

## **MAINE VETERINARY MEDICAL ASSOCIATION**

### **CONSTITUTION**

Article 1. This Association shall be known as the Maine Veterinary Medical Association (MVMA). It shall consist of active and honorary members.

Article 2. The object of this Association shall be the advancement of its members, by providing knowledge of all subjects pertaining to Veterinary Science and by improving professional relations among members of the Maine Veterinary Medical Association.

Article 3. The officers of this Association shall be Executive Director, President, President-elect, Secretary, and Treasurer. The Executive Board of the Association shall consist of the aforementioned Officers, three elected Directors, and two ex-officio Directors (the immediate Past President and the A.V.M.A. Delegate).

Article 4. The duties of the officers, the duties of the Executive Board, the requirements of membership, the time of meetings of said Association, and the regulations that may be necessary and proper for the governing of the same shall be provided by the By-Laws.

Article 5. The Executive Director is the Chief Executive Officer of the Maine Veterinary Medical Association. He is responsible for carrying out the policies and procedures of the organization at the direction of the MVMA Executive Board. The Executive Director is also responsible for the consistent achievement of the MVMA's mission and financial objectives.

### **BY-LAWS**

#### **Article I**

##### **Membership**

Section 1. An applicant for membership in this Association shall be a graduate veterinarian and shall possess the qualifications required to be eligible for examination for licensing in the State of Maine.

Section 2. Every candidate for membership in this Association shall submit his/her name upon one of the Association's application blanks and shall be duly vouched for by two or more members of the Association. This application is to be submitted with the appropriate dues for the current year. The dues shall be returned if the application is rejected.

Section 3. The application shall then be referred to the Executive Board for approval or disapproval.

Section 4. Re application for membership from a rejected applicant shall not be entertained until the duration of one year.

#### **ARTICLE II**

##### **Honorary Membership**

Section 1. This Association may confer its certificate of Honorary Membership upon such persons as have advanced and honored the cause of Veterinary Medicine by their lives and work.

Section 2. Any person who has been a member in good standing of the MVMA for 10 or more consecutive years at the time of application, and is fully retired from the active practice of veterinary medicine or is 70 years or older, and who wishes to become an honorary member, may apply to the Executive Board of the

Association by writing the Secretary. The board shall then review the request and make recommendation for a majority vote of approval by the general membership present at the next business meeting. Honorary Membership may also be accorded an individual upon unanimous recommendation of the MVMA Executive Board and a majority vote of the membership at a business meeting of the Association.

Section 3. Honorary members shall be excused from payment of dues, assessments, or lecture meeting fees and shall continue to receive all rights and privileges of membership including all association publications.

Section 4. Honorary membership shall be considered a life membership.

### **ARTICLE III**

#### **Meetings**

Section 1. Business meetings of this Association shall be held a minimum of two times a year. The time and place for holding meetings will be determined by the Executive Board of the Association or a committee so designated.

Section 2. A special meeting shall be called by the President (or in his/her absence by the President-elect) upon receipt of a written request by 5% of the dues paying MVMA members of that year. The request shall specify the particular object of such a meeting. The membership shall be notified at least twenty-one days prior to the date of the called meeting.

Section 3. At special meetings no other business may be transacted other than that specified in the request and in the published call.

Section 4. Ten per cent of the dues paying membership of the MVMA for the previous calendar year shall constitute a quorum for the transaction of business in a regular or special meeting of the Association.

Section 5. All meetings of the Association shall be conducted under Robert's Rules of Order.

Section 6. The first business meeting of each calendar year will be referred to as the "Annual Business Meeting".

### **ARTICLE IV**

#### **Officers, Directors, and Executive Board**

Section 1. The officers and directors of this Association shall be elected by ballot at the first business meeting of each calendar year, the "Annual Business Meeting." A majority of all votes cast shall be necessary for election to office. The officers and directors shall be elected for one year. Of the three directors, one director will be designated a first year director, one a second year director, and one a third year director. The second year director is responsible for assisting the Executive Director and Secretary in recording Executive Board Meeting and Business Meeting notes for submission to the Secretary of the MVMA. The third year director and treasurer is responsible for reviewing all financial reports relative to the MVMA for that calendar year and assisting the treasurer in any other matters pertaining to the MVMA.

