

CACVT Association & Leadership Manual

Condensed Version

Introduction:

This is meant to be an overview of the association and some of the areas you will encounter as a leader. Once you become an Executive Board member or a Chair, you will receive the complete Association & Leadership Manual. It can also be found on the Web site at www.cacvt.com/leadershipmanual. Section 4 outlines what is expected of an Executive Board Member.

If you have any questions or comments, we encourage you to contact the CACVT office or any of the current leaders. Their information can be found in this manual, on page 2 of the Association's newsletter, or under "CACVT Roster" at www.cacvt.com.

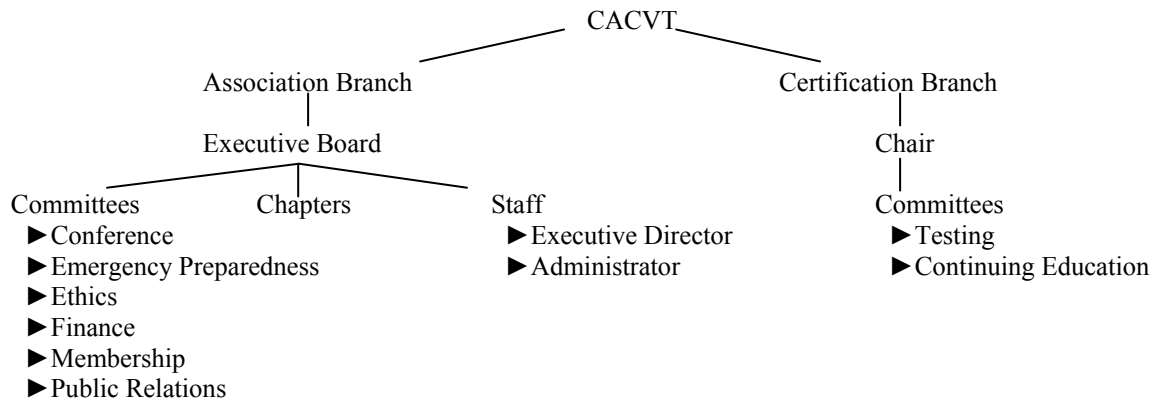
Thank you for your interest in the association and we hope to discuss your professional advancement soon.

Outline of Contents

- 1 - Association Information (pg 2)
 - Organizational Flow-Chart
 - Strategic Plan
 - Vision Statement
 - Mission Statement
 - Core Values
 - CACVT Goal & Leadership Conference
 - 2 - Certification (pg 3)
 - Defining the Certification Branch
 - Membership
 - Committees
 - Testing; Continuing Education
 - 3 - Association Membership (pg 3)
 - Membership
 - Categories
 - Benefits
 - Programs and Services
 - Allied Association Representation
 - CVMA Leadership Conferences
 - State Board of Veterinary Medicine
 - NAVTA
 - SART / CART / VMRC / Emergency Preparedness
 - 4 - Job Descriptions (pg 4)
 - Being a CACVT Leader
 - Current Leadership Directory
 - Compensation
 - General
 - Professional Appearance
 - Responsibilities
 - Elections
 - Executive Board
 - General prerequisites before running for office
 - What to Expect as a Board Member
 - President, Vice President, Secretary, Treasurer, Officers-Elects
 - Staff
 - 5 - Committees (pg 9)
 - General
 - Responsibilities and Committees: Conference; Emergency Preparedness; Ethics; Finance; Membership; Public Relations
 - 6 - Chapters (pg 10)
 - 7 - Resources (pg 10)
- Supplemental: CACVT Bylaws (pg 11)

1 - Association Information

• Organizational Flow-Chart



• Strategic Plan

o Vision Statement

CACVT's vision is to:

- Increase awareness of the value of the veterinary healthcare team
- Increase resources for the association and all members
- Support and bridge together a growing profession

o Mission Statement

The mission of the Colorado Association of Certified Veterinary Technicians is to:

- Govern and certify veterinary technicians
- Champion animal health and welfare
- Promote professionalism
- Advocate for the veterinary healthcare team
- Provide educational opportunities
- Collaborate with the veterinary community and allied groups

o Core Values

CACVT enhances professionalism through:

- Compassion, trustworthiness, knowledge, and growth
- Our commitment to members
- Stability, credibility, and communication

o CACVT Goal and Leadership Conference

This conference will be the primary strategic planning and association evaluation for the year. It is open to the general membership. All leadership positions should attend if possible.

The President-elect will be the primary person involved in setting up and running this conference. He/she will assume the Presidency during this Conference. This will be the transition period between all the board members.

Traditionally, it has been a one-day program with a presentation in the morning and the goal setting in the afternoon. However, it is up to the President-elect and attending members as to the structure of the meeting.

2 - Certification

• Defining the Certification Branch

The Certification Branch is an independent portion of the CACVT and is not associated with the Association Branch. This allows a person to become a CVT in good standing without joining the CACVT (the "Association").

The Certification Branch will follow the guidelines as set forth in the "Code for Veterinary Technicians" found in Section 5, "Ethics" in this Manual.

o Membership

A separate category is available defined as "certification only" and the cost is \$147 for two years running from July 1, 2008 to June 30, 2010. In this way, there is no mandate for people to join the CACVT association. However, since certification is voluntary in Colorado, CACVT is the body which provides and oversees the certification process for those who wish to participate.

The category of "certification only" allows for CVT status only (providing the person qualifies under currently established guidelines by the Testing Committee) and maintains status by set CE requirements (as currently established by the CE Committee). No benefits of CACVT membership apply. Thus the person is not eligible to run for any leadership position, serve on a committee, vote, receive discounts, or qualify for any other CACVT programs.

