



ACADEMY OF VETERINARY NUTRITION TECHNICIANS BYLAWS

ARTICLE I MEMBERSHIP

Section 1. The Academy of Veterinary Nutrition Technicians shall be composed of credentialed Veterinary Technicians who have achieved distinction in the field of veterinary nutrition, have demonstrated high ethical and moral character, and have fulfilled the requirements for and successfully passed the certification examination as set forth in the Bylaws of the Academy.

ARTICLE II OFFICERS

Section 1. The officers of the Academy Veterinary Nutrition Technicians shall be President-Elect, President, Past-President, Secretary, Treasurer, and Member at Large(s).

Section 2. The term of office for President-Elect and President is two years. Past-President is one year. Secretary and Treasurer is three years. Member at Large(s) is one year.

Section 3. The election of officers shall be held biennially (every other year) at the annual general meeting of the Academy of Veterinary Nutrition Technicians.

ARTICLE III DUTIES OF OFFICERS

Section 1. **The President shall:**

- a. Preside over all meetings of the Academy of Veterinary Nutrition Technicians and the Executive Board.
- b. Administer the affairs of the organization (AVNT) according to the Articles of Incorporation and Bylaws and the policies enunciated by the Executive Board.

- c. Coordinate the activities of all the Academy's Committees.
- d. Attend and present a report of the activities of the office at the biannual (twice yearly) meeting of the Executive Board and at such other times as determined by the Executive Boards
- e. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
- f. Act as liaison to AAVN

Section 2. The President-Elect shall:

- a. Automatically become President at the termination of the predecessor's term of office.
- b. Assume the responsibilities of the President if the President is unable to perform the duties of the office.
- c. Be an *ex officio* member of the Examination Committee.
- d. Serve as chairperson of the Continuing Education Committee.
- e. Attend and present a report of the activities of the office at the biannual (twice yearly) meeting of the Executive Board and at such other times as determined by the Executive Board.
- f. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

Section 3. The Past-President:

The Past-President is the retiring President. In case the President and President-Elect simultaneously are unable to perform the duties of President, the Past-President shall:

- a. Serve as acting President until the next regularly scheduled election or until either the President or President-Elect are able to resume the duties of President.
- b. Chair the examination committee.
- c. Attend and present a report of the activities of the office at the biannual (twice yearly) meeting of the Executive Board and at such other times as determined by the Executive Board.
- d. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

Section 4. The Secretary shall:

- a. Maintain the general records of the organization and file all required reports pertaining thereto.
- b. Attend all meetings of the Academy and the Executive Board and all meetings of the Credentials Approval Committee unless specified otherwise by the President.

- c. Record and keep all original notes, minutes, and records of all official meetings and sessions until the Executive Board approve their disposal.
- d. Maintain archival copies of all publications, documents, and other records of the Academy.
- e. Conduct mail ballots or electronic ballots when required.
- f. Coordinate correspondence and proposals regarding training programs and process applications for the Academy of Veterinary Nutrition Technicians Certification Examination.
- g. Handle all correspondence on behalf of the Academy.
- h. Attend and present a report of the activities of the office at the biannual (twice yearly) meeting of the Executive Board and at such other times as determined by the Executive Board.
- i. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
- j. In case the Secretary is unable to perform their duties, the vacancy of will be filled by the Executive Board until the next regular election.

Section 5. The Treasurer shall:

- a. Maintain the financial records of the organization and prepare them for audit annually or when requested.
- b. Be the custodian of all assets of the Academy.
- c. Pay all expenses of the Academy as directed by the Executive Board.
- d. Maintain a file of all vouchers and invoices accompanying them for a period of not less than five years.
- e. Deposit all monies in the name of the Academy in a federally insured bank approved by the Executive Board.
- f. Serve as Chairperson of the Financial Affairs committee.
- g. Serve as member of the Continuing Education Committee.
- h. Carry out other duties as determined by the Executive Board.
- i. Turn over all funds, properties, and records to their successor.
- j. Attend and present a report of the financial status of the Academy at each biannual (twice yearly) meeting of the Executive Board and act at such other times as determined by the Executive Board.
- k. Attend and present a report of the financial status of the Academy at the annual (once yearly) general meeting.
- l. In case the Treasurer is unable to perform their duties, the vacancy will be filled by the Executive Board until the next regular election.

