



## ARTICLE I

### Section 1: Name of the Organization

The name of this organization shall be the “**Academy of Physical Rehabilitation Veterinary Technicians™**” (hereinafter referred to as the “Academy”). Upon ratification of the term “veterinary nurse” being accepted by the National Association of Veterinary Technicians in America (NAVTA), the Academy will change its name to the Academy of Physical Rehabilitation Veterinary Technicians and Nurses (APRVTN).

### Section 2: Incorporation

2.1 The Academy shall be incorporated under the laws governing the state of Minnesota as a not-for-profit educational organization. The Academy is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the Academy shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

2.2 No substantial part of the activities of the Academy shall be the carrying out of propaganda, or otherwise attempting to influence legislation, and the Academy shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Academy shall not carry on any other activities not permitted to be carried on (a) by an organization corresponding section of any future federal income tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### Section 3: Dissolution

In the event of dissolution of the Academy, its assets shall be sent to the American College of Veterinary Sports Medicine and Rehabilitation to be used for studies advancing the understanding and treatment of physical rehabilitation at the time of dissolution of the Academy. The assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or the state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. These assets are to be used to foster and encourage education, research and scientific progress in veterinary physical rehabilitation.



## ARTICLE II

### Purpose

The purpose of the Academy is to increase public awareness of the role of veterinary physical rehabilitation in advanced medicine; to promote the advancement of credentialed veterinary technicians in veterinary physical rehabilitation medicine; to further the professional development of its members by encouraging the education of credentialed veterinary technicians in veterinary physical rehabilitation; to provide the leadership and resources in the United States of America for the advancement of veterinary physical rehabilitation; or any other lawful purpose not otherwise inconsistent with the Articles of Incorporation. The Academy and the Board of Directors are committed to incorporating the values of diversity, equity, and inclusions (“DEI”) in the governance and operations of this Academy. These values shall be codified in a DEI policy adopted by the Board of Directors.

## ARTICLE III

### Membership

#### Section 1: Membership

Membership shall consist of individuals as defined in Section 1: Membership 1.1-1.5. Each membership category of the Academy shall have the same rights and obligations as subject to the Bylaws. Veterinary Technician Specialist (VTS) nomenclature recognized by the Academy includes (Physical Rehabilitation) or the abbreviation (Physical Rehab.). Members are expected to monitor and enforce, with collaboration of the Board, the use of the VTS (Physical Rehabilitation) in accordance with the United States Patent and Trademark Office definitions of *trademark infringement*. Members found to willfully ignore trademark violation may be subject to discipline and legal action (section 4).

**1.1 Charter Members:** Charter Members are those members of the Academy Organizing Committee and must qualify by exceeding all the requirements stated by the National Association of Veterinary Technicians in America (NAVTA) by the Committee on Veterinary Technician Specialties (CVTS). The VTS (Physical Rehabilitation) designation is granted to charter members at the time the Academy is officially recognized by NAVTA. If at any time a charter member cannot meet membership requirements set forth by the Academy, specialty recognition will be revoked.

**1.2 Active Members:** Active membership in the Academy shall be granted to an individual who has graduated from an accredited veterinary technician or technology program or its equivalent, successfully obtained the VTS recognition in Physical Rehabilitation and who has been accepted for membership by the Executive Board. Active members shall support and promote the ideals of the Academy (to promote the advancement of knowledge and high standards of physical rehabilitation in animals). Active members have voting privileges and may run for office. Active members in the Academy will be responsible for promoting the continued growth of the organization through outreach to state veterinary technician associations and physical rehabilitation programs. Past Presidents of the organization shall automatically attain indefinite Active Member status within this category.



## Section 1: Membership (continued)

**1.3 Deputy Members:** Deputy membership shall be an individual who has contributed to the formation of the Academy in a significant manner but are unable to fulfill the CVTS requirements or the percentage of practice required of Organizing Committee members. The membership category closed indefinitely after the first examination in 2018 without the option to resurrect. Deputy members shall have all rights and privileges of active Academy members except the right to vote, hold office or attend regular business meetings of the Academy unless the Executive Board, and at least a two-thirds (2/3) vote of the Organizing Committee vote by approval to grant full rights and privileges of active Academy members.