Section 2. The officers and directors shall promptly deliver and transfer to their successor all moneys, books, manuscripts, vouchers, and all other property and papers belonging to the Association.

Section 3. The Executive board shall meet prior to each regular meeting and at such times as directed by the President of the Association, with the purpose of discussing programs and problems of the Association, and screening the business which is to be brought to the attention of the membership for action. The Executive Board and all standing committee chairs, and all MVMA members in good standing who attend Executive Board meetings are allowed one vote each at the meetings on all issues relative to the MVMA. If the vote is not unanimous, then a repeat vote of that issue will occur with only the Executive Board members of that calendar year casting one vote each. A majority of votes cast by the Executive Board is required for passing any motion referred to the Executive Board.

Section 4. Any vacancy or unexpired term occurring on the Executive Board shall be filled by appointment by the MVMA president, or the President-elect if the President is not available.

Section 5. The Executive Board will have the authority to engage an Executive Director to help in the management of the Maine Veterinary Medical Association.

## **ARTICLE V**

### **Executive Director**

Section 1. The Executive Director (ED) shall generate communications to the MVMA members, including CE notices, dues, directory information updates, legislative alerts, communications from the State Veterinarian, the Maine CDC, the AVMA and other appropriate allied organizations.

Section 2. The ED will produce a quarterly newsletter, both hard copy and electronic, related to veterinary medicine. The ED will write reports for the newsletter including the legislative report and the Executive Director's column.

Section 3. The ED will attend and assist with at least 2-3 MVMA CE days per year combined with a business meeting.

Section 4. The ED will prepare agenda, financial, and other reports and will attend 4 quarterly Executive Board meetings per year. Prior to these meetings, the ED will send the agenda items, financial and other reports, to the appropriate director of the executive board for review a minimum of 1 week prior to the meeting. The ED will promote interest and active participation in the Association's activities on the part of the membership, and will report activities of the Board of Directors and Association Business through communication vehicles (Newsletters, alerts, email, Website, list serves etc.)

Section 5. The ED will facilitate communication between the Executive Board, MVMA members and other veterinary/ agricultural/ and humane organizations via the Newsletter, internet, and/or the MVMA Web Site. Communication will include, but will not be limited to, the Board of Veterinary Medicine, the FAME scholarship awards, animal welfare, state sponsored spay-neuter programs, equine issues and food animal productions issues. The ED shall also respond to inquiries or complaints from MVMA members, as well as complaints or inquiries from the general public.

Section 6. The ED will promote MVMA professional partners for the Newsletter and for exhibiting at MVMA meetings.

Section 7. Jointly, with the president, treasurer and other designated officers, the ED will be responsible for developing and maintaining sound financial practices for the MVMA. He (she) will work with the Treasurer and the Executive Board to prepare a yearly budget, operate within the budget guidelines, and will ensure that adequate funds are available for the MVMA to carry out its work. The ED, along with the Executive Board, will assist with long term financial planning to maintain the economic health of the MVMA. Lastly, the ED is responsible for collecting annual membership dues for the MVMA, as well as maintaining membership records.

Section 8. The ED will maintain, review, and update the MVMA Website. Via the Website, email, or other communication channels, the ED will respond to inquiries from MVMA members, students, researchers and other allied veterinary related organizations in the state of Maine.

Section 9. The Executive Director will participate as, supervise, or monitor the MVMA lobbyist to assure compliance with the objectives of the organization. He (she) will support, maintain, and communicate with the MVMA lobbying network, the Executive Board and MVMA members. He/she will represent the MVMA, with integrity and professionalism, before the Maine legislature and Maine executive divisions/departments, especially Regulation and Licensing Division and the Department of Agriculture.

