

ACADEMY OF VETERINARY TECHNICIANS IN ANESTHESIA AND ANALGESIA
BYLAWS

2/13/99- amended
2/10/01- amended
10/10/09- amended
11/30/12- amended
4/15/13-amended
9/23/13- amended
2/18/14-amended
09/08/21-amended

**Article I Composition of the Academy of Veterinary Technicians in Anesthesia and Analgesia
(the “Academy” or “AVTAA”).**

1. Section 1

- A. The Academy shall be composed of credentialed veterinary technicians and nurses who have achieved distinction in the field of veterinary anesthesia and analgesia, have demonstrated high ethical and moral character, and have fulfilled the requirements for and successfully passed the examination as set forth in the Bylaws of the Academy by obtaining the Veterinary Technician Specialist (VTS) designation. Members include all categories of those mentioned in the Academy’s Constitution.

Article II Board of Regents

1. Section 1 Function

- A. The Board of Regents act as the executive body and shall oversee all business and policies pertaining to the Academy.
- B. The Board of Regents shall consider and act upon all matters of the Academy relating to training, examination, certification, discipline, and finance.
- C. The Board of Regents will appoint and oversee liaisons to cultivate working relationships with complementary organizations.

2. Section 2 Officership

- A. The Board of Regents will be elected by the membership.
- B. The Board of Regents will consist of the Executive Secretary and the following elected officers: Past-President, President, President-Elect, Treasurer and three Members-at-Large.
- C. The Executive Secretary is appointed by the President with the approval of the Board of Regents.

3. Section 3 Vacancy

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- A. Vacancies that occur on the Board of Regents between elections shall be filled by appointment with the Board of Regents approval.
 - 1. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.
- B. Any member of the Board of Regents who resigns their elected position must notify the President in writing at least thirty days prior to resignation. Upon receipt of notice of resignation, the President must advise the Board of Regents. Appointment to fill the vacant position shall be made at the next Board of Regents meeting.
 - 1. If the President resigns, it is the duty of the President-Elect to notify the Regents.

4. Section 4 Removal from Office

- A. Any Board of Regent member who fails to remain a member of the academy in good standing, disclose a conflict of interest, fails to exercise the duties of office, or commits a breach of confidentiality may be grounds for removal from office.
 - 1. Removal of an officer of the Board of Regents requires a two -thirds majority vote by the remaining Board of Regent members. Notification will be made by email and certified mail.

5. Section 5 Meetings of the Board of Regents

- A. The Board of Regents shall conduct meetings via an online platform, conference call or in person, but meet no less than quarterly.
 - 1. A minimum of five days' notice of the time and place of the meeting shall be given to each Board of Regent member.
 - 2. Five voting members of the Board of Regents present in person, on-line or on a conference call constitutes a quorum for the transaction of any business that will require a vote.
 - 3. Special meetings may be called at any time by the President or must be called by the Executive Secretary at the request of not less than four members of the Board of Regents.

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Article III Duties of Board of Regents

1. Section 1

A. The President shall:

1. Serve for two years.
2. Automatically become Past-President at the termination of their term of office.
3. Preside over all meetings of the Academy and the Board of Regents.
4. Oversee and advise as needed activities of all Academy Committees.
5. Oversee all official communications in conjunction with the Executive Secretary and designated committee chairs.
6. Complete and submit the annual National Association of Veterinary Technicians of America (NAVTA) Committee for Veterinary Technician Specialties (CVTS) report

B. The President-Elect shall:

1. Serve for two years.
2. Automatically become President at the termination of their predecessor's term of office.
3. Assume the responsibilities of the President if the President is unable to perform the duties of the office.
4. Be an ex-officio member of the Examination Committee.

C. The Past-President shall:

1. Serve for two years.
2. Serve as acting President in case the President and President-Elect are simultaneously unable to perform the duties of President. The Past-President shall continue these duties until the next regularly scheduled business meeting or until either the President or President-Elect are able to resume the duties of President.
3. Be the Academy liaison to the membership as an ex- officio member of the Communications Committee.