Any person may switch to an appropriate Association Membership at any time. Any adjustments will be made based on time frame.

• Committees

o Testing

Mission Statement: The mission of the testing committee is to oversee all aspects of the Veterinary Technician National Exam (VTNE) and to make recommendations about policies concerning testing.

o Continuing Education

Mission Statement: The mission of the Continuing Education committee is to provide the guidelines for certification of a veterinary technician in the state of Colorado and maintain accurate CE records.

3 - Association Membership

• Membership

o Categories

- Certified Veterinary Technician (active)
- Associate
- Student
- Inactive Certified Veterinary Technician

o Benefits

Along with the many benefits of belonging to an association, the very best benefit is the pride you have for being a Certified Veterinary Technician. The benefits we offer are as follows:

- ❖ Maintenance of Certification for CVT members
- ❖ Continuing Education seminars at discounted rates
- ❖ Membership Directory
- ❖ Assistance in job placement within Colorado
- ❖ Transfer assistance
- ❖ Insurance for Members
- ❖ Office for central coordination, meetings, and information storage
- ❖ Full time staff
- ❖ Contact with support groups such as Peer Assistance and grief counseling
- ❖ Communication between the Executive Board, Committees and Chapters
- ❖ Information on Veterinary Technology Schools
- ❖ New Member packets containing plethora of information
- ❖ Members can list themselves as Relief Veterinary Technicians or Pet Sitters free of charge (see Forms & Publications section for guidelines and agreements)
- ❖ Notification (through e-mail) of important events that affect your profession
- ❖ Representation and education by utilization of our booth display at events
- ❖ Outreach Programs such as CASBOT - Community Assistance Supported by our Technicians (program to assist the needy)

o Programs and Services

- ❖ CE Conferences - designed with our members in mind
- ❖ CVMA Leadership Conference
- ❖ Goal and Leadership Conference
- ❖ Emergency Preparedness
- ❖ Website
- ❖ Credit card payment ability on-line through Paypal
- ❖ Monthly Newsletter received either by e-mail or physical mail
- ❖ Chapters
- ❖ CE Maintenance for CVT members
- ❖ Legislature Monitoring on issues directly affecting the veterinary community
- ❖ Job Placement
- ❖ Relations with CVMA, National Associations, State Technician Associations, and other allied organizations

● Allied Association Representation

o CVMA Leadership Conferences

The CVMA Leadership Conference is held two times a year and participation by active CACVT members in these forums is strongly urged. The President will represent the CACVT as an Ex-officio (non-voting) member on the CVMA Board of Directors. If the President is unable to attend, the Vice President, Secretary, Treasurer, or Office Executive Director will attend.

Meetings: October – Usually meets in the Denver Metro area.
April or May – Usually meets in Vail or a similar location.

o Colorado State Board of Veterinary Medicine

o NAVTA

o SART / CART / VMRC / Emergency Preparedness

4 - Job Descriptions

● Being a CACVT Leader

The goal of the CACVT Board of Directors is to carry out the established mission of the association.

In order to facilitate the mission, the board commits to:

- providing fiduciary oversight of the association's budget
- engaging in fundraising to ensure the fiscal health of the association
- cultivating volunteers
- being engaged as the “voice” of the association to its external “public”
- establishing and assessing goals and objectives for association staff

● Current Leadership Directory

Executive Director

Denise Mikita, MS, CVT: info@cacvt.com

Administrator

Theresa “Troy” Bowman: admin@cacvt.com

Office: 303-318-0652

Toll free: 866-318-0652

Fax: 303-318-0651 or 309-408-3976

www.cacvt.com

Executive Board

Amy Johnson, President: 303-378-5235

Cecilia Garza, President-elect: 720-480-1409

Julie Willer, Vice President: 720-427-5557

Stacey Vaughan, Secretary: 720-242-5070,
staceyv816@yahoo.com

Jasmin Robinson, Secretary-elect: 720-297-8926

Krishna Hiett, Treasurer: khiett@vrcc.com

Committee Chairs

Barb Lucas, Continuing Ed: 719-749-0327

Jan Cunningham, CE Credits: 303-519-9268

Nancy Sheffield, Ethics: 970-947-8244,
nsheffield@coloradomtn.edu

Amy Johnson, Financial: 303-378-5235

Terri Mahoney, Membership: 303-452-2305

Roxane Rocks, PR: cvtrocks@yahoo.com

Tracy Wangler, NAVTA Rep.: 970-613-9247

Susan Brauer, Testing: 303-750-2541

Web Master: For any problems with the Web site,
contact the CACVT office.

Chapters

Mile High Chapter

Peggy Bower: 303-364-5868

Ute Valley Chapter

Dawn Oliver: 970-209-1710

Grand Mesa Chapter

Buffy Smith: 970-523-1004

Maura Niehues: 970-858-3199

● Compensation for Active Participation

All Executive Board Members, Committee Chairs, and Chapter Chairs shall receive complimentary CACVT memberships so long as they are actively participating at an appropriate level (determined by the Board or Committee that the individual is serving on) in the association. This does not include any task forces that may be established although Chairs are responsible for disseminating information about the outcomes. Other members that are eligible for a complimentary membership include the staff, Web master, newsletter editor, and any other position where a significant amount of time has been committed.

Should the member resign their position, a proportion of the dues for the remainder of the certification period shall be assessed.

Other compensation may include hotel accommodations, meals, and mileage reimbursement as the budget allows. All reimbursements shall go to the financial committee, which will make the determination as to if the request will be granted.

Any decisions with regard to active participation shall be determined by the Membership Committee and the Executive Board.