**1.4 Honorary VTS (Physical Rehabilitation):** Honorary status may be conferred upon an individual who has made a substantial contribution to the development and progress in the physical rehabilitation field or the Academy in a recognized practice category. The individual will receive a certificate and the title of “Honorary VTS (Physical Rehabilitation)” in their practice category. Nominations for Honorary status must be made in writing by at least two VTS (Physical Rehabilitation) members from any practice categories to the Board of Directors. The awarding of Honorary status to an individual shall require approval by at least a two-thirds (2/3) vote of the quorum present at the annual business meeting. Honorary members shall have all rights and privileges of active Academy members except the right to vote, hold office or attend regular business meetings of the Academy.

**1.5 Retired Member:** An application for Retired Membership shall be an active VTS (Physical Rehabilitation) for a minimum of 5 years or who has reached the age of 62 and who is no longer actively engaged in veterinary medicine. Retired members will become non-dues paying members with all the rights and privileges afforded to an active member.

## Section 2: Dues, Fees and Fiscal Matters

2.1 All members, with the exception of Honorary and Retired members, will pay annual dues and the amount will be determined annually by the Board of Directors. Dues will be assessed on January 1 of each year and will cover membership through December 31 of the current year. New members begin paying dues in the year following membership acceptance (giving a 1-year grace period).

2.2 Notification of dues for the new year will be issued on or about the first day of December and are payable no later than the last day of February. A member delinquent in payment of dues on or after the first day of March will forfeit membership but only after notification of members in question by registered mail, return receipt requested. Termination of active membership means that the member will be removed from all membership and newsletter lists and loses the right to call themselves a VTS (Physical Rehabilitation) or VTS (Physical Rehab.) and all other rights and privileges pertaining to a VTS, including the right to vote in Academy matters. Membership may be reactivated within the same calendar year by petition through the Executive Secretary to the Board of Directors with payment of all delinquent dues and assessed reinstatement fees.

2.3 Application fee for the VTS (Physical Rehabilitation) will be set by the Board of Directors annually and are due prior to application submission. Fees will not be refunded.



## **Section 2: Dues, Fees and Fiscal Matters (continued)**

2.4 Examination fee will be set by the Board of Directors for all eligible candidates qualifying for examination and active members pursuing re-certification through examination pathway. Examination fees will not be refunded and are due prior to examination date.

2.5 Recognized VTS (Physical Rehabilitation) members shall pay yearly dues to the Academy. Failure to pay yearly dues will result in a suspension in recognition. If membership is not reactivated within the same calendar year by petition through the Executive Secretary to the Board of Directors with payment of all delinquent dues and penalty fees, re-examination will then be required to become reinstated and recognized.

2.6 Renewal fees are assessed every five (5) years until a member retires to maintain specialty recognition by the Academy and shall be set by the Board of Directors annually. Renewing members are required to be up to date in membership dues. Fees will not be refunded and are due prior to renewal materials submission deadline.

2.7 Penalties and processing fees may be assessed for postponement of examinations, lapses or delinquency in annual membership and renewal dues and shall be set by the Board of directors annually.

2.8 The Board of Directors shall approve the annual operating budget at the business meeting for the Academy upon recommendations by the Finance Committee.

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

## **Section 3: Certification Requirements, Examination and Certification**

### **3.1 Certification Requirements**

- a. Fulfill Pre-Application Packet Criteria a minimum of one (1) month prior to a complete application packet submission. Letters received more than 60 days from the submission deadline will not be considered until after the submission deadline has passed.
  - i. Submit a Letter of Intent and Curriculum Vitae one (1) year prior to a complete application packet submission. Letters received more than 60 days from the submission deadline will not be considered until after the submission deadline has passed.
  - ii. Submit two (2) letters of recommendation one (1) year prior to application submission. One letter must be from the applicant's veterinary mentor who is certified in veterinary physical rehabilitation conferred for a minimum of five (5) years or is a diplomate of the American College of Veterinary Sports Medicine and Rehabilitation (ACVSMR). The Academy will accept a second letter of recommendation from diplomates of recognized specialties by the American Academy of Veterinary Specialty Board (AAVSB) or by a NAVTA approved VTS specialty academy member in good standing. Non-VTS credentialed veterinary technicians and Physical Therapists with veterinary physical rehabilitation credentialing will not be accepted.
  - iii. Current membership with the National Association of Veterinary Technicians in America including documentary evidence and membership number.



