

LOUISIANA VETERINARY MEDICAL ASSOCIATION
BY LAWS – REVISED
04/14/2017

ARTICLE I CORPORATE OFFICERS

Section 1. Composition

The corporate officers of the Association shall be the President, President-Elect, Vice President, Immediate Past President, Treasurer and the Board of Directors.

Section 2. Qualifications

No member shall be elected as a corporate officer until he has been a member in good standing for at least 3 years preceding the date of election and be a resident of the State of Louisiana.

Section 3. Duties

Subject to the restrictions hereinafter prescribed, the corporate officers shall have full charge of the management of the Association.

Section 4. Vacancies

Any vacancy of office which occurs by death, resignation or otherwise, shall be filled in the prescribed procedure in the next annual election, except in the office of the President for which special provision is made in Section 5 of the Article I. The President may, with approval of the remaining members of the Board of Directors, fill such a vacancy in the offices of the Board by appointment until the next regular election.

Section 5. Vacancy of the President

Should the office of president be vacated by reason of death, total disability, resignation or any other reason, the President-Elect and Vice President, in that order, shall assume the duties of the President Pro Tem. The President Pro Tem shall not have the right to appoint members to the positions of President-Elect and Vice President.

Section 6. Installation of Officers

Installation of the President, President-Elect, Vice President, Treasurer and members of the Board of Directors shall take place at an appropriate time during the Annual meeting following their election.

ARTICLE II THE PRESIDENT

Section 1. Chief Executive Officer

The President shall be the Chief Executive Officer of the Association.

Section 2. Term

The President's term of office shall be for one year commencing at his installation at the Annual Meeting.

Section 3. Duties

1. The President shall preside at all meetings of the Board of Directors, the Executive Board, annual meetings, and special meetings of the Association, but is empowered to yield the chair to the President-Elect or Vice President, in that order.
2. The President shall deliver a report on matters pertaining to the Association at the annual business meeting.
3. The President shall appoint all regular and special committees or assign duties to the Vice-President.
4. The President shall be a voting member of the Board of Directors.
5. The President shall be ex-officio on all committees.
6. At the conclusion of the presidential term the President shall serve one more year on the Board of Directors as Immediate Past-President and shall have the same franchise as the other members of that body.
7. The President, along with the Treasurer, shall have authority to approve the payment of bills that may be rendered to the Association. If the Treasurer is unable to perform his duty, the President shall be empowered to disburse funds.

Section 4. Emergencies

In the event of an emergency not provided for in these bylaws, the President shall hold office until a successor has been properly elected and installed.

ARTICLE III PRESIDENT-ELECT

Section 1. Term

The President-Elect shall be installed at the Annual Meeting following his election.

Section 2. Duties

1. The President-Elect shall perform the duties of the President in case of the latter's absence from the chair.
2. The President-Elect shall have the same franchise as other members of the Board of Directors.
3. The President-Elect shall become President Pro Tem should the office of President become vacant by reason of death, disability, resignation or other reason. Installation into the office of President Pro Tem shall be conducted by the Immediate Past-President or any other officer.
4. The President-Elect should perform such duties as requested by the President and such other duties as are prescribed in these bylaws.

Section 3. Emergencies

Should the President-Elect be unable to accede to the office of President in the manner prescribed in Section 1 of this article, the predecessor shall continue to hold office until the next regular election when a successor shall be elected.

ARTICLE IV VICE PRESIDENT

Section 1. Term

The Vice-President shall hold office for one year commencing at his installation at the Annual Meeting and shall automatically become President-Elect.

Section 2. Duties

1. The Vice President shall perform the duties of the President in case of absence of the President and the President-Elect from the chair.
2. The Vice President shall have the same franchise as other members of the Board of Directors.
3. The Vice President shall coordinate committee activities for the Board of Directors.
4. The Vice President shall work with the Executive Director to seek reports of local association activities for publication in the association newsletter.
5. The Vice President should perform such duties as requested by the President and/or as directed by the Board of Directors and these bylaws.