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D. The Executive Secretary shall:

1. Attend all meetings of the Academy and the Board of Regents
2. Serve as an ex-officio member of the Credentials Committee, unless specified otherwise by the President, providing oversight of the application process for the VTS (Anesthesia & Analgesia) credentialing examination.
3. Record and keep all original notes, minutes, publications, documents and records of all official Academy meetings and sessions for five years or until the Board of Regents approve their disposal.
4. Provide correspondence on behalf of the Academy, in conjunction with the President, via email or through the website.
5. Assist the President in the completion of the required NAVTA CVTS annual report.
6. In conjunction with the Communication and Public Relations Committee provide oversight of the AVTAA website and other social media type platform

E. The Treasurer shall:

1. Serve for six years. The treasurer will be elected every four years for a six-year term. In years 5 and 6 of their term, they will be referred to as Past Treasurer and function as a mentor to the Treasurer and serve on the Board of Regents as an ex officio member in a nonvoting capacity.
2. Maintain the financial records of the Academy and prepare them for audit with the Treasurer Elect or additionally at the request of the Board of Regents.
3. Prepare and present to the Board of Regents on an annual basis a projected operating budget.
4. Collect Academy dues and pay Academy expenses as directed by the Board of Regents.
5. Maintain a file of all vouchers and invoices accompanying them for a period of not less than seven years.
6. Deposit all funds in the name of the Academy in a federally insured bank approved by the Board of Regents.
7. Turn over all funds, properties, and records to the Treasurer Elect.

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8. Present a Treasurer report at quarterly meeting of the Board of Regents and act at such other times as determined by the Board of Regents.
9. Carry out other duties as determined by the Board of Regents.
10. Shall serve as an ex officio member of the Recertification Committee.

F. Members-at-Large shall:

1. Serve for six years to assist with the business of the Academy.
2. Serve in the first and second year of the office as:
 - a. Liaison to the other VTS Academies
 - b. Participate in the assessment of the Louise O'Dwyer Aspiration Award essay submissions by AVECCTN and AVTAA exam takers with designated members of Academy of Veterinary Emergency and Critical Care Technicians and Nurses (AVECCTN) to determine the recipient of the annual cash award.
 - c. Communicate with and receive quarterly reports from standing and any functioning ad hoc committee chairs for submission to the Board of Regents.
3. Serve in the third and fourth years of office as:
 - a. Ex-officio of the Pre-application Committee
 - b. CVTS Liaison Appointment, the President, with the consent of the Board of Regents, may re-appoint this individual for an additional two-year term.
4. Serve in the fifth and sixth years of office as:
 - a. Liaison to the American College of Veterinary Anesthesia and Analgesia (ACVAA).
 - b. Serve as a Director and AVTAA representative to NAVAS.

Article IV Committees

1. Section 1

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- A. The Academy shall have the following standing committees: Pre-Application, Credentials, Examination, Recredentialing, Communications and Public Relations, Conference, Appeals, and Mentor.
- B. The Academy shall have the additional ad hoc committees: Nominations/Elections, Constitution, and Bylaws. Additional committees may be appointed as deemed necessary by the Board of Regents.

2. Section 2

- A. The committee chairs shall be appointed to the committees by the President in consultation with the Board of Regents and be responsible for providing a quarterly report to the Member at Large.
- B. Standing and ad hoc committee members shall be appointed on the recommendation of the chair of the committee and approved by the Board of Regents. Terms of committee members shall overlap.
- C. The following shall apply to all committees unless otherwise explicitly stated:
 - 1. If a committee member or committee chair is unable to fulfill their term, a replacement shall be appointed by the President, with the approval of the Board of Regents, to fulfill the duration of the term.

3. Section 3

- A. **Pre-application Committee**
 - 1. This committee will be responsible for evaluating history forms and required documentation submitted by potential applicants.
 - 2. A list of applicants with approved pre-applications will be submitted to the Credentials Committee Chair no later than September 1 of each year.

4. Section 4

- A. **Credentials Committee**
 - 1. The total number of committee members will depend on the number of applications submitted each year. They shall be appointed for a three-year period.
 - 2. In conjunction with the Executive Secretary, the duties of this committee shall be:
 - a. Provide an application packet to prospective applicants through the AVTAA website.
 - b. Update and improve the application packet and forms, as necessary.

