

**CONSTITUTION**  
**MONTGOMERY COUNTY VETERINARY MEDICAL ASSOCIATION**

Amended: January 16, 2018

Article No. 1 – NAME:

This Association shall be known as Montgomery County Veterinary Medical Association (MCVMA), a not-for-profit association.

Article No. 2 - OBJECTS:

The objectives of this Association shall be the advancement of Veterinary Science and the Veterinary Profession, the protection of Public Health, the relief of animal suffering and the Educational improvement of its members.

Article No.3 - OFFICERS:

The officers shall be President, Vice-President, Secretary and Treasurer.

Article No.4 - ANNUAL ELECTIONS:

The Vice-President will automatically be nominated for President All nominations for president, vice-president, and treasurer will be made from the membership. Nominations for secretary will be made from membership and associate membership. The annual election shall take place at the regular meeting in November each year and terms of office shall begin as of January 1 of the next year; all officer terms shall be one year except for secretary and treasurer, who shall be elected for 3-year terms. In the absence of a November meeting, the annual election shall take place by electronic means before December 31; votes shall be cast via direct reply to the email announcement or via a survey link at the current secretary's discretion; members shall have one week to vote. A majority of all votes cast shall be necessary for election to office. In the case of an uncontested election, a formal vote shall not be required for election to office.

Article No.5 - EXECUTIVE COUNCIL:

The Executive Council shall consist of the elected officers, the immediate past president, and the committee chairs of the standing committees authorized in the bylaws of the association.

Article No. 6 - ALTERATIONS OF THE CONSTITUTION:

The Constitution may be amended by two-thirds vote of the members present at a regular or special meeting provided that the amendment(s) shall be proposed in writing, and notice of the meeting will occur, by mail or electronic means, at least 2 weeks prior to the meeting date and shall include proposed changes.

**BYLAWS  
MONTGOMERY COUNTY VETERINARY MEDICAL ASSOCIATION**

Amended: January 16, 2018

**ARTICLE 1  
Name**

The name of this association shall be the Montgomery County Veterinary Medical Association (MCVMA).

**ARTICLE 2  
Object**

The objectives of this association shall be the advancement of Veterinary Science and the Veterinary Profession, the protection of Public Health, the relief of animal suffering and the Educational improvement of its members.

**ARTICLE 3  
Members**

**Section No. 1 – REGULAR MEMBERSHIP**

Any veterinarian licensed to practice veterinary medicine by the State of Texas (TSBVME) shall be eligible for full voting membership in the Association.

**Section No. 2 - DUES**

Membership dues are due and payable January 1<sup>st</sup> of each year. Members whose dues are not paid by March 1<sup>st</sup> shall receive a notice stating that their dues are delinquent. Non-payment of dues by April 1<sup>st</sup> shall result in the member being dropped from the rolls. Members thus dropped may be reinstated to membership by making reapplication and paying full amounts of dues for the calendar year. The delinquent members name will be removed from the membership roll. Dues shall be determined by the Executive Council.

**Section No. 3 – ASSOCIATE MEMBERSHIP**

Veterinary technicians and non-veterinarians working in the animal health field, whose attendance at Association events would enhance the profession and benefit its members, may become associate members. Such membership will entitle individuals to all the benefits and obligations of membership but would exclude the right to vote. Dues for Associate Membership shall be determined by the Executive Council.

**Section No. 4 – HONORARY MEMBERS:**

Honorary members may be proposed in writing, by any three (3) members of the association. These proposals shall give a biography of the candidate. Honorary membership shall be granted only to persons who have aided the advancement of the Veterinary Profession. Honorary Members are accorded all privileges of regular membership, except vote and payment of dues.

A letter from the Association, signed by the President, shall accompany notification of the individual's appointment as an Honorary Member of the Association. Honorary Members shall be considered and elected annually, and approved by two-thirds vote of the Executive Council.

## ARTICLE 4 Officers

### Section No. 1- Officers:

The officers shall be President, Vice-President, Secretary, and Treasurer.

### Section No. 2 – Annual Elections:

The Vice-President will automatically be nominated for President. All nominations for president, vice-president, and treasurer will be made from the membership. Nominations for secretary will be made from membership and associate membership. The annual election shall take place at the regular meeting in November each year and terms of office shall begin as of January 1 of the next year; all officer terms shall be one year except for secretary and treasurer, who shall be elected for 3-year terms. In the absence of a November meeting, the annual election shall take place by electronic means before December 31; votes shall be cast via direct reply to the email announcement or via a survey link at the current secretary's discretion; members shall have one week to vote. A majority of all votes cast shall be necessary for election to office. In the case of an uncontested election, a formal vote shall not be required for election to office.

