

ACADEMY OF VETERINARY NUTRITION TECHNICIANS

BYLAWS

ARTICLE I

MEMBERSHIP

Section 1.

Active Members

The Academy of Veterinary Nutrition Technicians shall be composed of credentialed veterinary technicians/technologists/nurses 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 outlined in the Bylaws and Policy and Procedure Manual of the Academy.

Retired Members

Retired membership will be requested by an active member in good standing who is no longer certified and/or practicing as a credentialed veterinary technician/technologist/nurse. This status is permanent with no means for reactivation. The procedure for achieving “retired” status will be outlined in the Bylaws and the Policy and Procedure Manual of the Academy.

Section 2.

Definitions

Mastery

Mastery is defined as the ability to perform a skill numerous times, where a person develops to be fully capable of completing the skill without coaching. Mastering the task also involves being able to describe all the steps with such accuracy and understanding that one would be considered competent to train others to complete the task effectively.

Candidate

A person submitting their application for acceptance with a final goal of taking the VTS (Nutrition) certifying examination. A candidate will have been a credentialed veterinary technician/technologist/nurse for a minimum of three (3) years prior to the start of the application year.

Application year

The AVNT application year starts October 1st and continues until September 30th of the following year.

Credentialed

Credentialed is defined as being legally able to work in their geographical area as a veterinary technician, veterinary technologist, or veterinary nurse. This includes following any regulatory requirements in the geographical location or area of practice. All candidates and academy members must be members in good standing with their credentialing agency.

Attest

The application process requires the candidate to attest to the mastery of skills and the authenticity of their work. To attest is to affirm or verify that what is provided to the AVNT in an application is authentic and genuine.

Attestor

In support of confirming your mastery of skills, the AVNT requires a specific individual to attest that they have observed you master the specific skill. Attestors' qualifications will be listed in the policy and procedure manual.

Member

AVNT academy members are previous candidates who have successfully passed the certifying examination and are in good standing with the academy. Members are current VTS (Nutrition) veterinary technicians, veterinary technologists, and veterinary nurses, and must be credentialed in their geographical location or area where they practice as a veterinary professional.

Supervisor

A candidate is required to have one supervisor at each practice/business where they will be obtaining specialty-focused work experience. Ideal supervisors are Board Certified Veterinary Nutritionists®, or a VTS (Nutrition). Alternative supervisors' qualifications will be listed in the policy and procedure manual.

ARTICLE II

OFFICERS

Section 1.

The officers of the Academy of Veterinary Nutrition Technicians shall be the Executive Director, President-Elect, President, Past-President, Secretary, Treasurer, and Member at Large.

Section 2.

The term of office for each of the following positions is a two-year term: the President-Elect, President, Past-President, Secretary, Treasurer, and Member at Large.

The Executive Director is an independent contractor hired by the officers of the board and therefore does not have a set term or the ability to vote.

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. The position of Executive Director will be determined by the board of officers.

ARTICLE III

OFFICERS AND DIRECTORS

Section 1.

The President shall:

1. Preside over all meetings of the Academy of Veterinary Nutrition Technicians and the Executive Board.
2. Administer the affairs of the organization (AVNT) according to the Articles of Incorporation and Bylaws and the policies enunciated by the Executive Board.
3. Attend and present a report of the activities of the office at the four annual meetings of the Executive Board and at such other times as determined by the Executive Board.
4. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

Section 2.

The President-Elect shall:

1. Automatically becomes President at the termination of the predecessor's term of office.
2. Assume the responsibilities of the President if the President is unable to perform the duties of the office.
3. Attend and present a report of the activities of the office at the four annual meetings of the Executive Board and at such other times as determined by the Executive Board.
4. 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 shall:

1. In case the President and President-Elect simultaneously are unable to perform the duties of the President, the Past-President shall:
 - a. Serve as acting President until the next regularly scheduled election or until either the President or President-Elect can resume the duties of the President.
2. Attend and present a report of the activities of the office at the four annual meetings of the Executive Board and at such other times as determined by the Executive Board.
3. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
4. In case the President-elect is unable to perform their duties, the vacancy will be filled by the Executive Board until the next regular election.