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- c. Objectively evaluate and score eligibility of applicants requesting examination by the Academy.
- d. Present list of applicants who submitted an approved application to the President and Board of Regents.
- e. Notify the President of applicants who are not deemed eligible for examination and delineate the areas of deficiency.

5. Section 5

A. Examination Committee

1. The Examination Committee shall be composed of a chairperson and at least two members. The number of committee members may be increased as deemed necessary by the exam committee chair after the request has been approved by the board.
2. The President-Elect shall be an ex-officio member of this committee.
3. The term of office for the chairperson shall be two be a minimum of two years and he/she must have at least one-year prior experience on the committee. The duration of the chairperson term may be extended providing the president and majority of the Board of Regents agree. The term of office for other members shall be a minimum of three years. Member terms may be extended providing the exam chairperson and majority of the Board of Regents agree. Exam committee members may be removed before their three-year term is complete if the exam chairperson has documented proof of inactivity for a period of three months.

6. Section 6

A. Recredentialing Committee

1. The Recredentialing Committee shall be composed of a chairperson and at least two members.
2. The term of office for the chairperson shall be a minimum of two years. The term of office for the other members shall be three years. The duration of the chairperson term may be extended providing the president and majority of the Board of Regents agree. The term of office for other members shall be a minimum of three years. Recertification committee members may be removed before their three-year term is

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complete if the chairperson has documented proof of inactivity during recertification application review.

- a. Determine the distribution of hours used to satisfy the recertification process, with approval by the Board of Regents.
 - b. Establish communication with all AVTAA members set to recertification annually.
 - c. Evaluate member applications and hours for recertification.
 - d. Communicate with examination chair to ensure exam questions submitted.
 - e. Submit reviewed applications to the Board of Regents for final approval.
4. If chairperson or committee member is scheduled to recertification, the President will appoint another individual on the committee or Board of Regents to review their recertification packet.

7. Section 7

A. Communications and Public Relations Committee

1. Provide communications support for the Academy.
2. Maintain and monitor the AVTAA website in conjunction with the Executive Secretary.
3. Working with the Executive Secretary and President answer communications and disseminate information to the Academy and the public.
4. Develop and distribute an AVTAA newsletter.
5. Develop and maintain an AVTAA brochure.
6. Promote and maintain the Academy's public image.

8. Section 8

A. Conference Committee

1. The Conference committee shall be comprised of a committee chair and two members of the Academy.
2. The committee members shall serve a three-year term.

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3. The committee chair shall be appointed for a three-year term, in which during the final year provide oversight for the incoming committee chair. The three-year term of the committee chair may be extended by the President with approval by the Board of Regents.
4. The duties shall include but are not limited to:
 - a. Liaison to International Veterinary Emergency and Critical Care Society (IVECCS) technician track planning
 - b. Liaison to NAVAS for organized joint CE opportunities.
 - c. Liaison to ACVAA for organized joint CE opportunities.

9. Section 9

A. Mentor Committee

1. This Committee shall be composed of a chairperson plus members of the Academy. The number of academy members determined by the number of mentor requests.
 2. The committee chair shall be appointed for a three-year term, in which during the final year provide oversight for the incoming committee chair.
- Duties for this committee chair will include but are not limited to:
- a. Assignment of AVTAA mentor volunteers to those applicants that submit a request for a mentor.
 - b. Provide clear guidance to the mentor volunteers as to the scope of permitted assistance.
 - c. Provide any additional assistance required to maintain the relationship between assigned mentor and mentee.

10. Section 10

A. Appeals Committee

1. The Chair of the Appeals committee shall be appointed by the President with agreement of the Board of Regents.
2. The committee chair shall be appointed for a three-year term, in which during the final year provide oversight for the incoming committee chair.

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3. Shall receive and review the applications denied by the credentials committee
4. Based on the number of applicants that choose to appeal, the committee chair will, with the assistance of the Board of Regents, recruit the appropriate number of committee members to provide a thorough evaluation of the rejected applicants assigned to them.