CE Conferences:

CACVT Conferences: The CE Committee, Executive Board, Committee Chairs, Chapter Chairs, and Staff will receive complimentary admission to all CACVT Conferences/events. Admission to any CE hosted by an individual chapter will be determined by that chapter. Any active volunteer serving on another committee (not the CE committee), will receive one complimentary admission to any CACVT conference/event per certification period.

CVMA Fall Convention: Eight complimentary admissions are available. They will be first offered to the four Executive Board Members and four CE Committee members. If any remaining openings are available, they will be offered to the Executive Board elect positions and the remainder of the CE Committee. If there are still remaining openings, they will go to active members at the discretion of the CE Committee.

CACVT will, if appropriate, provide ½ room (2 people to room) to each appropriate participant. If anyone prefers a private room, ½ of the hotel room fee will be payable to CACVT.

Other Conferences:

CACVT will not pay for, nor assist with, any other conferences that may be offered to any of its members.

Mileage Reimbursement

All reimbursements are subject to budget approval.

Executive Board Members and Chairs shall be reimbursed at the standard IRS rate/mile for all CACVT conferences, the CACVT Goal & Leadership Conference, the Fall CVMA Convention, and all CVMA Leadership Conferences. Any request for mileage reimbursement for any event by any individual must be made in writing to the Finance Committee who will approve or deny based on budget allowances and reason for request.

Mileage requests must be submitted to the office (form in section 7) for reimbursement. It is encouraged to submit forms as soon as possible to maintain appropriate financial records.

● General

o Professional Appearance

All Executive Board members, Chairs, Committee Members, and staff should, when representing the association in a public setting, dress in the appropriate attire and conduct themselves as a professional. You are the image of the association and the profession, and people will recognize you. Specific guidelines are outlined in detail in the full manual.

o Executive Board Responsibilities

The Executive Board will consist of the President, Vice President, Secretary, Treasurer, President-Elect, Vice President-Elect, Secretary-Elect and Treasurer-Elect. The Executive Director shall serve as an ex-officio member. The Executive Board meets at least six times a year at the discretion of the President.

Mission Statement: The mission of the Executive Board of the CACVT is to govern the members of the association by creating and enforcing policies made through informed decisions.

The Association board members are called upon to translate the events and climate of their industry or profession into member needs. Based upon these needs, the board creates the basic policies and direction of the association. Other responsibilities of the board include, but are not limited to:

- ❖ Ensuring that the needs of the membership are met.
- ❖ Approving and evaluating programs and activities of the association.

- ❖ Selecting and hiring an Executive Director and monitoring and evaluating his/her performance.
- ❖ Setting financial objectives and monitoring their achievement.

o Elections of Executive Board Members

President-elect, Vice President-elect, Secretary-elect and Treasurer-elect shall be elected yearly by the voting population of the General Membership by ballot distributed by first class mail, through the newsletter, or via e-mail. Officers will be determined by a simple majority of the ballots received.

Declaration of candidacy for office may be made by any CVT member in good standing. A nominating committee may be appointed by the Executive Board to actively seek candidates for each position. At least one person for each office must be declared in enough time so that the biographies for each candidate can be published in the March or April newsletter (depending on the date of the annual spring conference) and announced at the general membership meeting during the spring conference. The ballots will be sent by first class mail, through the newsletter, or via e-mail in March or April (at the same time as the biographies), with the results being due in time to announce the new Board members in the May or June issue of the newsletter.

The new board members will take office on July 1 of the same year or at the CACVT Goal and Leadership Conference, which ever seems appropriate, and serve a two-year term, the first year in an elect position.

● Executive Board

The following is a list of the duties of each office. These duties are also stated in the bylaws. It is up to the current board member to assist the upcoming elect in his/her position for a smooth transition in June.

o General prerequisites before running for office

Overview

The purpose for the prerequisite guidelines is to better prepare you for taking an executive board position. Since the position is only for two years, by having previous experience in the association, you will be better prepared to “hit the ground” running. This is to make you as comfortable as possible.

Even if you don't have all the prerequisites, you can still run for office. Just realize that your learning curve will be steeper than someone who has already been involved in the association.

In General

CACVT wants to develop its leaders for both the association and beyond (take it back to your work environment).

Being on the Executive Board takes commitment, big ideas, and knowledge. By putting some simple guidelines into place, we will facilitate your transition to being a board member. Even if you don't fully meet all the guidelines, we would still like to speak with you.

I. Guidelines to meet before being put on the ballot in the president position

- 1) Have been a CACVT member in good standing for at least 3 years at the time of the ballot (approx. April)
- 2) Have met with the Office Staff - preferably visited the office
- 3) Have met both the current president and president-elect
- 4) Has either served on the Executive Board in another capacity (VP, Sec or treasurer) or has been actively involved with a committee for at least 1 year
- 5) Actively involved means the person has been involved with CACVT for at least 30 contact hours over a variety of activities. This time can be accumulated by attending and participating in CACVT CE programs (not just sitting in the audience), attending meetings (committee or Ex Bd), spending time in the CACVT office, or participating in any other CACVT events (such as Booth displays)
- 6) Attend a State Board of Veterinary Medicine meeting
- 7) Understand the fundamentals of Roberts Rules of Order
- 8) Reviewed the Association & Leadership Manual and has a good overall feel for CACVT and its governance
- 9) Have access to email on a regular basis (minimum once a week)

II. Guidelines to meet before being put on the ballot in the other 3 positions

- 1) Have been a CACVT member in good standing for at least 2 years at the time of the ballot (approx. April)
- 2) Have met with the Office Staff - preferably visited the office
- 3) Have met the current person in the corresponding position
- 4) The person has been involved with CACVT for at least 15 contact hours. The person running for VP or Treasurer should attend a finance committee and the person running for secretary should attend at least one committee meeting where they have the opportunity to take minutes.
- 5) Reviewed the Association & Leadership Manual and has a good overall feel for CACVT and its governance
- 6) Have access to email on a regular basis (minimum once a week)

o What to Expect as an Executive Board Member

In General

While some contribution of time and talents are expected, your primary role is as a decision maker for the direction of the association. The actual work is carried out by the staff, committees, and some executive board members.