Section 4.

The Secretary shall:

1. Maintain the general records of the organization and file all required reports pertaining thereto.
2. Attend all meetings of the Academy and the Executive Board and all meetings of the Credentials Approval Committee unless specified otherwise by the President.
3. Record and keep all original notes, minutes, and records of all official meetings and sessions until the Executive Board approves their disposal.
4. Maintain archival copies of all publications, documents, and other records of the Academy.
5. Conduct electronic ballots when required.
6. Coordinate correspondence and proposals regarding training programs and process applications for the Academy of Veterinary Nutrition Technicians Certification Examination.

7. Handle all correspondence on behalf of the Academy.
8. Attend and present a report of the activities of the office at the quarterly (four times yearly) meeting of the Executive Board and at such other times as determined by the Executive Board.
9. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
10. In case the Secretary is unable to perform their duties, the vacancy will be filled by the Executive Board until the next regular election.

Section 5.

The Treasurer shall:

1. Support the Executive Director with fundraising and general financial matters.
2. Attend and present a report of the financial status of the Academy at each quarterly (four times yearly) meeting of the Executive Board and act at such other times as determined by the Executive Board.
3. Attend and present a report of the financial status of the Academy at the annual (once yearly) general meeting.
4. 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 at Large shall:

1. Attend and present a report of the activities of the office for the Academy at each quarterly (four times yearly) meeting of the Executive Board and act at such other times as determined by the Executive Board.
2. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
3. 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.

Section 7.

The Executive Director:

1. Maintain the financial records of the organization and prepare them for audit annually or when requested.
2. Be the custodian of all assets of the Academy.
3. Pay all expenses of the Academy as directed by the Executive Board.

4. Submit all required tax forms and maintain non-profit status.
5. Maintain a file of all vouchers and invoices accompanying them for a period of not less than five years.
6. Deposit all monies in the name of the Academy in a federally insured bank approved by the Executive Board.
7. Serve as Chairperson of the Financial Affairs Committee.
8. Carry out other duties as determined by the Executive Board.
9. Turn over all funds, properties, and records to their successor or at the request of the board.

ARTICLE IV

COMMITTEES

Section 1.

Council of the Executive Board

1. The management and control of the business and professional affairs of the Academy shall be vested in the Executive Board.
 - a. The Executive Board shall receive recommendations from the designated committees 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.
 - b. It shall consider and act upon: charges against members for alleged offenses against the Articles of Incorporation and Bylaws, charges of unprofessional conduct, expulsion of members, and retirement status requests.
 - c. 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.
 - d. It shall direct the management of funds held by the Academy.
2. The Executive Board shall consist of the President-Elect, President, Past-President, Secretary, Treasurer, and one Member at Large elected by the Academy.
3. If appropriate, Board-appointed positions may serve in an ex-officio (non-voting) capacity, such as an Executive Director, Administrator, or other such positions that serve the Association.
4. 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.

Section 2.

Committees

1. 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.
2. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Executive Board. The terms of committee members may overlap. Committees shall be composed of a chairperson and a minimum of two members of the Academy. The committee chairperson shall rotate as determined by the board.
3. The following shall apply to all committees unless otherwise explicitly stated:
 - a. The Chairperson will be self or fellow-nominated and appointed by the current president.
 - b. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the unexpired term.
 - c. The chairperson is expected to present a report to the executive board during general academy meetings and the annual general meeting.
 - d. The chairperson will organize regular meetings.
4. The responsibilities of each of the above committees are listed in the Policy and Procedure manual. The committees will make recommendations to the Board, and the Board will make the final approval.

ARTICLE V

DUES, FEES, FISCAL MATTERS

Section 1.

Dues

1. The dues for members of the Academy shall be established by the Executive Board and reviewed as needed.
2. Dues become payable on June 1 of each calendar year. Dues are delinquent September 1st, and if not paid by December 1, active membership in the Academy will be terminated, but only after notification of members in question by registered mail, return receipt requested, to the last known address on file.
3. Reactivation of membership may be completed by petition through the Secretary with payment of all delinquent dues plus a fifty percent (50%) penalty.