### Section 3: Certification Requirements, Examination and Certification (continued)

- iv. Have not earned a VTS in any recognized NAVTA specialty in the immediate three (3) years prior to a complete application submission.
- v. Submit preliminary evaluations fulfilling Complete Application Criteria as outlined in Sections 3. Certification requirements (1)(b)(i-vii). to fulfill minimum points system credentialing criteria including documentary evidence in application packet.

#### b. Fulfill Complete Application Packet Criteria

- i. Inclusion of all required Pre-Application materials with updates to relevant sections required for a complete application packet.
- ii. Mentor agreement/request form signed by a state or provincial licensed veterinarian who works directly with the applicant and meets the mentor eligibility requirements. This letter shall state the applicant is performing duties within their veterinary practice act guidelines when providing physical rehabilitative therapies. If needed, include a copy of relevant sections from the veterinary practice act. Non-VTS credentialed veterinary technicians and Physical Therapists with veterinary physical rehabilitation credentialing will not be accepted for mentorship.
- iii. Veterinary Mentorship: Each VTS candidate shall be supervised by a veterinarian who is certified in veterinary physical rehabilitation for a minimum period of three (3) years **or** is a diplomate of American College of Veterinary Sports Medicine and Rehabilitation (ACVSMR) **or** is a VTS (Physical Rehabilitation) in good standing for a minimum period of three (3) years. This “mentor” should be in the same locality as the candidate and should be able to communicate at a minimum by video conferencing. Verification of mentor experience and credentials are required, and the board shall review the mentor’s location and ability to supervise the candidate.
- iv. Proof of graduation from an AVMA approved veterinary technician program and credentialing license to practice as a credentialed veterinary technician or veterinary nurse in some State or Province of the United States or Canada, Province, Territory or other country or proof of a credentialing license to practice as a veterinary technician or veterinary nurse in some State or Province of the United States or Canada, Province, Territory or other country.
- v. Meet experience requirements after becoming credentialed to practice as a credentialed veterinary technician or veterinary nurse through documentary evidence (case logs and skills list) of advanced competence in veterinary physical rehabilitation.
- vi. Minimum of three (3) years as a credentialed veterinary technician or veterinary nurse (6,000 hours working 40 hours a week, 50 weeks a year) containing at least 4,500 hours (75% of 6,000 hours, 3 years- 40-hour work week) of work in veterinary physical rehabilitation experience in the immediate three (3) years prior to application. Verification of experience required.



### **Section 3: Certification Requirements, Examination and Certification (continued)**

- vii. Meet education requirements after becoming credentialed to practice as a veterinary technician or veterinary nurse. Continuing Education (CE) accounting for a minimum of forty (40) qualifying hours, as defined in the application packet, of advanced (CE) within the immediate three (3) years prior to application pertaining to veterinary physical rehabilitation or associated topics that can be directly correlated to any of the Academy Advanced Skills Checklist.
- viii. Provide four (4) detailed case reports of the caliber for submission to a peer-reviewed journal following the guidelines set forth in the application packet. Case reports shall directly correlate to submitted case logs. Failure of a case log automatically fails the submitted correlating case report. Case reports are to be collected in the year of application submission.
- ix. Provide documentary evidence through both case logs and the advanced skills list of competence in veterinary physical rehabilitation. A minimum number of forty (40) cases are required. Providing additional logs is strongly encouraged, but no more than sixty (60) cases shall be accepted. Case logs are to be collected in the year of application submission.
- x. Provide five (5) prospective examination questions written as required by the examination committee guidelines.
- xi. Have not earned a VTS in any recognized NAVTA specialty in the immediate three (3) years prior to application submission.

#### **3.2 Examination**

- a. Examinations will be held annually at a pre-determined location by the Board of Directors.
- b. Examinations will be prepared and written by the Examination Committee with approval by the Board of Directors and validation by the diplomats of the American College of Veterinary Sports Medicine and Rehabilitation. Participation in examination validation is considered voluntary and shall receive no monetary compensation.
- c. Passing scores will be proposed by the Examination Committee and shall be approved by the Executive Board and two-thirds (2/3) majority of the Board of Directors during the annual business meeting. The method of establishing such passing scores shall also be approved by the Executive Board and two-thirds (2/3) majority of the Board of Directors.
- d. Members pursuing renewals through the examination pathway are required to take the examination in the year of renewal materials are due without the option for deferral. All fees shall be received by the renewal deadline.