Article V Dues Fees Fiscal Matters

1. Section 1

- A. Dues for members of the Academy shall be established by the BOR annually.
- B. Dues become payable on January 1 of each calendar year.
- C. Treasurer will notify all members of dues payment dates prior to the due date.
- D. Dues are delinquent March 31.
 1. After that date, the member must pay a penalty fee in addition to the due's payment.
 - a. Late penalty fee will be noted on the website.
 2. Dues not paid by May 1 of the current year will cause the member to incur the following penalties:
 - a. Membership will be suspended until dues are paid in full plus the addition of all penalty fees.
 - b. Past dues and penalty fee must be paid by December 31 to retain membership.
 - c. The member must submit 10 hours of acceptable anesthesia related CE to the treasurer.
 - d. Compliance will allow retention of membership.
 - e. The following consequences will result during suspension:
 - i. Prohibited to legally use VTS title.
 - ii. Declined access to members only area on AVTAA website.
 - iii. Taken off the AVTAA list serv.

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iv. Unable to vote, hold office or serve as a committee member.

2. Section 2

A. Application fee for the VTS (Anesthesia & Analgesia) certifying examination will be set by the Board of Regents and displayed on the website.

1. Fees are non-refundable.

3. Section 3

A. Examination fee for the VTS (Anesthesia & Analgesia) certifying examination will be set by the Board of Regents for all eligible candidates qualifying for the examination. Eligible candidates will be notified of examination fee via email as well as displayed on the website.

1. Fees are non-refundable.

4. Section 4

A. The Board of Regents shall approve the annual operating budget for the Academy.

5. Section 5

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

6. Section 6

A. Any request for reimbursement must be approved by the Board of Regents prior to the expenditure.

Article VI Conduct of Business

1. Section 1

A. The Academy shall hold a general membership meeting at least once annually for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the Regents. Written notice via email to all members shall proceed the meeting date by at least 30 days. The conduct of all meetings shall follow the procedures set forth in the current edition of Robert's Rules of Order when applicable and when they are not inconsistent with the Constitution and By-Laws of the Academy. Active Academy members who are current in their dues and recertification are

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eligible to attend business meetings of the Academy and vote. A quorum for general business meetings of the Academy shall consist of the members present and eligible to vote.

2. Section 2

- A. A member will qualify for retired status from the Academy if the following criteria are met: Active member in good standing for a minimum of 11 years and successfully completed a minimum of two recredentialing cycles.
1. A formal petition to obtain emeritus status must be made in writing to the BOR.
 2. VTS title will change to VTS-R (Anesthesia & Analgesia).
 3. Granted lifetime access to all academy business that occurs on the listserv, website, and social media.
 4. Recredentialing will be waived.
 5. Required to pay yearly dues at a reduced rate set forth by the Board of Regents.
 6. Not eligible to vote or run for a position on the Board of Regents but may serve on committees. Committee inclusion is determined on a case-by-case basis by the Board of Regents.
- B. A member will qualify for honorary status if they have achieved a DVM/VMD or any designation allowed by their credentialing country to indicate the awarding of the status of veterinarian after their VTS.
1. A formal petition to obtain honorary status must be made in writing to the Board of Regents.
 2. VTS-H (Anesthesia & Analgesia) credential will be awarded.
 3. Granted lifetime access to all academy business that occurs on the listserv, website, and social media.
 4. Recredentialing will be waived.
 5. Required to pay yearly dues at a reduced rate set forth by the Board of Regents.
 6. Not eligible to vote or run for a position on the Board of Regents, however; participation in a committee will be granted by the Board of Regents on a case-by-case basis.

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3. Section 3

A. Election of Regents

1. Election of President-Elect, and a Members-at-large shall take place biennially by email or online ballot. The election of Treasurer shall take place every four years. The person receiving the most votes is elected. A tie vote with two candidates shall be decided by the President casting the deciding vote.
 - a. Only active members in good standing with dues and recertification can be nominated for a regent's position.
2. A proposed slate of officers shall be presented by the Nomination/Election Committee to the Board of Regents at least 60 days prior to the election. Recommendations for additional nominations will be solicited from the membership by the Nomination/Election Committee.
3. The election shall be open for voting no less than 30 days prior to the annual business meeting of the Academy. Results will be announced at the annual business meeting and the new officers will assume office at the end of the annual business meeting.