Section 6. The Member(s) at Large shall:

- a. Attend and present a report of the activities of the office for the Academy at each biannual (twice yearly) meeting of the Executive Board and act at such other times as determined by the Executive Board.

- b. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
- c. In case the Member at Large is unable to perform their duties, the vacancy will be filled by the Executive Board until the next regular election.

ARTICLE IV COMMITTEES

Section 1. Council of Executive Board

- a. The management and control of the business and professional affairs of the Academy shall be vested in the Executive Board.
 - i. The Executive Board 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 AVNT examination and are approved for membership by the Executive Board.
 - ii. It 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 Executive Board 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 Academy.
 - iv. It shall direct the management of funds held by the Academy.
- b. The Executive Board shall consist of the President-Elect, President, Past-President, Secretary, Treasurer, and one Member at Large(s) elected by the Academy.
- c. Vacancies between elections occurring on the Executive Board shall be filled by appointment by the Executive Board. 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 Executive Board 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 Executive Board.
- e. 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 Executive

Board at their residence or place of business, as it shall appear in the official records of the Academy.

- f. Five (5) voting members of the Executive Board present, in person, or remotely shall constitute a quorum for the transaction of any business that may come before the meeting.

Section 2. **Committees**

- a. This organization shall have the following committees: Nominating, Credential Approval, Examination, Re-certification, Continuing Education, and Financial Affairs. Additional committees may be specified by the President and approved by the Executive Board, as deemed necessary.
- b. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Executive Board. Terms of committee members shall overlap. Committees shall be composed of a chairperson and a minimum of two members of the Academy. They shall be initially appointed for one year (one member), two years (one member), and respectively thereafter, terms will be for a two-year period.
- c. The following shall apply to all committees unless otherwise explicitly stated:
 - i. A senior Executive Board on the Committee will be the Chairperson unless otherwise designated. A senior Executive Board is a person with the most number of years' experience on the committee.
 - ii. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the un-expired term.

Section 3. **Nominating Committee**

- a. The duties of this committee shall be:
 - i. Present a slate of officers composed of VTS (Nutrition) of the Academy prior to the election as specified in Article VI, Section 2 of the Bylaws.
 - ii. At least one qualified member for each position shall be presented by the Committee.

Section 4. **Credentials Approval Committee**

- a. The duties of this committee shall:
 - i. Provide through the Secretary of the Academy information and application forms to prospective applicants.
 - ii. Evaluate and certify eligibility of applicants requesting examination by the Academy.
 - iii. Forward approved applications to the President.

- iv. Notify the President of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
- v. Participate in developing and establishing training and/or internship program criteria to ensure standardization of training requirements. Provide this information through the Secretary to all prospective candidates and institutions requesting such.
- vi. Provide guidance and support to training and/or internship program directors according to the standards and procedure adopted by the Academy.

Section 5. Examination Committee

The President-Elect shall be an ex officio member of this committee.

- a. The duties of this committee shall be:
 - i. Preparation, administration, and grading of the examination. The passing score will be established by the Examination Committee with approval by the Executive Board. The method of establishing the passing scores will also be approved by the Executive Board.
 - ii. Inform prospective examinees about the content of the upcoming examination.
 - iii. Report to the President results of such examinations and make recommendations based on the proposed passing point.
 - iv. At least one (1) member of this committee will monitor and proctor the written examinations as designated by the chairperson.
 - v. Administer an oral examination if required. The oral examination will be conducted by at least three (3) members of the committee as designated by the chairperson.
 - vi. Provide written summary of deficiencies in a letter of clarification through the Executive Board to individuals requesting that information following failure to pass examination.

Section 6. Re-certification Committee

- a. The duties of this committee shall be:
 - i. Determine the distribution of sixty (60) CE units used to satisfy the re-certification process, with approval by the Executive Board.
 - ii. Evaluate applications and CE units for re-certification. Successful completion of the 60 CE units will result in re-certification for another five year period. Final approval for re-certification status must be granted by the Executive Board.

Section 7. Continuing Education Committee

- a. Composed of the President-Elect, Treasurer, and a minimum of two (2) members of the Academy. Tenure for the President-Elect and Treasurer will be two (2) years with the President-Elect serving as Chairperson.
- b. The duties of the Committee shall be:
 - i. Coordinate all continuing education, publication, and research endeavors of the Academy.
 - ii. Provide support to and coordinate efforts with the AAVN in publication of the AAVN Newsletter and other veterinary journals.
 - iii. Plan, organize, select speakers, and conduct continuing education meetings of the Academy.
 - iv. Oversee and insure the timely publication of all proceedings generated from Academy educational programs.

