shall, after completion of the current term, be eligible to serve one additional term on the Board of Directors.

Section 3. Elections.

*AAVSB Bylaws, 7*

The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.

Section 4. Authority.

The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

There may be an Executive Director employed by the Association who shall be hired by the Board of Directors and who shall work under such terms, conditions and standards as the Board of Directors shall, from time to time, establish. The Executive Director shall act as the administrative officer for the Association and shall be reviewed periodically by the Board of Directors. The Executive Director shall report to and be accountable to the Board of Directors.

Section 5. Duties of Officers.

The duties of the Officers of the Association shall be those which usually pertain to such offices.

Section 6. Terms.

For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:

- a. Immediate Past President. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.
- b. President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.
- c. President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next

*AAVSB Bylaws, 8*

Annual Delegate Assembly, there shall be an election for both President and President-Elect.

- d. Treasurer. A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.
- e. Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.
- f. No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.

Section 7. Compensation.

Directors shall not receive compensation for services rendered, but shall be reimbursed for reasonable expenses incurred while carrying out their responsibilities.

Section 8. Removal.

A member of the Board of Directors may be removed from office prior to the end of that member's term when, in the judgment of the Board of Directors or Delegate Assembly, the best interest of the Association would be served. Removal shall require an affirmative vote of two-thirds of the Board of Directors, or two-thirds of the total number of eligible voting Delegates, and shall be determined as if all Directors or eligible voting Delegates were present.

**ARTICLE VIII. BOARD OF DIRECTORS MEETINGS.**

Section 1. Regular Meetings.

The Board of Directors shall hold meetings from time to time as deemed necessary to carry out its responsibilities to the Member Boards. At a minimum, the Board of Directors shall meet in conjunction with, and at the same place as the Delegate Assembly convenes for its Annual Delegate Assembly.

Section 2. Special Meetings.

*AAVSB Bylaws, 9*

The President may convene special meetings of the Board of Directors. The President shall convene special meetings within thirty (30) days of receiving a written request for such meeting from any three members of the Board of Directors.

Section 3. Notice and Agenda.

Notice of the time, day, and place for any regular meeting of the Board of Directors shall be given at least thirty (30) days prior to the meeting. Notice and tentative agenda for special meetings shall be given as soon as practicable. Directors shall be notified either by first class mail, overnight delivery service, facsimile, electronic mail, or hand delivery.

Section 4. Participation.

Unless prohibited by law, the Board of Directors may meet in any regular or special meeting conducted through the use of any means of communication by which all persons participating in the meeting can simultaneously communicate with each other during the meeting. Participation by such means shall constitute presence in person at a meeting.

Section 5. Quorum.

In order to conduct business at any meeting of the Board of Directors, at least a majority of voting members of the Board of Directors must be in attendance. In the absence of a majority, those Directors present shall have the authority to adjourn the meeting by majority vote.

Section 6. Voting.

Members of the Board of Directors shall be the only individuals entitled to propose, debate, vote, and otherwise participate in the decisions and motions at Board of Directors meetings. The act of a majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless an act of greater number is required by law, the Association Articles of Incorporation, or these Bylaws.

Section 7. Executive Session.

The Board of Directors may meet in executive session only for discussion and resolution of personnel matters, legal matters, matters related to Member Board membership in the Association, and matters related directly to the security of the examination programs relevant to Association business.

Section 8. Records.

The Board of Directors shall keep accurate and complete minutes of all meetings, and shall make these minutes available to any Member Board for any proper purposes at any reasonable time.

Section 9. Conflict of Interest.

*AAVSB Bylaws, 10*

“Conflict of interest,” as referred to herein, shall include, but not be limited to, any transaction by or with the Association in which a Board of Directors member has a direct or indirect personal interest, or any matter in which a Board of Directors member is unable to exercise impartial judgment or otherwise act in the best interest of the Association.

Any Board of Directors member who believes he or she may have such a conflict of interest shall so notify the Board of Directors prior to deliberation on the matter in question and the Board of Directors shall make the final determination as to whether the Board of Directors member has a conflict of interest in any matter. No member of the Board of Directors shall cast a vote, nor take part in the final deliberation in any matter in which the Board of Directors determines to be a conflict of interest. The minutes of the Board of Directors meeting shall reflect disclosure of any conflict of interest and the recusal of the interested Board of Directors member.

**ARTICLE IX. REPRESENTATIVES TO THE INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT.**

Section 1. Representatives.

There shall be a minimum of four (4) AAVSB Representatives to the International Council for Veterinary Assessment (ICVA) elected at the AAVSB Annual Meeting of the Delegate Assembly either from nominations submitted by the Nominating Committee or nominations from the floor. Upon election by the AAVSB Delegates, AAVSB Representatives to the ICVA shall assume their responsibilities at the first ICVA Board of Directors meeting following the expiration of the term of the ICVA Representative whom they are replacing.

Section 2. Duties.

The Representatives shall attend all meetings of the International Council for Veterinary Assessment and shall report to the Board of Directors following each International Council for Veterinary Assessment subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with these Bylaws.

Section 3. Election.