ARTICLE V IMMEDIATE PAST PRESIDENT

Section 1. Term

The immediate Past-President shall remain with the Board of Directors for one year after installation of the new President.

Section 2. Duties

The Past-President shall be advisory to the Board as well as being a voting member of the Board of Directors.

ARTICLE VI TREASURER

Section 1. Term

The Treasurer shall be elected by the Board of Directors and shall hold office for three years commencing at his installation at the Annual meeting. The Treasurer shall be eligible to succeed himself in office if approved by the Board of Directors and is the financial officer of the board.

Section 2. Duties

1. The Treasurer shall work in concert with the Board of Directors in maintaining the necessary financial records and files; and shall regularly report to the Association on the activities and conduct of his office.
2. The Treasurer shall with the Board of Directors maintain appropriate bank accounts in the name of the Association. All monies belonging to the Association shall be deposited in these accounts or other such investments as the Board of Directors may designate. The

Treasurer shall pay current expenses as may be approved by the general membership at a duly constituted meeting or may be approved by the Board of Directors. It is mandatory that co-signature requirement be maintained on all savings accounts.

3. The Treasurer shall supervise the keeping of accurate accounts in a permanent ledger of all receipts and disbursements and shall submit such papers, books of account and check books for inspection and a review or audit by a certified public accountant when ordered by the Board of Directors. The President shall appoint a firm to conduct such a review or audit.
4. The Treasurer shall annually give a detailed statement of the Association's receipts and disbursements. Deposit all monies in the name of the LVMA, or its related accounts, in a federally insured bank approved by the Board of Directors.
5. The Treasurer shall give a security bond issued by a surety company for all monies held by him, the expense of which shall be paid by the Association.
6. The Treasurer shall employ such secretarial help as the Board of Directors may deem necessary for association operation.
7. The Treasurer shall have the same franchise as other members of the Board of Directors.
8. The Treasurer shall submit personal expenses to the President for approval and reimbursement.
9. The Treasurer shall develop the budget with the Budget Committee and present it to the Board of Directors and general membership.
10. The Treasurer shall attend all meetings of the Board of Directors.
11. The Treasurer shall turn over all funds, properties and records to his successor.

ARTICLE VII BOARD OF DIRECTORS

Section 1. Directors

The Board of Directors shall consist of eight members representing the eight major districts of the state, one member representing LSU School of Veterinary Medicine, two (2) members elected At-Large, and the Treasurer.

Section 2. Chairman

The President shall be the Chairman of the Board of Directors

Section 3. Elections

1. At least two months prior to the expiration of the term of office of a Board member, notice of vacancy shall be given to the local veterinary association representing that member's district. The local association shall be responsible for electing its district representative. If more than one local association is recognized in the district, then each association can select a candidate and the position will be filled according to ballot by mail of the membership of each of the associations.
2. The At-Large board members shall be elected by open nomination at the annual winter meeting. Those that receive a majority of the votes of members present will be elected.
3. LVMA members at the LSU School of Veterinary Medicine shall elect its representative.

4. Vacancies that occur by death, disability, resignation or otherwise in the nine representative districts shall be filled by a special election in that district. Vacancies in At-Large positions shall be appointed by the Board of Directors until an election can be held at the next general membership meeting.
5. Any disputes over representation on the Board of Directors shall be decided by the Board of Directors with the member(s) in question abstaining from the decision.

Section 4. Terms

Board of Directors members shall serve three (3) year terms in office unless they are elected Vice-President. Then their term will be lengthened. A district representative elected Treasurer, shall serve out his term, concurrently.

Section 5. Meetings

The Board of Directors shall meet at least four (4) times during the year. Designation of the time and place of these meetings shall be by the President. Meetings may also be called by the Executive Director upon the notice from four (4) members of the Board of Directors. At least ten (10) days notice of meetings shall be given to Board of Directors members. A quorum shall consist of eight (8) members.