Section 8. Financial Affairs Committee

- a. The Treasurer shall be Chairperson of this committee.
- b. The duties of this committee shall be to:
 - i. Prepare an annual budget and submit it to the Executive Board for review and approval.
 - ii. Advise the Executive Board on dues, fees, expenditures, speaker honorariums, continuing education cost(s), and other fiscal matters of the Academy.

**ARTICLE V
DUES, FEES, FISCAL MATTERS**

Section 1. Dues

- a. The dues for members of the Academy shall be established by the Executive Board and reviewed as needed.
 - i. Dues become payable on January 1 of each calendar year. Dues are delinquent April 1st and if not paid by June 1 active membership in the Academy will be terminated, but only after notification of members in question by registered mail, return receipt requested.
- b. Reactivation of membership may be completed by petition through the Secretary with payment of all delinquent dues plus fifty percent (50% penalty).
- c. If inactive for greater than one year will require retaking the exam. If inactive for more than 3 years an application packet will need to be submitted along with taking the exam.

Section 2. **Exam Application Fee**

- a. The Academy of Veterinary Nutrition Technicians certifying examination fee will be set by the Executive Board for all eligible candidates qualifying for the examination.
- b. Fees will not be refunded.

Section 3. **Annual Operating Budget**

- a. The Executive Board shall approve the annual operating budget for the Academy upon recommendations by the Financial Affairs Committee.

Section 4. **Fiscal Year**

- b. The fiscal year of the Academy shall be from January 1 to December 31.

**ARTICLE VI
CONDUCT OF BUSINESS**

Section 1. **Annual Meeting**

- a. The Academy shall meet annually at a site selected by the Executive Board for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the Executive Board. Written notice to all VTS (Nutrition) 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 as long as they are consistent with the Constitution and Bylaws of the Academy.
- b. VTS (Nutrition) who are current in good standing are eligible to attend business meetings of the Academy and vote.
- c. A quorum for meetings of the Academy shall consist of one third (1/3) of the VTS (Nutrition) members eligible to vote.

Section 2. **Election of Officers**

- a. Election of officers shall take place annually by mail or electronic ballot at least thirty (30) days prior to the business meeting of the Academy.
- b. A proposed slate of officers shall be presented by the Nominating Committee to the Executive Board 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 shall be necessary to elect. If on any ballot of more than two (2) candidates, 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 with two (2) candidates shall be decided by the President casting the tie breaking vote.

Section 3. Reports

- a. Annual reports shall be submitted to CVTS by January 15 of each year while under provisional recognition.
- b. Annual reports shall be submitted to ACVN and the AAVN 60 days before their annual meeting.
- c. Biennial reports containing Academy status and activities will be submitted to CVTS by January 15 every other year upon receiving full recognition.
- d. A five (5) year in depth report shall be submitted to CVTS as required by CVTS.
- e. After the Academy has been recognized as a specialty organization for five (5) years the interval for the in depth reports increases to every ten (10) years.

**ARTICLE VI
AMENDMENTS**

Section 1. Proposed Amendments to the Bylaws

- a. Proposed amendments shall be submitted to the Executive Board for study ninety (90) days before a scheduled meeting of the Academy 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 Executive Board at least thirty (30) days prior to counting of mail ballot, electronic ballots, or a voice vote of the VTS (Nutrition) 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.

ARTICLE VII
EXAMINATION, CERTIFICATION AND RECERTIFICATION

Section 1. Credential Requirements

- a. Credential Requirements dictate that each applicant, before he or she is declared eligible for examination, must:
 - i. Be a graduate of an AVMA approved Veterinary Technician program and/or credentialed to practice as a Veterinary Technician in some State or Province of the United States, Canada, or other country.
 - ii. Submit a letter of intent by October 1 of the year to submitting the packet.
 - iii. It is required that the candidate be a member of the NAVTA and strongly encouraged a member of the AAVN.
- b. After graduating from a recognized school of Veterinary Technology and/or becoming credentialed to practice as a Veterinary Technician (or its equivalent), candidates must meet education and experience requirements, as specified:
 - i. Three years (a minimum of 4,000 hrs.) work experience or its equivalent in the field of animal nutrition, clinical or research based. All experience must be completed within three years prior to the application.
 - ii. A minimum of forty (40) continuing education (CE) hours related to veterinary nutrition, animal nutrition, or nutrition research.
 1. The continuing education must be completed within the last three (3) years immediately prior to submitting the application. At least ten (10) hours of the CE must be completed within the year of application.
 2. The continuing education must be received from an accredited veterinary technician school, school of veterinary medicine, or nationally recognized conference, regional conference, a conference sponsored by the AAVN or ACVN, and on-line vehicles such as VSPN or Vet Med Team. Proof of attendance is required. All continuing Education hours must be RACE approved or its equivalent.
 - iii. Provide the documentary evidence of advanced competence in veterinary nutrition through one or a combination of two routes: Clinical or Research.