Section 10. The ED will provide the MVMA president with a monthly summary of MVMA business via email or other communication modality.

## **ARTICLE VI**

### **President**

Section 1. The President shall preside at all meetings of this Association promoting order and decorum as befits a professional organization.

Section 2. He or She shall appoint all committees unless ordered by special resolution.

Section 3. He or She shall have no vote except on questions where the votes are equally divided and in the election of officers.

Section 4. In the absence of the President, the Vice President shall preside.

Section 5. In the absence of both the President and Vice President, a chairman pro tem shall be chosen by the Executive Director.

## **ARTICLE VII**

### **President-Elect**

Section 1. The President-Elect shall preside at all meetings and assume all functions of the president in the latter's absence.

Section 2. The President-Elect will coordinate and communicate with all directors, committee chairs and task forces throughout his/her term. The President-Elect is responsible for committee and task force reports if the committee/task force chair is unable to attend an Executive Board Meeting.

## **ARTICLE VIII**

### **Secretary**

Section 1. The Secretary, with assistance from the Executive Director, shall conduct the correspondence and take charge of all books and papers pertaining to this office.

Section 2. He or she shall notify all members of all meetings of the Association one or more months previous to the date stating the time and place of the meeting.

Section 3. He or she shall be requested to send a report of each meeting of this Association to the klmnstate liaison member from the AVMA.

Section 4. He or she shall receive applications and fees for membership.

Section 5. He or she is responsible for implementation of a Newsletter to be sent to all active and honorary members of the MVMA and AVMA state liaison member. This Newsletter should be compiled and sent after each Business Meeting of the MVMA.

## **ARTICLE IX**

### **Treasurer**

Section 1. The Treasurer shall take charge of all books and papers pertaining to the financial operation of the Association.

Section 2. He or she shall direct the MVMA Executive Director to pay all bills as they come due.

Section 3. He or she shall give security for the trust reposed in him/her whenever the Association shall Judge it requisite.

Section 4. He or she shall present the Association a detailed statement of the receipts and disbursement at each regular business meeting.

Section 5. He or she shall make a summary report at the Annual Business Meeting concerning the various matters pertaining to his office. This report shall include an annual financial statement duly reviewed and signed by the members of the Executive Board.

## **ARTICLE X**

### **Fees**

Section 1. The annual dues shall be established each year by the MVMA Executive Board.

Section 2. Should this fee be insufficient to meet the necessary expenses of the Association the Executive Board is authorized to make a pro-rata assessment upon each member of this Association for such a sum as will meet the indebtedness.

Section 3. Annual dues must be paid within three months from January 1st when they become due. If a new member joins the MVMA in the last 5 months of that calendar year, membership will continue through the following 12 months of the next calendar year.

Section 4. Assessments must be paid within thirty (30) days from the date of notification.

Section 5. In case of failure of any member to comply with these regulations the membership will be suspended until the dues are paid.

Section 6. If the fees of any member are in arrears for more than one year then his or her membership ceases.

## **ARTICLE XI**

### **Code of Ethics**

Section 1. The code of ethics of this Association shall be the code of ethics adopted by the American Veterinary Medical Association, called the "Principles of Veterinary Medical Ethics of the American Veterinary Medical Association."

## **ARTICLE XII**

### **Amendments to the Constitution and/or By-Laws**

Section 1. An amendment to the Constitution and/or By Laws of the Maine Veterinary Medical Association may be proposed at any business meeting at which time a copy of same shall be handed to the Secretary.

Section 2. A copy of the proposed amendment shall be sent to each member of the Association prior to the next regular meeting, when a ballot on the same must be taken.

Section 3. If three-fourths of the members present vote in the affirmative, it shall become an amendment and shall be so recorded.

## **ARTICLE XIII**

### Order of Business

Section 1. Call to order by the President.