Section 6. Attendance

Members of the LVMA may attend meetings of the Board of Directors but they shall have no vote and shall address that body only upon invitation of the President.

Section 7. Censure of Directors

It is incumbent upon every member of the Board of Directors to be present at each meeting. Members who miss two or more meetings in one twelve month period, and are unexcused for those absence, may be censured by the Board of Directors by at least 75% vote. Districts shall be notified that their representative has been censured and given the reason for the action. It shall be the district's decision whether to reinstate the member or replace him. At-Large members who are censured shall be brought up for a vote of the general membership, and they shall decide whether to reinstate the Board member or replace him.

Section 8. Duties

1. The Board of Directors shall act as the governing body of the Association and shall perform all actions as necessary to conduct the business of the Association.
2. The Board of Directors shall authorize expenditures, make budgetary commitments and special assessments, take charge of all funds, properties, etc. entrusted to their keeping and shall have all financial accounts audited annually.
3. The Board of Directors shall elect a Vice President and other officers as provided in these bylaws.
4. The Board of Directors may establish awards and honors and elect recipients for those awards and honors.
5. The Board of Directors shall present a report of its actions to the membership at its annual meeting.

Section 9. Board of Censors

The Board of Directors may convene as a Board of Censors at any time. The responsibilities and procedures for the conduct of the Board Censors are described in Article XII of these bylaws.

Section 10. Minutes

The minutes of the Board of Directors and those of the Board of Censors shall be kept by the Executive Director. The minutes are to be presented at each succeeding meeting, together with the names of attending and absent members.

ARTICLE VIII DELEGATES OF THE AVMA

Section 1. Delegates

The Association's delegate and alternate delegate to the AVMA shall be elected by the Board of Directors for a four (4) year term effective from the date of their election. The delegate and alternate shall serve no more than two (2) consecutive terms. The delegate shall have been a member of the LVMA and the AVMA for at least five (5) years.

Section 2. Duties

1. Receive instruction from the Board of Directors concerning matters of importance to the LVMA and represent the LVMA at all meetings of the AVMA House of Delegates.
2. To inform the Board of Directors of matters to be considered by the AVMA House of Delegates.
3. To report for the Board of Directors on actions of the AVMA House of delegates.
4. To inform the Board of Directors of any nominations or matters that require the Board of Directors' attention.

Section 3. Vacancies

If the office of delegate should become vacant by death, resignation or otherwise, the alternate delegate will automatically become the delegate until next election. The President with the approval of the Board of Directors, will appoint an alternate delegate to fill that unexpired term.

Section 4. Elections

The delegate or alternate delegate may be removed for just cause by a vote of 75% (9 votes) of the Board of Directors.

ARTICLE IX ASSOCIATION MEETINGS

Section 1. Meetings

The annual business meeting of the Association shall be at the annual winter conference at a time and place fixed by the BOD. Installation of officers shall take place at the winter meeting. Written notice of the date, time and place of each meeting shall be given the membership of the Association at least 45 days in advance.

Section 2. Special Meetings

A special business meeting shall be called by the President when, in his opinion, the necessity exists for on written request signed by fifteen (15) members. The subjects to be discussed at the

said meeting shall be distinctly set forth in the said request. At least ten (10) days written notice of the date, time, place and subject of the meeting shall be given to each member of the Association. No business other than that specified shall be transacted at such meeting. A quorum as defined in the laws shall be necessary for the transaction of the stated business.

Section 3. The order of business at both general membership meetings shall be as follows:
Reading of Minutes
Report of President
Treasurer's Report
Committee Reports
Unfinished Business
New Business
Adjournment

All questions of order, whether in debate or otherwise, not herein specifically provided for shall be decided by Roberts Rules of Order.

ARTICLE X DUES

Section 1. Dues shall be payable for each calendar year on or before January 1 of each year. The amount of yearly dues shall be established by the Board of Directors.