E-mail: most communication is done via e-mail. Some are for FYI and others require opinions and decisions. In general, it is expected that you check e-mail at least once a week although every few days is preferred. If immediate action is required, you will receive a phone call with a heads-up (this is rare, and usually during the legislative session).

Monthly meetings: when don't meet in person, then via phone. Meetings run about 1 to 1 ½ hours. The longer meetings are usually in person at the CVMA Convention and the CACVT Annual Conference.

Meetings expected to attend throughout the year

June: CACVT Goal and Leadership Conference, Saturday in June, Denver.

State Board of Veterinary Medicine meeting: They generally meet every other month on a Thursday – Mandatory to attend at least one meeting for approximately 4 hours (generally from 8:30am to lunch break around noon). More information is available.

September: CVMA Convention, Friday evening thru Sunday afternoon (can stay longer if wish). Have a physical Executive Board meeting and a general membership meeting.

October and April: CVMA Leadership Conference - Over the weekend (Oct=Denver, April=Vail/mountain area).

Ideally, the more leaders able to attend, the better. However, the budget must be considered as well. More details are available in Section 1 of this manual.

April: CACVT Annual Conference. Have a physical Executive Board meeting and a general membership meeting.

Other possible meetings / events

January: CACVT Focus Conference.

Being at one or more PR booth events yearly. Schedules are generally available the first part of the year.

Other events as designated by the Executive Board.

Officers

You serve in your position as an elect for the first year. It is a chance to learn about the Association and the position. Then you take the full responsibilities of that position for the second year and start training the next person. It is up to you to initiate and train the person who will replace you. In this way, there is consistency between the years.

The duties mentioned below are for the full office. You will spend less time during the first year. The job description is a summary only. You are encouraged to contact the officer for more details about the specific position (see page 2 of the newsletter for contact information).

Overall, Board Members state that they spend approximately 5-10 hours a month on association business. This includes the monthly meeting but not months where there is weekend travel.

Tools you have to assist you

- Leadership Manual – complete account of the association.
- Previous Board members
- Helpful Office staff

Rewards

- Socialization with your peers
- Better understanding of your association and your profession
- Meeting many influential people in this business
- CACVT Membership Dues complimentary
- NAVTA Membership Dues complimentary
- CACVT CE meetings complimentary
- Travel Expense (rooms, mileage, etc. as long as there is money in the budget)

If you have any questions or comments about the expectations or duties of an officer, please contact the CACVT office or any Executive Board member.

o President

The President is the role model, leader, and figure head. In working with the staff, the President will oversee all aspects of the association and be available to the leadership and membership.

The President will be identified as the contact person with the CVMA, DAVMS, NAVTA and AVMA. The President, or appointed representative, shall attend and participate in the CVMA meetings as the delegate on the Board of Directors which is held twice a year. The President shall appoint or remove committee chairpersons as deemed necessary, preside at all meetings of the members and Executive Board, be a signer on the checking account and vote only in order to break a tie.

The President shall understand Roberts Rules of Order and conduct the meetings according to this design. The President cannot make a motion, but may guide this process. The President should be at all board meetings, CACVT conferences, and other CACVT events if possible. If not, another shall be appointed to fill the President's duties.

The President may be called upon to discuss the performance of other executive board members and/or chairs.

Additional duties include helping the secretary prepare all agendas and staying current on all activities of the association (included on all e-mails for all committees).

o Vice President

The Vice President will assist the President in all matters. In the event the President is absent, the Vice President shall preside over all meetings of the members and Executive board. The Vice President is also the chairperson for the Finance Committee, is responsible for making a budget for each fiscal year, is a signer on the checking account, and shall help supervise all financial matters of the CACVT. In the event the President is unable to fulfill his/her term, the Vice President shall succeed to the Presidency.

The Vice President has the role in the checks and balance of financial matters of the association. This person shall check the treasurer's monthly report and issue his/her own report back to the Office.

o Secretary

The Secretary will be responsible for keeping an accurate record of all Executive Board, Annual, Special and General Membership meetings. The Secretary will also be a signer on the checking account, will prepare the agenda for each meeting in a timely manner so that members attending the meeting will have the agenda in advance, distribute the minutes in a timely manner, and assist the President and/or Vice President in all matters.

Meeting Agenda: The Secretary, President, and Executive Director will work together to prepare each agenda. The Secretary should send out a notice via e-mail (addresses provided by the office) approximately 2 to 4 weeks before the next meeting calling for agenda items from Board Members and Chairs. This is to be initiated by the Secretary (no waiting for the office staff is required). This is also a time to remind everyone of the upcoming meeting (date, time, and location). After receiving agenda items, the Secretary sends the agenda plus all supporting materials to the office and the President for review. The office will disseminate it to the appropriate individuals.

Meeting Minutes: The Secretary is responsible for keeping an accurate record of all association meetings based on appropriate guidelines (see below and section 8 - Articles). If the Secretary will be unable to attend the meeting it is his/her responsibility to find an appropriate replacement. Completed minutes should be e-mailed to the office within 2 weeks after the meeting. The Executive Director will review and distribute the minutes to appropriate individuals.

o Treasurer

The Treasurer will be responsible for the general financial status of CACVT and will communicate with the Executive Director regarding the receiving and disbursement of such funds. While the Treasurer can write checks as appropriate, generally the Executive Director disperses the funds for ease and timeliness. The Treasurer will meet with the Executive Director at the beginning of his/her term to establish a working system for the year.