4. Section 4

- A. Email and online ballots may be utilized if membership approval of an issue is desired by the Board of Regents prior to the next annual meeting. To conduct an email or online ballot, the motion approved by the Board of Regents must be sent to all members eligible to vote at least thirty days prior to the mailing of the ballot. Members will have 30 days to cast their vote via email or online ballot.
- B. Proposed changes to the policy and procedure manual for AVTAA will require Board of Regents discussion and vote. The general membership may be asked for input via email or Facebook.

Article VII Credentialing Examination Recredentialing

1. Section 1

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- A. Credential requirements dictate that each applicant, before he/she is declared eligible for examination: Applicant procedures for admission to examination for VTS (Anesthesia & Analgesia) status are as follows:
- B. The application for credentialing must be submitted per the application directions and deadline, in completion with the prescribed application fee and required documents by the designated deadline which will be posted for distribution on the Academy website or by individualized request of the Executive Secretary.
- C. Candidates may not submit additional data to augment the original application unless requested by the Credentialing Committee.
- D. AVTAA strongly encourages applicants to become a NAVTA member and support your national as well as local veterinary technician associations.
- E. Appeal of Credential decision
 - 1. Candidates denied eligibility to sit for the VTS (Anesthesia & Analgesia) Credentialing Examination may appeal this decision within 30 calendar days of receipt of the letter of notification. The appeal must be written by the applicant and e-mailed to the Appeals Chair and shall include a statement of the grounds for reconsideration. All appeal decisions will be based on the original submitted application. Candidates may not submit additional data to augment the original application. Letters written by a third party on behalf of the applicant will not be considered part of the appeal process.
 - 2. Upon receipt of an appeal, the Appeals Chair shall notify the Executive Secretary, Board of Regents, and the Chair of the Credentials Committee. The President will approve committee members and the number of committee members required based on the recommendations of the Appeals Committee chair within seven calendar days of receiving notification of the appeal.
 - 3. The Chair of the Credentials Committee shall submit to the Appeal Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeal Committee to review.
 - 4. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the Board of Regents within 30 calendar days from the date the committee was appointed.

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5. The Board of Regents will render a decision on the appeal upon the recommendation of the Appeal Committee. The Appeals Chair will notify the applicant(s) of the decision. The decision of the Board of Regents shall be final.
6. Failure of the examination is not appealable.
7. Appeals of other adverse decisions by the Academy, including VTS (Anesthesia & Analgesia) suspensions, may be made by email petition through the President to the Board of Regents

2. Section 2 Examination

- A. Candidates approved by the Credentials Committee and Board of Regents, will be advised of the examination format no less than three months prior to examination.
- B. Examinations will be given annually.
 1. The Board of Regents reserves the right to postpone or cancel the examination if safety of examinees and AVTAA members is jeopardized or questionable.
- C. Examinations will be prepared and administered by the Examination Committee.
- D. Passing scores will be proposed by the Examination Committee based on psychometrics obtained by exam assessment and approved by the Board of Regents. The Examination Committee will report the results of the examination to the Board of Regents for approval before sending notification to examination candidates.
- E. All candidates sitting for the examination will be notified of the results of the examination by email no later than 60 days following the date of the examination.
- F. Examination Deferral
 1. Exam candidates will be allowed one deferral during the examination period. A fee, determined by the Board of Regents on an annual basis, will be assessed when applying for the one-time deferral. Board of Regents approval is required before a deferral is granted. In the event the examination is canceled the applicant will not be penalized for missing the examination.
- G. Successful candidates will be issued a plaque indicating the right to the VTS (Anesthesia & Analgesia) designation by the Executive Secretary upon direction of the Board of Regents. VTS (Anesthesia & Analgesia) credentials are conferred for a period of five years. The credentialing period will begin on the first day of the month that the examination is passed and end on the

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same date five years later. To maintain active member status and continue to use the VTS Anesthesia & Analgesia title a member is required to recredential every five years.

H. Candidates who have failed the examination:

1. Will receive, via email, a rejection overview that provides examples of the deficient areas of the examination. The rejection overview may/may not contain examples of ALL deficiencies.
2. Candidates may retake the examination two additional times in the next two consecutive years for a total of three times without reapplying to the Academy. The candidate must pay the applicable examination fee each year by the prescribed time.