Delegates at the Annual Delegate Assembly shall elect the Representatives at the Annual Delegate Assembly of the Association either from nominations submitted by the Nominating Committee or by nomination from the floor. Each Representative shall assume his or her responsibilities at the close of the Annual Delegate Assembly at which elected and shall serve as specified in these Bylaws or until a successor is elected and qualified.

Section 4. Qualifications.

- a. Three Representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) a current Associate Member.



*AAVSB Bylaws, 11*

- b. One Representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) a current Associate Member.

Section 5. Terms.

- a. The term of office shall be for a period of three (3) years.
- b. No Representative may serve more than three (3) consecutive terms.

**ARTICLE X. COMMITTEES.**

Section 1. Nominating Committee.

There shall be three (3) members on the Nominating Committee. Two (2) members shall be elected at the Annual Delegate Assembly of the Association by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment.

The term of the elected members is two (2) years. The President shall appoint a third member of the Committee with approval from the Board of Directors whose term will be one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. The President shall name the chair of the Committee with approval from the Board of Directors. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.

The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards. Persons serving on the Nominating Committee shall be ineligible to be on the slate or elected to any position within the Association within their term.

Section 2. Registry of Approved Continuing Education (RACE) Committee.

There shall be at least five (5) members of the Registry of Approved Continuing Education (RACE) Committee. The President shall appoint with the approval of the Board of Directors and determine the tenure of all members of the RACE Committee taking into consideration the need

*AAVSB Bylaws, 12*

for diverse representation, expertise and continuity. The RACE Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine.

Section 3. Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee.

There shall be at least seven (7) members on the PAVE Committee. The President shall appoint with the approval from the Board of Directors and determine the tenure of all members of the PAVE Committee taking into consideration the need for diverse representation, expertise and continuity. The composition of the PAVE Committee shall be as follows:

- Four (4) members who are current members of Member Boards, Affiliate Members of AAVSB, or Associate Members,
- One (1) member recommended by the Association of American Veterinary Medical Colleges (AAVMC),
- One (1) member recommended by the American Association of Veterinary Clinicians (AAVC), and
- One (1) at-large member.

The PAVE Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.

Section 4. Veterinary Technician National Examination (VTNE) Committee.

There shall be at least twelve (12) members on the Veterinary Technician National Examination (VTNE) Committee. The President shall appoint with the approval from the Board of Directors and determine the tenure of all members of the VTNE Committee taking into consideration the need for diverse representation, expertise and continuity. The composition of the VTNE Committee shall be as follows:

- Four (4) members at large,
- Two (2) members recommended by the Association of Veterinary Technician Educators (AVTE),
- Two (2) members recommended by the National Association for Veterinary Technicians in America (NAVTA),
- Two (2) members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTC), and
- Two (2) members recommended by the AVMA's Committee on Veterinary Technician Education and Activities (CVTEA).

In order to provide diversity and expertise, the members of the VTNE Committee need not be members of Member Boards or Affiliate Members of AAVSB. The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the Board of Directors.

Section 5. Bylaws and Resolution Committee.

There shall be at least five (5) members on the Bylaws and Resolution Committee, appointed by the President with approval from the Board of Directors. The Bylaws and Resolution Committee shall propose amendments to the Bylaws when it determines that such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws submitted in accordance with these Bylaws. The Committee shall receive and consider all resolutions submitted in accordance with Association policies.

Section 6. Conference Committee.

There shall be at least six (6) members of the Conference Committee all appointed by the President with approval from the Board of Directors. The composition of the Conference Committee shall be as follows:

- Two (2) Licensed Veterinarians from Member Boards,
- Two (2) executive directors of Member Boards, and
- Two (2) at-large members.

Members of the Committee shall serve for a two (2) year term and can be reappointed by the Board of Directors for an additional two (2) year term. The President will appoint the Committee chair with approval from the Board of Directors. With the assistance of Association staff, the Conference Committee shall make site recommendations within the budget established by the Board of Directors, provide input regarding topics, speakers, and the overall program, assist with communications to potential registrants, serve as host of the meeting and special events, develop the conference evaluation and report findings to the Board of Directors. The Conference Committee, with assistance of AAVSB staff and leadership, shall take all reasonable steps necessary to ensure information provided during the Annual Conference complies with all AAVSB established standards and provides balanced information that supports and advances the regulatory process and assists member boards in fulfilling their consumer protection missions.

Section 7. Finance Committee.

There shall be six (6) members on the Finance Committee. The President-Elect and Treasurer shall be members of the Committee, with the Treasurer as chairperson. The President, upon approval from the Board of Directors, shall appoint the four (4) remaining members of the Committee who shall serve one four-year term with no right of reappointment. The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management, and shall review and revise financial forecast assumptions.

Section 8. Executive Directors Advisory Committee.