The Treasurer will work with the Vice President to provide monthly financial reports. The Treasurer will work with the Executive Director so that the books and receipts are in order for the annual audit (if conducted). He/She will also supervise all financial matters of the CACVT, serve as a member of the Finance Committee and will be a signer on the checking account.

The Treasurer will be responsible for reviewing the books from the Office on a monthly basis. Information from the Office accounting system (currently Quick Books) will be sent to the Treasurer shortly after the first of each month. The Treasurer shall compare these figures to that from the On-line banking information. He/she shall also review the statements to determine if spending is in alignment with that of the budget. If any inappropriate spending is viewed, it should be noted and/or questioned. Once records are reviewed, they are then passed on to the Vice President.

o Officers-Elect

Officers-Elect will serve as auxiliary officers to the respective positions to which they are to succeed. They shall have executive voting privileges and all the rights and responsibilities of an executive board member.

The President-elect shall plan the CACVT Goal and Leadership Conference for the year in which (s)he takes full office.

The President-elect shall work with the Executive Director to plan and prepare the Conference including the overall agenda. The Secretary (either outgoing, or incoming) will be responsible for taking minutes during the Conference.

The Secretary-elect shall serve as the liaison to the Certification Branch. This position shall be referred to as the "Primary Certification Branch Chair."

o Staff

While CACVT is still primarily a volunteer association, having full time staff provides continuity as leadership changes, a focal point for the association's energies, an understanding of goals and missions of the association, and stability for all dealings with the association. While the goal and focus of the staff is to carry out the objectives of the Executive Board, constant, cognitive evaluation of the balance of duties between the staff and the volunteers will ensure success.

The Executive Director shall be empowered to work through the details of administering and bring association objectives to fruition. An association with a strong, permanent, full-time staff leader is less likely to face routine major interruptions in its operations that normally occur with the cycle of volunteer leadership.

The Staff is designed to support the Executive Board. If a dispute arises amongst the Executive Board or other officers, it is the Board's responsibility, as leaders, to initiate conflict/resolution of the dispute. The Executive Director may offer advice, if requested; however the Director is not to initiate or generate resolution.

■ Positions

Staff will delineate the specific duties based on individual talents and number of positions filled. If you would like to see the full job descriptions, please contact the CACVT office.

- ❖ Executive Director (salaried)
 - o Association objectives are brought to fruition
- ❖ Administrator (salaried)
 - o CE, Membership, Volunteer Coordinator
 - o Office Support

5 - Committees

● General

A committee is a select group of people who are brought together to work on a particular matter referred to it by the CACVT. Delegation of responsibilities to committees spreads out the work of the Executive Board among all of the members and allows a few people to investigate, develop alternatives, and make recommendations for action to the Association as a whole.

Conducting business in a committee should be as simple and informal as possible in order to allow all committee members maximum opportunity to discuss the matter before them. The chair is free to discuss the topic and should assume an active role. Recommendations of the committee should be agreed upon by consensus. After the committee considers business with which it is charged, it should report to the Executive Board. The chair or a designated member shall draft a written report and present it at the Executive Board Meeting. The Executive Board will then act on the recommendation of the committee.

o Committee Chairs

It is the responsibility of each chairperson of each committee to give a report at each Executive Board meeting and at the general membership meetings either in person or in writing and to submit a budget proposal for the fiscal year to the Finance Committee Chairperson. It is also the responsibility of each chairperson to recruit members to participate in their respective committees and assist or delegate assistance to the office administrator in all activities.

● Responsibilities and Committees

Course of Action for implementing a new policy / recommendation:

- ❖ A member, committee or staff personnel draft proposal, idea or program.
- ❖ The appropriate Committee discusses the idea or proposes that the idea be investigated further. They then make these recommendations to the Executive Board.
- ❖ The Executive Board considers the recommendations and either approves, disapproves, or sends it back to the committee for further review.
- ❖ If accepted by the Executive Board, the staff implements program.

See the full version of the Association & Leadership Manual for complete descriptions of each committee.

● Conference Committee

Mission Statement: The mission of the Conference committee is to provide quality and affordable continuing education for veterinary personnel.

● Emergency Preparedness Committee

Mission Statement: The mission of the Emergency Preparedness committee is to support and contribute to the Colorado State Animal Response Team (CO SART) or where needed for the education and assistance with respect to emergency preparedness, resources, and response.

● Ethics Committee

Mission Statement: The mission of the Ethics Committee is to review and alter, if needed, the Articles of Incorporation, Bylaws, and Leadership Manual every two years, to evaluate the ethical conduct of any individual when evidence is brought to the Committee's attention, and to evaluate the status of the association with respect to certification, registration, or licensure.

● Finance Committee (Chair = Vice President)

Mission Statement: The mission of the Financial Committee is to establish the budget and oversee the financial status of the association, and to monitor checks and balances to ensure proper use of the funds.

● Membership Committee

Mission Statement: The mission of the Membership Committee is to increase membership, review inactive status applicants, increase awareness of benefits of belonging to the CACVT, and evaluate the resources other associations promote for membership.

● Public Relations Committee

Mission Statement: It is the mission of the Public Relations Committee to inform, alert and educate technicians, clients, and the general public. We will act responsibly in our reporting and be unbiased in our solicitation of materials for publication, events, and awards.