4. If inactive for more than one year from the initial due date, the previous member will be required to retake and pass the application examination at the next planned sitting. The previous member will be required to pay all fees associated with the examination process, and passing the certifying examination is not guaranteed. If inactive for more than 3 years, the previous member will need to submit as a new applicant, completing all the required actions at the current application time. The previous member will be required to pay all fees associated with the application process, and passing the package or certifying examination is not guaranteed.
5. Members who have been awarded “retired” status will not pay dues.

Section 2.

Part 1 and Part 2 Application Fees

1. The Academy of Veterinary Nutrition Technicians application fees will be set by the Executive Board for all eligible candidates qualifying to submit Part 1 or Part 2 of the application.
2. Fees will not be refunded.

Certification Examination Fee

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

Section 3.

Annual Operating Budget

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

Section 4.

Fiscal Year

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

ARTICLE VI

CONDUCT OF BUSINESS

Section 1.

Executive Board Meeting

1. Members of the board will meet four times annually or as needed to conduct association business.
2. One (1) of the quarterly (four times annually) meetings of the Executive Board shall be held immediately preceding the time and at the location designated for the annual business meeting of the Academy.
3. Seventy-five percent (75%) of 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. There are no term limits for any committee.

General or Special Request Meeting

1. 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.
2. 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 email. The notice will be emailed to each Executive Board member on their personal or business email, as it shall appear in the official records of the Academy.

Annual Membership Meeting

1. The Academy shall meet annually at a site selected or virtually by the Executive Board to conduct and review 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 outlined in the current edition of Robert's Rules of Order when applicable, as long as they are consistent with the Constitution and Bylaws of the Academy.
2. VTS (Nutrition) members who are currently in good standing are eligible to attend annual business meetings of the Academy and vote.
3. A quorum for meetings of the Academy shall consist of four of the VTS (Nutrition) members eligible to vote.

Section 2.

Election of Officers

1. Election of officers shall take place biennially (every other year) by electronic ballot at least thirty (30) days before the annual business meeting of the Academy.
2. A proposed slate of officers shall be presented by the Nominating Committee to the Executive Board at least ninety (90) days before the annual business meeting in a voting year. Recommendations for additional nominations will be solicited from the membership by the Nominating Committee.
3. Elections 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, a 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 31 of each year by the Secretary.
- b. Annual reports shall be submitted, as requested, to CVTS by the Secretary.

ARTICLE VI

AMENDMENTS

Section 1.

Proposed Amendments to the Bylaws

1. Proposed amendments shall be submitted to the Executive Board for study forty-five (45) days before a scheduled meeting of the Academy or the distribution of an electronic ballot to the membership.
2. Proposed amendments shall be distributed to the entire membership with a recommendation by the Executive Board at least thirty (30) days before counting the ballots, or a voice vote of the VTS (Nutrition) membership.
3. The Board may amend these bylaws by majority vote at any meeting. Approval of amendments must be ratified by the membership through a simple majority of votes received at either a meeting or by ballot.
4. All changes in the Constitution and Bylaws shall be included in the CVTS annual report.

ARTICLE VII

APPLICATION, EXAMINATION, CERTIFICATION, AND RECERTIFICATION

The Board regulates all rules and requirements for the examination, certification, and recertification processes as outlined in the Policies and Procedures manual.

ARTICLE VIII

DISCIPLINE

Section 1.

Repossession of Certificates

1. Certificates shall remain the property of the Academy and shall be repossessed when:
 - a. The issuance of such a certificate or its receipt violates provisions of the Academy's Constitution or Bylaws.
 - b. 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.
 - c. The VTS (Nutrition) member is no longer credentialed in their geographical location or area of practice.
 - d. The VTS (Nutrition) fails to complete the recertification process by the deadline.
 - e. Nonpayment of dues as outlined in Article V, section 1-b

Section 2.

Unethical Conduct

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

Published 3/2011; updated 6/2012, 6/2014, 4-2016, 5/2020, 04/2025