**Commented [A4]:** This was initially established in 2016 and should no longer be considered an ad-hoc committee.

*AAVSB Bylaws, 14*

There shall be at least six (6) members on the Executive Directors Advisory Committee. One (1) member must be the Board of Directors' Affiliate Member. The remaining members shall be executive directors of Member Boards and be appointed by the President with the approval from the Board of Directors and determine the tenure of all members of the Committee taking into consideration the need for diverse representation, expertise and continuity. The Executive Directors Advisory Committee shall provide board operational perspective to assist AAVSB staff and leadership, provide input for AAVSB programming that would benefit member board executive directors and staff, and serve as a think tank for existing and proposed programs that the AAVSB could improve or develop to assist all member boards to be more efficient and effective.

**Commented [A5]:** From the AAVSB's EDAC Roles and Responsibilities

Section ~~89~~. Ad-hoc Committees.

Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors.

Section ~~910~~. Committee Responsibilities to the Board of Directors.

All AAVSB committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report to and be responsive to the Board of Directors. With the exception of the Finance Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee.

Section ~~4011~~. Committee Meetings.

All AAVSB committees whether referenced in these Bylaws or appointed on an ad-hoc basis may meet in-person or by designated electronic means.

**ARTICLE XI. FINANCES.**

Section 1. Fiscal Year.

The fiscal year of the Association shall be the calendar year.

Section 2. Books and Reports.

The Association shall keep accurate and complete books and records of accounting, available for inspection by any Member Board at the principal office of the Association for any proper purposes at any reasonable time. The Treasurer shall report on the financial condition of the Association at the Annual Delegate Assembly.

Section 3. Audit.

For each fiscal year, the Board of Directors shall appoint a licensed independent public accountant(s) to provide audited financial statements of the Association. Upon request, the Executive Director shall distribute to each Member Board a copy of the financial statements of the Association and the report of the auditor or auditors for each fiscal year.

*AAVSB Bylaws, 15*

Section 4. Contracts.

The Board of Directors may authorize any officer or officers or the Executive Director to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Association.

Section 5. Checks, Drafts, or Orders.

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness in the name of the Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be authorized by the Board of Directors.

Section 6. Deposits.

All funds of the Association shall be deposited from time to time to the credit of the Association in such bank, trust company, or other depository as the Board of Directors may select.

Section 7. Limitations of Expenditures.

The Association is limited to expending its funds for only those purposes which are recited in Article II of the Bylaws of this Association.

Section 8. Insurance.

At the discretion of the Board of Directors, the Association shall carry appropriate insurance.

Section 9. Revenue.

The Board of Directors shall submit to the Delegate Assembly for approval all proposals for revenue that would affect any monetary obligation of the Member Boards.

**ARTICLE XII. INDEMNIFICATION AND QUALIFICATION.**

Section 1. Indemnification.

Subject to the limitations of this Article, the Association shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Association) by reason of the fact that such person is or was a committee member, including the Board of Directors, or Officer of the Association, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding only if such person acted

*AAVSB Bylaws, 16*

in good faith and in a manner reasonably believed to be in or not opposed to the best interest of the Association and, with respect to any criminal action or proceeding, had no reasonable cause to believe such conduct was unlawful. The termination of any action, suit or proceeding by judgment or settlement, condition or upon a plea of Nolo Contendere or its equivalent shall not, in and of itself, create a presumption that such person did not act in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the Association and, with respect to any criminal action or proceeding, had reasonable cause to believe that such conduct was unlawful.

Section 2. Qualification.

Any indemnification under this Article shall be made by the Association only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because such person has met the applicable standard of conduct set forth in this Article. Such determination shall be made by the Board of Directors consisting of members who are not parties to such action, suit or proceeding or, if such quorum is not attainable, a quorum of disinterested members.

**ARTICLE XIII. AMENDMENTS.**

Section 1. Amendment Proposals.

These Bylaws may be amended at any Annual Delegate Assembly. Any Member Board, any committee established in these Bylaws, or the Board of Directors may propose Bylaws amendments. With the exception of the Board of Directors, proposed amendments to the Bylaws shall be in writing and received at the Association office not less than two hundred and ten (210) days prior to the Annual Delegate Assembly. Such amendments shall be forwarded to the Board of Directors within seven days after receipt in the Association office. Proposed amendments from the Board of Directors shall be in writing and received at the Association office not less than one hundred and fifty (150) days prior to the Annual Delegate Assembly. The Executive Director shall forward proposed amendments to all Member Boards not less than one hundred and twenty (120) days prior to the date of the Annual Delegate Assembly.

Section 2. Ratification.

Proposed amendments received in accordance with this Article shall be presented at the Annual Delegate Assembly and must receive an affirmative vote of two-thirds of the Delegates present and eligible to vote in order to be adopted.

*The foregoing are the Bylaws of the American Association of Veterinary State Boards as amended in Louisville, Kentucky, 1996; Nashville, Tennessee, 2002; Kansas City, Missouri, 2005; Minneapolis, Minnesota, 2009; New Orleans, Louisiana, 2011; Seattle, Washington, 2012; St. Petersburg, Florida, 2014; Milwaukee, Wisconsin, 2015; Scottsdale, Arizona, 2016; San Antonio, Texas, 2017; Washington, D.C. 2018; St. Louis, Missouri 2019; Denver, Colorado 2021.*