## ARTICLE 5 Duties of Officers

### Section No. 1 – DUTIES OF THE PRESIDENT

It shall be the duty of the President to preside at all meetings of the Association and Executive Council and to preserve order. The President shall make a communication to the association relative to the interests of the Veterinary Profession with such suggestions in relation to the improvement of the Association as deemed appropriate at the first regular meeting following installation of officers. The President shall appoint all committees not otherwise provided for, and fill temporary vacancies in elective offices of the Association.

### Section No. 3 - DUTIES OF THE VICE-PRESIDENT:

The Vice-President, in the absence of the President or at the President's request, shall perform the duties of the President. The Vice-President shall arrange the program for each meeting, in an effort or endeavor to present such papers for discussion, and secure such speakers as will be of educational interest to the members of the Association and shall arrange for such other events as will benefit the Association and its members.

### Section No. 4 - DUTIES OF THE SECRETARY:

It shall be the duty of the Secretary to record the minutes of the Association meetings and meetings of the Executive Council, and to conduct the correspondence of the Association. The Secretary shall be custodian of all documents, correspondence, and other property of the Association that may be deposited in the Secretary's care, and shall make a detailed report to

the Association at the Annual Meeting. The Secretary shall receive all applications for membership. It shall be the Secretary's duty to arrange for the place of meeting and to notify all members of the place and hour of meeting. The Secretary shall gather information and maintain records of the Association's continuing education offerings so that the quality, quantity and eligibility of each member's participation may be verified for meeting professional obligations for Continuing Education. With reasonable notice, such information may be provided to any member and to any legally constituted entity verifying the member's participation. The secretary shall serve a term of 3 years.

Section No. 5 - DUTIES OF THE TREASURER:

It shall be the duty of the Treasurer to keep detailed records of all monies received by the Association including but not limited to dues, fees, donations and sponsorships, and shall be accountable for all monies belonging to the Association. Such records shall also reflect disbursements, short and long term obligations and liabilities. Financial statements shall be provided at each regularly scheduled Executive Council Meeting and provided to the membership annually. The Treasurer shall serve a term of 3 years.

Section No.6 – DUTIES OF THE EXECUTIVE COUNCIL:

The Executive Council shall be responsible to the President for the conduct and guidance of the Association and the administration of its affairs. The Council shall meet as needed, prior to the Association meeting and formulate the agenda for the coming Association meeting. All committee reports shall be given to this Council. It shall be their responsibility to expedite all Association business, to bring new business before the Association, the formulate programs and projects for the Association's approval, and to act for the Association in all inter-professional and inter-association affairs. A summary of the proceedings of the Executive Council meetings shall be available at the following regular meeting. Duties of all officers and the Executive council shall include both those prescribed by these bylaws and those recommended by the parliamentary authority adopted by these bylaws (Robert's Rules of Order).

ARTICLE 6  
Meetings

Section No. 1

The Association shall hold at least six meetings per year. The meetings and notification shall be at a time, place and means set by the Executive Council.

Section No. 2

Special meetings shall be called by the President or in his absence by the Vice-President, or at the written request of five (5) members in good standing. The particular object of such meetings shall be mentioned in a notice, a copy of which shall be communicated electronically, or by other means approved by the Executive Council, to voting members of the Association by the Secretary at least three days prior to such meeting.

Section No. 3

Five (5) members, or twenty-five percent (25%) of the voting membership, whichever is larger, shall constitute a quorum for the transaction of business.

ARTICLE 7  
Committees

Section No. 1

The Committees of this Association shall be standing and temporary.

Section No. 2

Standing Committees of this Association shall be as follows:

1. Continuing Education
2. Member Services and Communication

Section No. 3

Standing Committee chairpersons will be appointed by the President and approved by the Executive Council.

Section No. 4

Temporary Committees shall be appointed by the President, unless otherwise ordered by the Association.

ARTICLE 8  
Authority

Section No. 1

The rules contained in Robert's Rules of Order shall govern meetings and authority where they are not in conflict with the bylaws, rules of order, or other rules of the society.

Section No. 2

The membership of this Association shall be governed by the American Veterinary Medical Association's Code of Ethics and its interpretation by the Texas Veterinary Medical Association.

ARTICLE 9  
Amendment of Bylaws

The Constitution may be amended by two-thirds vote of the members present at a regular or special meeting provided that the amendment(s) shall be proposed in writing, and notice of the meeting will occur, by mail or electronic means, at least 2 weeks prior to the meeting date and shall include proposed changes.