Section 2. The Board of Directors may exempt the following members from payment of dues:

1. Members for whom payment would constitute a hardship by reason of physical disability or illness.
2. Members who are at least 65 years of age.
3. Members who certify that they are permanently disabled from the practice of veterinary medicine.

Section 3. First time applicants for membership, that are not recent graduates and that apply for membership after July 1, shall pay dues of one half (1/2) the normal active membership dues.

Section 4. A member becomes delinquent and may be dropped from the rolls if their dues are not received by June 1 of the calendar year for which they are payable. If the delinquent member fails to remit dues within thirty (30) days after a delinquency notice is mailed to the last known address, he ceases to be a member. A delinquent member who ceases to be a member will be reinstated upon payment of the delinquent dues before the end of the calendar year for which they are payable. The Board of Directors can require a delinquency fee in addition.

Section 5. Special assessments may be levied by 75% of the Board of Directors at any time.

ARTICLE XI MEMBERSHIP

Section 1. Qualifications

Applicants for general (active) membership must be a graduate from a school of college of veterinary medicine and in good professional standing. A submitted application shall state the applicant's name, address, education and professional field in which the applicant is engaged. The application must contain the signatures of two (2) members in good standing who vouch for the candidate. All applications to be considered must be accompanied by the initial dues payment.

Section 2. Active Membership

Active members shall be those veterinarians who qualify for membership as specified in ARTICLE XI SECTION 1 of the bylaws. These members shall enjoy all the privileges of

membership and each shall have one (1) vote. Active members shall pay full dues. New graduates who have just graduated from veterinary school may automatically become exempt from dues for approximately eighteen (18) months following graduation, at which point they become dues-paying members.

Section 3. Life Membership

Active Members who are at least 65 years of age, and active members of the LVMA for 30 consecutive years. The LVMA will give credit for enrollment in other states association for up to 10 years but the last 20 years of membership has to have been as a member of the LVMA. Active members who are certified as permanently disabled from the practice of veterinary medicine and have been members in the LVMA for 15 years or more, shall become Life members unless their designation as such is rescinded by the Board of Directors. Life members shall have all the privileges of active membership but are dues-exempt. Life members must pay all required registration fees for LVMA meetings. All candidates for Life Members will be selected after evaluation for fulfillment of the above criteria and must be approved by Board of Directors Vote.

Section 4. Honorary Membership

Honorary membership shall be awarded to individuals, not necessarily veterinarians, who have rendered distinguished and meritorious service to the veterinary profession. Honorary membership shall be proposed by an active LVMA member in writing and accompanied by letters of recommendation from three (3) LVMA members. Honorary membership shall be granted by two-thirds (2/3) vote of the Board of Directors and a majority vote at a membership meeting. Honorary members may not vote or hold office and are exempt from dues and assessments, but otherwise shall have all the privileges of active members.

Section 5. Student Affiliate Membership

Student affiliate members shall be veterinary students enrolled in the School of Veterinary Medicine at Louisiana State University. Student affiliate members shall enjoy all privileges of active membership except they may not vote or hold office. Student affiliate members are dues exempt. Student affiliate members may become active members upon graduation (see Section 2 of Article XI)

Section 6. Post Veterinary Degree Training Membership

Post Veterinary Degree membership shall be for those veterinarians who qualify for membership as specified in Article XI, Section 1 of the bylaws. They shall be veterinarians who are currently enrolled in Graduate School or in a Veterinary Specialty Residency Program. Applications must be submitted with proof of current enrollment in graduate school or a residency program. Post Veterinary Degree members shall have all the privileges of active membership except they may not hold office in the Association. Dues will be one-half (1/2) of current active dues. Upon completion of graduate school or residency program, membership shall revert to full active membership status.

Section 7. Associate Membership

Associate members shall be those veterinarians who qualify for membership as specified in ARTICLE XI SECTION 1 of the bylaws, but who neither reside nor practice in Louisiana. These members shall enjoy all the privileges of membership except they shall have no vote and shall not hold elective office. Associate members shall pay one-half (1/2) of current active dues.