### 3.2 Examination (continued)

- e. Applicants may defer examination for a period of one (1) year after application submission and shall notify the Examination Chair by the first of May of each year. Applicants who do not provide notice of examination deferral by the deadline, may be subject to application resubmission including all fees (Section 2: Dues, Fees and Fiscal Matters). Emergency situations requiring postponement and preventing a candidate from examination writing may occur within the immediate thirty (30) days prior to examination date and will not be subject to a fee penalty.
- f. Notification of examination results will be distributed once all exams have been reviewed and the Active membership has been approved (Section 1.2 Active Membership). Active membership begins January 1<sup>st</sup> of the immediate year following examination.
- g. Method of examination delivery shall be multiple choice, electronic with the option of handwritten choice selections. Examination questions shall be reviewed by at least two (2) subject matter experts, including supporting literature references and updated at least annually. The inclusion of oral examination, essay or short answer questions, latent images, computer simulations, or use of audiovisual aids as part of the testing process may be included and applicants shall be notified of the final testing inclusion methods no less than four (4) months prior to the examination date.
- h. Applicants shall have no less than six (6) months after application submission for a period of study prior to examination administration.

### 3.3 Award recognition

- a. Candidates must submit a complete application packet.
- b. Candidates must successfully pass the final examination.
- c. Final approval for VTS (Physical Rehabilitation) status must be granted by the Board of Directors.
- d. An award of recognition will be issued for the VTS (Physical Rehabilitation)
- e. VTS (Physical Rehabilitation) recognition is conferred for a period of five (5) years. The recognition period will begin on the first day of the month that the examination is passed and end **July 30** five (5) years later.



### 3.4 Maintenance of Award Recognition - Renewals

- a. Academy award renewal is designed to assure the public and the profession that Veterinary Technician Specialists (VTS) in Physical Rehabilitation are competent to provide a high standard of care to patients. The goal of renewal is to ensure a VTS (Physical Rehabilitation) stays abreast of new developments in diagnosis and treatment, to encourage members to improve patient care, participate in professional development through education and research, and to actively participate in Academy service.
- b. Renewal shall occur every five (5) years of recognition for the title VTS (Physical Rehabilitation) for all Active Academy members. Applications are due the last day of June 11:59:59 CST of the renewal year. Members are responsible for maintaining records of activities during the five (5) year award period. Members who have not been notified of renewal in the year prior to award expiration must contact the renewal committee chair.
  - i. Example: Members recognized in **2018** are due for renewal in June 2023.
- c. Submission of four (4) examination questions is required for renewing members regardless of chosen renewal pathway. Submissions must be received in the requested format by the examination chair.
- d. Renewal may be obtained through one (1) of two (2) pathways. Credit accumulation or re-examination. The chosen renewal pathway shall be submitted, in writing via certified mail or electronic communication, within thirty (30) days after January 1<sup>st</sup> of the renewal year material submissions are due to the Renewal Chair. All activities shall be completed in the immediate five (5) years prior to renewal and prior to the renewal submission deadline.
- e. Completion of credit accumulation categories are to be set by the Executive Board and Renewal Committee. Credit accumulation may not exceed four hundred (400) credits for any one renewal category as defined in the renewal packet and documentation of activities is required. Categories may include, but are not limited to:
  1. Continuing Education (CE) consisting of advanced continuing education pertaining to physical rehabilitation and associated topics that can be directly correlated to any of the Academy Advanced Skills Checklist and meet definition description of the Applicant packet per five-year (5) period of active membership.
  2. Professional development such as contributions to scholarly articles, invited podium speaking, teaching programs at educational institutions or organizations, contribution to professional publications or in-service training for licensed professionals. The distribution and number of hours shall be set by the Board of Directors.
  3. Serving a full term as a committee chair position or committee member as defined in Article IV: Section 1 and Article VIII: Section 2 respectively.





### 3.4 Maintenance of Award Recognition - Renewals (continued)

4. Providing additional examination questions for credit consideration towards renewal during the five (5) year renewal period. Questions must be approved by the Exam chair in writing and received prior to recertification deadline.
  5. Maintenance of membership in professional associations.
- ii. Re-taking the examination, including submission of all fees and required forms received prior to renewal deadline.
1. One (1) opportunity to retake the examination will be granted to members who renew by the examination pathway.
  2. Examination shall be taken in the year of renewal. Examination deferral for any time period shall not be accepted for renewing Academy members.
  3. Failure to pass the examination for award renewal is final and full re-application for membership is required to resume active membership.
- f. Failure to complete renewal requirements, including associated fees, by the materials submission deadline shall result in disciplinary action if the title VTS (Physical Rehabilitation) continues to be claimed and immediate revocation of recognition is instated.