3. Section 3 Recredentialing

A. Recredentialing may be obtained through one of two options.

1. Completion of total number of continuing education points predetermined by the Board of Regents within the 5-year period using a calendar year that will begin on the first day of the month that the examination is passed and end on the same date five years later.
 - a. All continuing education (CE) hours must be obtained within the five- year period. The distribution of acceptable CE hours will be determined by the Recredentialing Committee with final approval by the Board of Regents. Instructions for completing the recredentialing application packet are outlines in the AVTAA Policy and Procedure Manual. AVTAA members set to recredentialed each year will be contacted via email and listserv by the Recredentialing Committee Chair
2. Retaking the VTS (Anesthesia & Analgesia) examination.
 - a. Member must notify the recredentialing chair via e-mail the desire to retake the examination no later than March 30 of recredentialing year.
 - b. Examination must be taken the same year as the recredentialing year.
 - c. Member will be required to pay the examination fee.

B. Failure to recredential by deadline will result in disciplinary action.

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Article VIII Discipline

1. Section 1

A. Suspension

1. A member will have their membership suspended if they fail to pay dues by May 1 of current year.
2. The following consequences will result during suspension:
 - a. Prohibited to legally use VTS title
 - b. Declined access to members only area on AVTAA website
 - c. Taken off the AVTAA list serv
 - d. Unable to vote, hold office or serve as a committee member.

2. Section 2

A. Repossession of Certificates

1. Certificates remain the property of the Academy and shall be repossessed when:
 - a. The issuance of such a certificate or its receipt violates the provisions of the Academy's Constitution and By-Laws

B. Repossession of VTS title

1. Membership to AVTAA will be revoked and member will lose their VTS title when:
 - a. The member violates the provisions of the Academy's Constitution or By-Laws
 - b. The VTS (Anesthesia and Analgesia) fails to maintain acceptable standards of competence in veterinary anesthesia and analgesia as determined through investigation by the Board of Regents.
 - c. The VTS (Anesthesia and Analgesia) fails to complete the recertification process by the deadline.

C. Legal Ramifications

ACADEMY OF VETERINARY TECHNICIANS IN ANESTHESIA AND ANALGESIA
BYLAWS

2/13/99- amended
2/10/01- amended
10/10/09- amended
11/30/12- amended
4/15/13-amended
9/23/13- amended
2/18/14-amended
09/08/21-amended

Under direction of the National Association of Veterinary Technicians in America (NAVTA) and Committee on Veterinary Technician Specialties (CVTS), legal action may be taken if member continues to use the VTS (Anesthesia and Analgesia) title for any personal or professional affiliation during suspension or failing to recredential in a given year.

3. Section 3.

A. A member accused of unethical conduct, incompetence, fraud, or other charges that discredit the Academy will be investigated. Such charges must be made in writing to the Board of Regents. If action is warranted, the accused member will be notified in writing and given full opportunity to respond in writing and through a hearing before the Board Regents. Disciplinary action may be recommended by the Board of Regents.

4. Section 4

A. It is considered illegal to use the VTS title without successfully passing both the application and examination process set forth by AVTAA. A person caught illegitimately utilizing the VTS (Anesthesia and Analgesia) title will be investigated by the AVTAA. If action is warranted, the accused person will be notified in writing and given full opportunity to explain their situation and agree to stop using the VTS (Anesthesia and Analgesia) title. Failure to stop utilizing the VTS title (if found guilty) will be reported to Committee on Veterinary Technician Specialties – subsection of National Association of Veterinary Technicians in America where legal action will be considered.

Article IX Amendments

Proposed amendments to the Bylaws shall be submitted to the BOR Board of Regents for discussion no less than thirty (30) ninety days before a scheduled meeting of the Academy or the distribution of an electronic ballot to the membership (this agrees with the wording in the Constitution). Proposed amendments shall be distributed to the entire membership with a recommendation by the BOR Board of Regents at least thirty (30) days prior to counting of electronic ballot or a voice vote of the members for an in-person meeting. An affirmative vote shall require a simple majority of those who respond.

ACADEMY OF VETERINARY TECHNICIANS IN ANESTHESIA AND ANALGESIA
BYLAWS

2/13/99- amended
2/10/01- amended
10/10/09- amended
11/30/12- amended
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