ARTICLE XII SUSPENSIONS, DISMISSALS AND REINSTATEMENTS

Section 1. Termination

Membership may be terminated by resignation.

Section 2. Suspension

Membership may be terminated by judicial action of the Association as hereinafter provided. The Board of Directors may convene as a Board of Censors at any time, but only if there are at least 75% qualified members present. The following procedure shall be used:

1. Complaints or charges against a member of the Association for improper, immoral, or unprofessional conduct, or for conviction of a felony with regard to Federal or State Laws, must be made in writing and submitted to the Executive Board, who will, in turn, ask the Board of Censors to investigate and resolve if possible.
2. If resolution of the complaint is not possible by the Board of Censors, the matter shall be submitted back to the entire Board of Directors which shall have authority either to hear and adjudicate the matter under the advice of legal counsel, which they are hereby authorized to retain, or to dismiss the complaint and charges without a hearing. In case a hearing is considered advisable, a copy of the complaint or charges shall be furnished to the accused member, by registered or certified mail, along with a reasonable notice of time and place of hearing. The accused member shall have the privilege of appearing before the Board of Directors with legal counsel if desired, to respond to the charges and to show cause why he should not be suspended or expelled from the Association. A failure to obey the summons to appear at the hearing shall generally be cause enough for expulsion.
3. A decision to suspend or expel shall require an affirmative vote of 75% of the Board of Directors. The offending member shall be notified of the Board's decision and, if the decision is for suspension or expulsion, that action shall take place immediately.
4. The suspended or expelled member may appeal to the Board of Censors for a new hearing based on new evidence. The appeal shall be submitted in writing and shall include the new information. The Board of Censors will decide whether or not the case shall be reviewed.
5. In case any such complaint or charges shall be made against a member of the Board of Directors, such member shall be required to disqualify himself from voting at any meeting of the Board during which any discussion or action is taken with regard to the complaint or charges.

Section 3. Reinstatements

A member suspended or expelled may reapply for membership but his election shall require a 75% vote of the Board of Directors.

LVMA BYLAWS - REVISION HISTORY

4/17/2016	Article XI, Section 3	Change to read; “Active Members who are at least 65 years of age, and active members of the LVMA for 30 consecutive years. The LVMA will give credit for enrollment in other states association for up to 10 years but the last 20 years of membership has to have been as a member of the LVMA. Active members who are certified as permanently disabled from the practice of veterinary medicine and have been members in the LVMA for 15 years or more, shall become Life members unless their designation as such is rescinded by the Board of Directors. Life members shall have all the privileges of active membership but are dues-exempt. Life members must pay all required registration fees for LVMA meetings. All candidates for Life Members will be selected after evaluation for fulfillment of the above criteria and must be approved by Board of Directors Vote.”
1/20/05	Article XI, Section 2	Changed criteria to hold office from 5 years to 3 years. Line now reads: “Active members in good standing after three (3) years may hold office in the Association.
4/6/03	Article XI, Section 3	Change to read: “Active members who are at least 65 years of age, and active members who are certified as permanently disabled from the practice of veterinary medicine, shall become Life members unless their designation as such is rescinded by the Board of Directors. Life members shall have all the privileges of active membership but are dues-exempt. Life members must pay all required registration fees for LVMA meetings.”
4/06/03	Article X, Section 2	Change to read: “Members who are at least 65 years of age.”
4/25/97	Article VI, Section 1	Change to read: “The Treasurer shall be elected by the Board of Directors and shall hold office for three years commencing at his installation at the Annual meeting.”
2/16/95	Article VI, Section 2, Duties 2	Add: “it is mandatory that co-signature requirement be maintained on all savings accounts.”
2/16/95	Article VII, Section 8	Add: “ Present a report of its actions to the membership at it’s annual meeting.”
4/25/97	Article VI, Section 1	Change to read: “The Treasurer shall be elected by the Board of Directors and shall hold office for three years commencing at his installation at the Annual meeting.”