1. Completion of the Veterinary Nutrition Technician Skills Form. The skills form documents those skills that have been mastered by the candidate and are necessary to practice as veterinary nutrition technicians at an advanced level. The form will be provided by the credentials approval committee. It is subject to change based upon the current state of the art in veterinary nutrition.
2. A case record log or research log is maintained for one (1) year immediately preceding the submission of the application.
 - a. Clinical- A minimum of forty (40) cases (clinical) must be recorded. The cases shall reflect the management of nutrition as related to the patient and mastery of advanced veterinary nutrition skills. The log should include the following: Date, Patient identification (name or number), species/breed, age, sex, weight, veterinary diagnosis or research design, length of care, final outcome, and summary of nutrition technician techniques, skills, and procedures performed by the applicant on the patient.
 - b. Research- One (1) year within the three (3) years immediately preceding application must consist of veterinary/animal research or research using veterinary nutrition technician observations as a major portion of the study. This research shall reflect the management of the veterinary nutrition patient and mastery of advanced nutrition and research skills. The research log should include the following: Purpose of the study, duration of the study, participant's identification (name or number), species/breed, age, sex, weight, nutrition parameters being measured, method of measurement, findings, and summary of nutrition technician/nursing techniques and procedures performed by the applicant on any of the participants.
3. Five (5) detailed case reports. Case reports must demonstrate expertise and understanding of principles in the management of a variety of veterinary patients or research participants requiring veterinary nutrition services. Case reports must represent at least two different species. More variety of species is strongly

encouraged. The case reports should be selected from the case record log or research log. Case reports must be the original work of the applicant.

4. Two (2) letters of recommendations from the following four (4) categories: a VTS (Nutrition) member, a supporting Veterinarian, a veterinarian who is a member of the American Academy of Veterinary Nutrition, or a Diplomate of the American College of Veterinary Nutrition, American College of Veterinary Internal Medicine, and other Diplomates deemed appropriate by the Board of Executive Board.

Section 2. **Applicant procedures for admission to examination for VTS (Nutrition) status are as follows:**

- a. Application for examination must be made by the applicant to the Secretary on a form provided by the Academy, and submitted along with the application fee as determined by the executive board and enough copies of the required documents for the committee members on or prior to the calendar date eight (8) months preceding the scheduled examination. The application fee will not be refunded if applicant is not eligible to take the examination.
- b. Eligibility rulings are made by the Executive Board on recommendation by the Credentials Approval Committee, and applicants will be notified of results no less than six (6) months preceding the scheduled examination date.
- c. The applicant is required to sign the following agreement when he or she applies: *I hereby apply to the Academy of Veterinary Nutrition Technicians for examination in accordance with the guidelines set forth by the Academy for credentials evaluation and appeal; herewith, I enclose the application fee. I also hereby agree that prior to or subsequent to my examination the Academy may investigate my standing as a veterinary technician, including my reputation for complying with the standards of ethics of the profession.*

Section 3. **Examinations**

- a. Candidates approved by the Credentials Approval Committee and the Executive Board upon receipt of the examination fee set by the Executive Board by the stated due date, will be advised of the exam format no less than three (3) months prior to examination.

- b. Examinations will be prepared and administered by the Examination Committee.
- c. Passing scores will be proposed by the Examination Committee and approved by the Executive Board.
- d. Examinations will be given at least once every other year.
- e. The examination committee may include written, oral, and practical items; computer simulations or use of audiovisual aids may be used as part of the testing process.
 - i. Topics to be covered on the examination are those that are crucial to veterinary nutrition.
 - ii. Exam items will be referenced using current scientific sources.
 - iii. Exam items may be submitted by AVNT members or by ACVN diplomates and doctorate level persons deemed experts in the field of veterinary/animal nutrition.
- f. A minimum passing score as established by the Examination Committee and approved by the Executive Board must be achieved to obtain VTS (Nutrition) status.
 - i. All candidates sitting for an examination will be notified of the results of the examination by mail on the same date within sixty (60) days of the date of the examination.
 - ii. Candidates who have failed the examination will, upon written request through the Secretary to the Executive Board within thirty (30) days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by mail within sixty (60) days of receipt of the candidate's request.