### 3.5 Additional Areas of Specialization

- a. Additional areas of specialization for inclusion may be added by 2/3 vote of the Board of Directors and majority vote of active members voting under the following conditions:
- i. The area be recognized as a distinct specialty in the field of veterinary technology.
  - ii. That it be appropriate to the Academy.
  - iii. That it be subject to the approval of the Committee on Veterinary Technician Specialties (CVTS) of the National Association of Veterinary Technicians in America (NAVTA).
  - iv. A sufficient number of exceptionally recognized experts exist to develop and maintain operations, including eligibility criteria for prospective applicants, in the area of specialization.



### 3.6. Failure to meet certification eligibility

- a. Prospective applicants who meet pre-application eligibility criteria and do not submit a completed application packet in the immediate year following approval must notify the chair of the credentialing committee in writing, on professional letterhead, of the decision to defer application submission within thirty (30) days prior to the application submission deadline. Failure to notify the chair of the decision shall be an automatic deferral of the current year and the prospective applicant shall be required to resubmit a completed pre-application packet. Application Identification Numbers (AIN) are only valid for a two-year period.
- b. Application packet information not meeting evaluation criteria after review by the credentialing committee and approval of the executive board must be resubmitted as defined in Section 3.1 within one (1) submission period. Applicants must notify the chair of the credentialing committee within sixty (60) days of the decision letter of intent to reapply. Failure to resubmit a completed application with corrected areas of deficiency, including adherence to the guidelines within the application packet for reconsideration, within the one-time application resubmission and notify the credentialing chair are subject to Section 3.1 Certification requirements. (Example: Application packet is submitted on January 1, 2020 and does not meet 2020 exam eligibility. Resubmission expiration deadline is on January 1, 2021.)

## Section 4: Disciplinary Action

### 4.1 Suspension

- a. Suspension of membership if a member fails to pay dues (Section 2.2 Dues, Fees and Fiscal Matters).
- b. Failure to meet Chairperson or Committee responsibilities as described in Article VIII Committees.
- c. Failure to uphold the Academy purpose (Article II), or ethical, moral and legal obligations of a credentialed veterinary technician.
- d. Failure to provide notification of renewal pathway for member renewal
- e. The following consequences will result during suspension:
  - i. Prohibited to use VTS, VTS (Physical Rehabilitation) or VTS (Physical Rehab.) titles and Academy artwork or branding.
  - ii. Declined access to members only area on Academy website including member benefits.
  - iii. Unable to vote, hold office or serve as a committee member.
- f. The following consequences will result after suspension with reinstatement of membership.
  - i. Unable to hold office or serve as a committee member.



#### Section 4: Disciplinary Action (continued)

g. Recognition of the VTS (Physical Rehabilitation) title and membership eligibility shall be permanently revoked if any of the following occur:

- i. Fees or penalties are not received,
- ii. Renewal materials and fees are not received,

#### 4.2 Repossession of recognition award

a. Recognition awards remain the property of the Academy and shall be repossessed when:

- i. The issuance of such a certificate or its receipt violates the provisions of the Academy's Constitution and Bylaws.

#### 4.3. Repossession of VTS (Physical Rehabilitation) title and membership

a. Membership to Academy will be revoked and a member will lose their VTS title when:

- i. The issuance of such a title or its recipient violates the provisions of the Academy's Constitution or By-Laws.
- ii. The VTS (Physical Rehabilitation) fails to maintain acceptable standards of competence in the practice of veterinary physical rehabilitation as determined through investigation by the Board of Directors.
- iii. The VTS (Physical Rehabilitation) fails to complete the renewal recognition process by the calendar year deadline. Notification of repossession will be made by registered mail, return receipt requested. Membership may be reactivated within the *same calendar year* by petition through the Executive Secretary to the President and Vice President with payment of all delinquent and current dues.
- iv. The VTS (Physical Rehabilitation) fails to complete the award renewal process by the deadline.

#### 4.4. Legal Ramifications

a. Under direction of the Board, NAVTA and the CVTS, legal action may be taken if an individual continues to use the VTS (Physical Rehabilitation) title or branding for any personal or professional affiliation during suspension, repossession, or failure to renew in given year after written notice from the Academy has been distributed.