6 - Chapters

The concept of chapters is to start at the grass roots of the CACVT. We believe that each chapter has something to contribute to the Association. Not only do the chapters generate more members, they provide a network of people who want to promote the profession while bringing together people within a smaller geographical area.

Chapters are a necessary building block of any organization. Chapters make it easier to be active in the Association on a local level. It is the goal of the CACVT to allow chapters the freedom to get together with others and generate ideas on how to make the association run smoother and grow better.

Currently there are several chapters, all with varying degrees of activity:

Mile High Chapter, Pikes Peak Chapter, Ute Valley Chapter, Grand Mesa Chapter, Northern Chapter

7 - Resources

The CACVT office provides a plethora of resources to assist you in your goals both as a professional and as an association leader. These will be available to you in the full Association and Leadership Manual and/or by contacting the CACVT office.

● BYLAWS OF COLORADO ASSOCIATION OF CERTIFIED VETERINARY TECHNICIANS, Inc.

Article I - Purpose and Definitions

1. Purpose

The purpose of the Colorado Association of Certified Veterinary Technicians, Inc. (CACVT) is to uphold the Mission Statement defined by this organization. CACVT shall be the governing body of certified veterinary technicians in the state of Colorado.

2. Definitions

When used in this document, except where otherwise indicated, the definitions shall have the following meaning:

- A. Corporation = Association = Colorado Association of Certified Veterinary Technicians, Inc.
- B. Board = The Executive Board of Colorado Association of Certified Veterinary Technicians, Inc. This is the same as the Board of Directors, or Directors, in the Articles of Incorporation.
- C. Licensed Veterinarian = An individual who is validly and currently licensed by the State of Colorado to practice veterinary medicine in Colorado.
- D. Certified Veterinary Technician = An individual who has graduated from an AVMA-accredited program in veterinary technology or who meets the transfer requirements from another state, passed the examination requirements as prescribed by the CACVT, and who maintain the current requirements as defined by CACVT.
- E. Branches of CACVT = there shall be two separate and autonomous branches.
 - i. Certification Branch = Establishes and monitors the requirements for certification including all aspects of the Veterinary Technician National Exam (VTNE) and Continuing Education (CE).
 - ii. Association Branch = Involved in all aspects of the veterinary profession as deemed appropriate by the Board.
- F. Notification to Members = Written notification to members will be deemed acceptable by either individual first class mailings to last known address, E-mail, or notification in the newsletter so long as the approximate arrival date will be in accordance with the deadlines prescribed.

Article II - Offices

1. Principal office

The principal office of the corporation in the State of Colorado will be located in the City of Denver, County of Denver. The corporation may have such other offices, either within or without the State of Colorado as the Executive Board may determine or as the affairs of the corporation may require from time to time.

The corporation will have and continuously maintain a registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time by the Executive Board.

2. CACVT Executive Director

A. Hiring

When hiring an Executive Director, a task force will be responsible for advertising the position, receiving and reviewing resumes, interviewing, and final hiring of the appropriate individual as defined in the Leadership Manual.

B. Continuity of Leadership

The Executive Director shall provide:

- i. continuity when elected leadership changes
- ii. a focal point for the association's energies
- iii. an understanding of goals and missions of the association
- iv. provide stability for all dealing with the association

The Executive Director shall be empowered to work through the details of administering and bring association objectives to fruition. An association with a strong, permanent, full-time staff leader is less likely to face routine major interruptions in its operations that normally occur with the cycle of volunteer leadership.

C. Duties

The duties of the Executive Director shall include, but not be limited to:

- i. all aspects involved in the management of the office including communication, financial transactions, and data base information
- ii. newsletter editor
- iii. liaison to veterinary technology programs and veterinary associations
- iv. coordination between the Executive Board, committees and chapters
- v. assisting on committees as deemed necessary

D. Office Staff

The Executive Director will advise the Executive Board on the staff necessary to offer the best support to the board, committees, chapters, and membership. The Executive Director will be the head of the office staff and bear the responsibility for the implementation of plans identified in the strategic plan, mission statement, and goals established by the Executive Board.

Article III – Certification Branch

1. Definition

The Certification Branch shall regulate and monitor the criteria for testing and maintaining certification through continuing education requirements. It is a separate entity of the Association and shall establish its own identity and finances with checks and balances. This enables individuals to maintain their CVT status without being an Association Member.

2. Committees

There shall be two standing committees overseen by a chair position.

A. Testing Committee

The duties include, but are not limited to:

- i. Establish and monitor all guidelines concerning the Veterinary Technician National Exam (VTNE)
- ii. Set the passing score for veterinary technicians in Colorado.

No persons employed by a school of Veterinary Technology will be eligible to serve on this committee.

B. Continuing Education Committee

The duties include, but are not limited to:

- i. Establish Continuing Education (CE) criteria.
- ii. Establish appropriate CE amounts, time frames, and keep individual records.
- iii. Set fees appropriate to meet expenses and provide services.

Article IV - Association Branch - Members

1. Classes of Members: The Corporation will have four classes of members. The designation of such classes and the qualifications and rights of the members of such classes are outlined as follows (definition and application process is in section 3 of the Leadership Manual):

A. Certified Veterinary Technician

Certified veterinary technicians in the Association shall be those persons currently qualified as CVT under the Certification Branch. Members shall be entitled to one vote and may serve as an Officer or Chair a committee or chapter.

B. Student

Student members of the Association shall be those persons who are currently enrolled in AVMA-accredited veterinary technology programs. Students shall not be eligible to vote or serve as officers or chairs, but shall be eligible to serve on committees or chapters.