Section 4. **Certification**

- a. Candidates must submit a complete examination packet.
- b. Candidates must successfully pass the certifying examination.
- c. Final approval for VTS (Nutrition) status must be granted by the Executive Board.
- d. A certificate will be issued to the VTS (Nutrition) by the Secretary upon direction of the Executive Board.
- e. VTS (Nutrition) certification is conferred for a period of five (5) years. The certification period will begin on the first day of the month that the examination is passed and end on the same date five (5) years later.
- f. Certified VTS (Nutrition) technicians must pay yearly dues to the AVNT. Failure to pay yearly dues will result in a lapse in certification. Re-examination will then be required to become re-certified.

Section 5. Appeals

- a. Candidates deemed ineligible to sit for the VTS (Nutrition) Certification Examination may appeal this decision within thirty (30) calendar days from their receipt of the letter of notification. The appeal must be made by written petition to the Secretary and shall include a statement of the grounds for reconsideration. The appeals committee may request additional information as needed.
 - i. Upon receipt of an appeal, the Secretary shall notify the President and the Chair of the Credentials Approval Committee. The President will appoint a committee or task force of three (3) VTS (Nutrition) to serve as an *ad hoc* Appeal Committee within fifteen (15) calendar days of receiving notification of the appeal.
 - ii. The Chair of the Credentials Approval Committee shall submit to the Appeal Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeals Committee to review.
 - iii. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the Executive Board within thirty (30) calendar days from the date the committee was appointed. The Executive Board will render a decision on the appeal upon the recommendation of the Appeal Committee and notify the petitioner of the decision within sixteen (16) calendar days after receipt of the report of the Appeal Committee. The decision of the Executive Board shall be final.
- b. Failure of the examination.
 - i. Failure of the examination is not appealable.
 - ii. The credentials committee will determine what documentation will be required for reexamination. The applicant is allowed to sit for the exam a total of three (3) times with their initial application submissions packet. The full certification examination fee must be paid for each repeated examination.
 - iii. If the applicant has not passed the examination after 3 attempts, the applicant must resubmit their application packet and reapply for the examination upon acceptance of their completed packet.
- c. Appeals of other adverse decisions by the Academy, including VTS (Nutrition) suspensions, may be made by written petition through the Secretary to the Executive Board. An *ad hoc* Appeal Committee will be established and the petitioner notified of the appeal process and timetable.
- d. The procedure for the Appeals Process will be included with all application forms.

Section 6. Re-certification

- a. Re-certification may be obtained through one (1) of two (2) options.
 - i. Completion of sixty (60) continuing education (CE) units per five (5) year period. The CE units may be obtained through attendance at seminars pertaining to animal/veterinary nutrition and related disciplines, contribution to professional publications, presentation of a lecture or wet lab, completion of research projects. The distribution of CE units will be determined by the Re-certification Committee with final approval by the Executive Board.
 - ii. Retaking the VTS (Nutrition) examination.

**ARTICLE VIII
DISCIPLINE**

Section 1. Repossession of Certificates

- a. Certificates shall remain the property of the Academy and shall be repossessed when:
 - i. The issuance of such a certificate or its receipt violates provisions of the Academy's Constitution or Bylaws.
 - ii. The VTS (Nutrition) member fails to maintain acceptable standards of competence in the practice of veterinary nutrition as determined through investigation by the Executive Board.
 - iii. The VTS (Nutrition) fails to complete the re-certification process by the deadline.
 - iv. Nonpayment of dues as outline in Article V, section 1- b

Section 2. Unethical Conduct

- a. Members accused of unethical conduct, incompetence, negligence, fraud, or other charges that discredit the Academy will be investigated.
- b. Such charges must be made in writing to the Executive Board. If investigation reveals evidence warranting action, the accused will be notified in writing and given full opportunity to respond in writing to the Executive Board.
- c. Disciplinary action may be recommended by the Executive Board and can be executed following an affirmative vote by two thirds of the Academy members.