4.5 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 Directors. 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 of Directors. Disciplinary action may be recommended by the Board of Directors. This action will be executed following an affirmative vote by two-thirds (2/3) of the Academy membership.



## **Section 4: Disciplinary Action (continued)**

4.6. It is considered illegal, unethical and immoral to use the VTS (Physical Rehabilitation) title without successfully passing both the application and examination process set forth by Academy. A person, group or business caught illegitimately utilizing the VTS (Physical Rehabilitation) title or imply representation, affiliation or ownership as the Academy will be investigated by the Academy. If action is warranted, the accused will be notified in writing and given full opportunity to explain their situation, agree to stop using the VTS (Physical Rehabilitation) title or association to the Academy and correct the illegitimate information. Failure to stop utilizing or advertising the VTS title (if found guilty) or association to the Academy will be reported to Committee on Veterinary Technician Specialties – subsection of National Association of Veterinary Technicians in America, the veterinary medical licensing board of the individual in question (if licensed), and the United States Trademark and Patent Office where investigative action will be considered including legal action and a lifetime ban for Academy application.

## **Section 5: Appeals**

### **5.1 Applications**

- a. If an application for VTS (Physical Rehabilitation) eligibility is rejected, an appeal of the decision may be made within thirty (30) days of receipt of the notification of rejection. The appeal must be made by written petition to the Executive Secretary and President. This appeal must be electronically mailed and shall include a statement of the grounds for reconsideration. All appeal letters **MUST** be written by the applicant and in a professional manner. All appeal decisions will be based on the original submitted application. Applicants may not submit additional data to augment the original application, therefore the original application must be complete and accurately reflect qualifications.
- b. The Executive Board shall review the appeal and render recommendation(s) to the Board of Directors within thirty (30) calendar days from the date the appeal letter was received. The Board of Directors will render a decision on the appeal and notify the petitioner of the decision within fourteen (14) calendar days. The decision of the Board of Directors shall be final.

### **5.2 Examination**

- a. Candidates who have failed the examination will, upon written request through the President and Exam Chair, with a courtesy copy to the Vice President, within thirty (30) days of notification, provide a statement requesting clarification in areas of deficiency by the examinee; The candidate will be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by electronic mail within sixty (60) days of the candidate's appeal. The examination decision or passing score however will **NOT** be repealed and the applicant may retake the exam at the next calendar opportunity.



## Section 5: Appeals (continued)

- b. Candidates who have failed the examination may retake the examination two (2) times in the next two (2) calendar years (a total of three (3) times) without reapplying to the Academy. The candidate must pay the applicable examination fee each year by the prescribed deadline.

## Section 6: Accommodations

### 6.1 Examination

- a. If an applicant has a disability or medical condition that possibly requires an adjustment to standard testing conditions, applications for accommodated testing is required. A decision on most requests will be made within sixty (60) days of receipt of a complete application.
- b. Applications must be submitted far enough in advance to allow confirmation or arrange accommodations on the examination date. The Academy is not able to accept special accommodation requests any later than **ninety (90) days prior** to the examination date, as that is the minimum amount of time needed to confirm accommodations.

## ARTICLE IV Officers

### Section 1: Elected Officers

The elected officers of the Academy shall include the President, Vice-President, Executive Secretary and Treasurer. The Executive Director shall remain an elected officer should the Board of Directors reinstate the position. The immediate Past-President is a non-elected officer. Only Active members with at least one full year of membership may be elected. With the exception of the Secretary who shall hold office for a period of one (1) year, terms of office are for a period of two (2) years.

### Section 2: Term of Elected Officers

2.1 The term of office for President and Vice President is two (2) years or until a successor is elected. Should the President wish to run for an additional term, a period no less than seven (7) years shall pass from the completion of the previous term for a maximum of two terms. It is required for an elected President to serve for a minimum of one (1) term as a committee Chair and one elected position term for a total of three (3) years.

2.2 The Secretary and Treasurer may serve consecutive terms if so elected.

2.3 The Executive Director is a two (2) year term of office and as an officer position shall be the decision of the Executive Board under terms most appropriate for the Academy business needs at time of reinstatement.

2.4 Elected officers shall begin their term of office immediately following the business meeting in the year for which they have been elected, or upon election by e-mail ballot.