C. Associate

Associate members in the Association shall be any persons who are interested in supporting and promoting the Association such as veterinarians, veterinary technology educators, veterinary assistants, office personnel, or others working within the veterinary profession. Associate Members shall be eligible to serve on committees or chapters, but shall not be eligible to vote or serve as officers or chairs of the Association.

D. Inactive Certified Veterinary Technician

In-active members of the Association shall be those persons who are currently certified by the Association that need to put their certification on a temporary hold. The Membership Committee will oversee the requirements for this category (defined in the Leadership Manual). They will be eligible to serve on committees or chapters, but shall not be eligible to vote or serve as officers or chairs of the Association.

2. Dues

Dues for each class of membership shall be established by the Executive Board based on the needs of the Association. Members who fail to pay their dues on or before the renewal date, established by the Executive Board, will be contacted by the Association. If after a reasonable amount of time, the payment has not been made, then the membership will be discontinued.

3. Membership Category Definitions

The renewal process for each membership category is defined in the Leadership Manual.

Article V - Association Branch - Meetings

1. General Membership Meetings

General membership meetings shall be established by the Executive Board. All members shall be notified at least one month prior to a general membership meeting regarding the time, place and proposed agenda for that meeting.

2. Annual Meeting

The Annual meeting of the Association shall be held in conjunction with the CACVT Annual Spring Conference. It shall follow the format of the General Membership Meeting.

3. Executive Board Meetings

Executive Board Meetings shall be held at the discretion of the President. The President shall notify Board members in a reasonable amount of time prior to the meeting and by announcement in the newsletter if timely. Executive Board meetings will be open to the general membership.

4. Committee Meetings

All committee meetings shall be called at the discretion of the Chair of each committee, who shall be appointed by the President. All interested members are encouraged to attend committee meetings.

5. Special Meetings

Special meetings may be called by the President or upon the request of 10% of the members. A notice of such a special meeting and its objectives shall be made to all members by first class mail, E-mail, or by being published in the newsletter not less than ten days prior to the scheduled day of the special meeting. No other business other than the specified subject for which the meeting was called may be transacted at a special meeting.

6. Parliamentary Procedures

The meetings of the Association shall be conducted in accordance with Robert's Rules of Order, a copy of which shall be available at all meetings. The President shall preside at all meetings of members and of the Executive Board. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the meeting shall elect a presiding officer.

7. Quorum

General, Annual, and Special Meetings: The members in good standing present at any member meeting shall constitute a quorum for the transaction of business with the majority vote of the members present required to approve any action.

Executive Board Meetings: A simple majority of the Board members shall constitute a quorum, and a quorum shall always be presumed to be present at the regular meetings unless an actual count is called for. The majority vote of the Board members present shall be required to approve any action.

Article VI - Association Branch - Fiscal Year, Reports, Financial Review and Disbursement of Funds

1. Fiscal Year

The fiscal year of the Association shall commence on July 1, and terminate on June 30 of each year.

2. Reports

The Treasurer shall present at the Annual Meeting, a report, verified by the President and Vice President, or by a majority of the present members of the Executive Board, showing the whole amount of real and personal property owned by the Association; where located and where and how invested; the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date and the purpose, objects or persons to or for which such applications, appropriations or expenditures have been made.

The Secretary or Office Staff shall present a summary of the membership data base, including but not limited to, the members who have been admitted to membership in this Association during the year immediately preceding the date of the report. These reports shall be filed with the records of the Association and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting.

3. Financial Review

Within ninety (90) days after the close of the fiscal year of the Association the Finance Committee shall initiate an annual outside examination (audit) of the books of the Treasurer of the Association by either an accounting firm or by a task force appointed by the President.

4. Disbursement of Funds

The President, Vice President, Secretary, Treasurer, and Executive Director can be signers on the checking account of the Association, which shall require two signatures to validate if the amount exceeds \$2000. Any reimbursement checks made to any of the signers on the account must be signed by signers other than the persons to whom the check is to be made.

Article VII - Association Branch - Executive Board

1. Titles

The Executive Board of this association shall be President, Vice President, Secretary, Treasurer, President-elect, Vice President-elect, Secretary-elect, and Treasurer-elect. No person may hold more than one office and no two officers may be immediately related. Officers will serve a two-year term starting in June of the year they were elected. The officers shall serve the first year of their two-year term for which they were elected as President-elect, Vice President-elect, Secretary-elect, or Treasurer-elect. In the second year of their term they shall automatically succeed to the offices of President, Vice President, Secretary, or Treasurer, respectively.

2. Summary of Duties - the complete description can be found in the Leadership Manual.

A. President

The President shall be the Chief Executive officer and managing head of this Association and the chair of its Executive Board. The duties of the President shall include, but not be limited to:

- i. identification as the contact person with the Colorado Veterinary Medical Association and other veterinary organizations.
- ii. attending and participating in the Colorado Veterinary Medical Association Leadership Conference and serve as ex-officio member on their Board of Directors.
- iii. appointing committee and chapter chairpersons.
- iv. shall preside at all meetings of the members and the Executive Board. The President shall vote only in order to break a tie vote.

B. Vice President

The duties of the Vice President shall include, but not be limited to:

- i. assisting the President in all matters.
- ii. during the absence of the President, shall preside over the Executive Board.
- iii. shall chair the Finance Committee of this Association.
- iv. succeed to the Presidency in the event the President is unable to fulfill his/her term.

C. Secretary

The duties of the Secretary shall include, but not be limited to:

- i. keeping an accurate record of all Executive Board Meetings, Annual, Special, and General Membership Meetings.
- ii. preparing agendas for above mentioned meetings.
- iii. providing assistance to the Executive Board in all matters.
- iv. providing information to be printed in the newsletter to the editor in a timely fashion.