Section 2. The Secretary shall call the roll and note all members present or have all present sign in.

Section 3. Consideration of the minutes of the previous meeting.

Section 4. Report of the Standing Committees, special committees and task forces.

Section 5 Report of the Executive Board.

Section 6. Unfinished business of the last meeting.

Section 7. Election of officers.

Section 8. New Business.

Section 9. Announcement of time and place of the next meeting.

Section 10. Adjournment.

## **ARTICLE XIV**

### Standing Committees

Section 1. The following standing committees shall be considered permanent committees of the Association. All committee chairs will be appointed by the President. Annually the President will re-appoint all standing committee chair-people.

#### 1. The Continuing Education Committee

This committee shall promote interest in postgraduate continuing education for the purpose of upgrading the proficiency of the Association members. It will provide at least one yearly seminar or short course in the fulfillment of the above goal.

#### 2. Public Relations Committee

It shall be the responsibility of this committee to publicize in suitable news media, announcements and reports of meetings together with reports of those activities of the Association thought to be of interest to the general public. It shall assist groups and organizations by providing speakers for their programs pertaining to veterinary medicine and television and radio programs shall be encouraged and similarly aided. It shall be the committee's responsibility and duty to provide help, guidance and encouragement to students interested in veterinary medicine.

#### 3. Legislation-Regulatory Committee

It will be the duty of this committee to keep informed of legislation of interest to the veterinary profession, furnishing the Association with hearing dates and places concerning such legislation and to arrange for Association representation at such hearings. The committee shall represent the Association in any consideration by state and federal regulatory agencies or programs pertaining to M.V.M.A. member interest.

#### 4. Public Health

This committee shall act as a liaison committee between the M.V.M.A. and the public health agencies of the State of Maine and/or the United States Government.

## Article XV

### Special Committees

It shall be the power of the President to appoint special committees and/or task forces on an annual basis as the Association needs arise. It shall be the power of the President to sunset committees and/or task forces that have fulfilled their mission to the MVMA.

### PAST AND PRESENT

#### PRESIDENTS

|                        |             |
|------------------------|-------------|
| Dr. G. H. Bailey       | 1892 – 1895 |
| Dr. F. L. Russell      | 1896 – 1897 |
| Dr. W. L. West         | 1898 – 1899 |
| Dr. A. Joly            | 1900 – 1901 |
| Dr. I. L. Salley       | 1902 – 1903 |
| Dr. F. L. Huntington   | 1904        |
| Dr. I. Pope Jr.        | 1905        |
| Dr. C. I. Blakely      | 1906 – 1907 |
| Dr. A. I. Murch        | 1908 – 1909 |
| Dr. A. Joly            | 1910        |
| Dr. G. F. Wescott      | 1911 – 1912 |
| Dr. H. B. F. Jervis    | 1913 – 1914 |
| Dr. I. S. Cleaves      | 1915        |
| Dr. W. H. Robinson     | 1916 – 1917 |
| Dr. C. F. Dwinal       | 1918 – 1919 |
| Dr. W. H. Lynch        | 1920 – 1921 |
| Dr. C. F. Davis        | 1922 – 1923 |
| Dr. E. E. Russell      | 1924 – 1925 |
| Dr. C. I. Ryan         | 1926 – 1927 |
| Dr. M. F. Maddocks     | 1928 – 1929 |
| Dr. P. R. Baird        | 1930 – 1931 |
| Dr. A. J. Neal         | 1932 – 1933 |
| Dr. L. E. Maddocks     | 1934 – 1935 |
| Dr. Raymond L. Labby   | 1936 – 1937 |
| Dr. J. Franklin Witter | 1938 – 1939 |
| Dr. Sidney W. Stiles   | 1940 – 1941 |
| Dr. Alfred F. Coombs   | 1942 – 1943 |
| Dr. R. I. Whitcomb     | 1944 – 1945 |
| ETC.                   |             |

(as amended 1/23/2013 at the annual meeting)