D. Treasurer

The duties of the Treasurer shall include, but not be limited to:

- i. accounting for and monitor the collection and distribution of all the money of the Association.
- ii. reporting monthly an itemized account of all receipts and disbursements to the Executive Director and/or Financial Chair.
- iii. submitting all books and receipts annually for audit at least two weeks prior to the Annual Meeting.
- iv. supervising all financial matters of the Association.
- v. shall serve as a member of the Finance Committee.

E. Officers-elect

The Officers-elect shall serve as auxiliary officers to the Officers of the respective positions to which they are to succeed. The Officers-elect shall have executive voting privileges.

3. Elections

President-elect, Vice President-elect, Secretary-elect and Treasurer-elect shall be elected yearly by the voting population of the General Membership by ballot distributed either by first class mail, E-mail, or through the newsletter. Officers will be determined by a simple majority of the ballots received. The Executive Board of this Association shall supervise the election, establishing means for obtaining declaration of candidacy for office, the sending out, the return, and the counting of ballots, and shall promptly advise all members of the results of each election as defined in the Leadership Manual.

4. Eligibility

Only a Certified Veterinary Technician member in good standing with the Association may be nominated or declare his/her intent to run for an elected office. The procedure and dates for nominations and voting are defined in the Leadership Manual.

5. Vacancies

A vacancy in any office, except that of President may be filled by appointment by the Executive Board for the balance of the remaining term.

6. Resignation

Any elected officer who wishes to resign a position must notify the Executive Board in writing of intent and the date which the resignation will be effective. The Secretary shall inform the Association of the resignation. If, in the opinion of the Executive Board, an officer seems unable to perform his/her duties, the officer in question shall be notified in writing by the President and the officer shall be invited to resign or offer a rebuttal. If the office in question is the Presidency the Vice President shall notify the President in writing with the same provision. A rebuttal will result in a special meeting of the membership to resolve the issue. Due process will be complied with. Response to such action should be limited to no more than four weeks. If no response is received within four weeks, the officer in question shall have forfeited all rights to rebuttal and resignation shall be assumed to be the decision of that officer.

Article VIII - Association Branch - Delegation of Powers and Compensation

1. Delegation of Powers

The Executive Board may delegate to the members of this Association such of its duties and powers as it sees fit and as permitted by statute. In the absence of any officer except the President, or for any other good and sufficient reason, the Executive Board may delegate the duties and powers of such officers to any other officer of this Association for such a period as it may designate. All other duties and powers of officers shall be such as the Executive Board shall, from time to time, determine.

2. Compensation for active participation will be defined in the Leadership Manual.

Article IX - Association Branch - Chapters

1. Creating a Chapter

A chapter may be created in any town or area of the state as indicated by the chapter map by submitting a petition. A chapter must have three or more members of the Association to be considered active.

2. Identification

The chapter will be identified by the town or area in which it is created unless another name is submitted upon creation of the chapter.

3. Representatives

Ideally, the chapter will have a Chairperson, a finance director, and an activities director. An accounting for all funds and CE credits will be required following any activities.

4. Budget

The chapter can submit a budget and plan of activities for the upcoming fiscal year. All budgets must be approved through the Finance Committee and all funds will be maintained through the Association's general account.

Article X - Association Branch - Committees

1. Authorization

The Association shall have such standing committees as follows: Finance, Public Relations, Conference, Ethics, Membership, and Emergency Preparedness Committee, and any ad hoc or task force committees as may be specified from time to time by the Executive Board of this Association. The Executive Board shall have the authority to replace committee chairpersons at any time.

2. Name and Purpose of Committees (duties are further defined in the Leadership Manual)

A. Finance Committee

This Committee proposes a budget for each fiscal year and provides recommendations for methods to increase revenue. It also encourages and approves fundraising activities.

B. Public Relations Committee

This Committee initiates methods to promote membership and participation in the Association, including award recognition. It promotes a cooperative professional relationship with the general public and other professional organizations that include, but are not limited to, CVMA, DAVMS, AVMA and NAVTA. This committee also oversees and assists in all matters related to the Association's newsletter.

C. Conference Committee

This Committee seeks suggestions for CE topics, arranges and authorizes speakers, subjects, dates, places, and times of educational meetings, seminars and special programs. They may assist, but are not required to be associated with, individual chapter programs.

D. Ethics Committee

This Committee reviews any ethical questions/situations as they arise and reports recommendations to the Executive Board. This committee must follow guidelines as established in the Colorado Association of Certified Veterinary Technicians Code for Veterinary Technicians. In addition, the Committee reviews and amends, if necessary, the Bylaws of the Association a minimum of every two years.

E. Membership Committee

This Committee will define and oversee the classes of members, and all aspects that are related to membership within the association.

F. Emergency Preparedness Committee

This Committee will support and contribute to the Colorado State Animal Response Team (CO SART) or where needed for the education and assistance with respect to emergency preparedness, resources, and response.

Article XI - Discipline

Discipline of technicians is addressed in detail in the Colorado Association of Certified Veterinary Technicians Code for Veterinary Technicians that can be found in section 2 of the Leadership Manual.

Article XII - Amendments

Written proposals for alterations, amendments, or repeal of the current bylaws must be submitted to the Ethics Committee, which will make recommendations to the Executive Board. All proposed alterations, amendments, or repeal shall be presented to the general membership in writing through a separate mailing or through the newsletter at least one month prior to voting on any changes.

These Bylaws may be amended, altered or repealed by a two-thirds majority of all votes received either by the members present at any Annual, Special or General Meetings, or by ballots received via mail, fax or E-mail.

Revised February 2007