### **Section 3: Vacancies**

If the President is unable to complete their term, the Vice President will assume the duties of the President for the duration of the remaining term.

### **Section 4: Election**

4.1 Election of Officers shall take place upon term completion or when deemed necessary by the Board of Directors to fill a vacancy, by mail-in or electronic ballot prior to the annual General Membership Meeting of the Academy.

4.2 The manner of voting (mail-in or electronic mail) will be determined by the Board of Directors.

4.3 The Board of Directors will provide the membership with an approved slate of candidates recommended by the Nominating Committee, who will present a slate of candidates to the Board of Directors prior to balloting. A simple majority of the votes cast shall be necessary to elect.

## **ARTICLE V**

### **Duties of Officers**

The officers described herein shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Academy.

#### **Section 1: President**

The President shall preside over all general membership meetings of the Academy and direct the administrative affairs of the organization according to the Bylaws and the policies promulgated by the Board of Directors. The President will also serve as spokesperson for the Academy and perform such other duties applicable to the office as described by the parliamentary authority adopted by the Academy. The President will serve as Chairperson for meetings of the Board of Directors. This position shall also serve as a representative liaison for the National Association of Veterinary Technicians in America, Committee on Veterinary Technician Specialties and Industry associations for credentialed veterinary technicians.

#### **Section 2: Vice-President**

The Vice President shall temporarily perform the duties of the President when the President is unable to present or perform their duties during office, including serving as a representative liaison. The Vice-President shall also oversee committee chairpersons, ensure the timely submission of yearly written reports to the annual General Membership Meeting and perform such other duties applicable to the office as described by the parliamentary authority adopted by the Academy. Automatically becomes President at the termination of their predecessor's term of office. They shall assume the responsibilities of the President if the President is unable to perform the duties of their office.





### **Section 3: Immediate Past-President**

The Immediate Past-President shall assist the Vice-President in their duties as the President shall request and shall carry out the responsibilities of the Vice-President in their absence or disability. The Immediate Past-President shall perform such other duties and have such other powers as the Board of Directors may prescribe by standing or special resolution, or as the President may provide, subject to the powers and supervision of the Board of Directors.

### **Section 4: Executive Secretary**

The Executive Secretary shall keep minutes and records of all meetings of the Academy and Board of Directors and maintain archival copies of all publications, documents, and other records of the Academy and serves as parliamentarian for meetings of the Board of Directors and for General Membership meetings.

### **Section 5: Treasurer**

The Treasurer shall provide oversight and coordinate all financial affairs of the Academy. The Treasurer will present a report of the financial status of the Academy at each annual business meeting and at such other times as required by the Board of Directors. The Treasurer will serve as chairperson of the Finance committee.

### **Section 6: Executive Director**

The Executive Director is the general manager, of an organization and an executive committee member during periods of office, when enacted. It is the duty of the executive director to prepare for the committee all business that has not been assigned to others, and to see that all its instructions are carried out. They are expected to recommend plans of work and conduct the business generally, under the executive committee during periods of office activity.

## **ARTICLE VI**

### **Board of Directors**

#### **Section 1: Board of Directors Composition**

1.1. The Board of Directors of the Academy will consist of its elected officers, the Immediate Past-President and Committee Leads. Insofar as practical, Board of Directors members from the United States, Canada and other nations will represent diverse geographical regions of the world.

1.2 Vacancies in the Board of Directors will be filled by appointment from the Board of Directors, unless the Board of Directors chooses by majority vote to put the vacancy to election by the general membership. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.

1.3 The Past-Presidents of the Academy will serve in an advisory capacity to the Board of Directors at the discretion of the President.



## **Section 2: Duties and Responsibilities**

2.1 The management and control of the business and policies pertaining to the Academy shall be vested in the Board of Directors. These will include, but are not limited to, the following:

- a. policy and fiscal matters of the Academy;
- b. providing guidance to committees and members of the Academy;
- c. the annual general membership meeting;
- d. committees and committee members;
- e. review of the time and place of all meetings.

2.2 The Board of Directors shall be subject to the orders of the Academy and none of its acts shall conflict with action taken by the Academy.

## **Section 3: Meetings of the Board of Directors**

3.1 The Board of Directors shall hold an annual business meeting at such time and place as to be announced by the President. The Secretary shall send written notification of the annual business meeting to the Board of Directors prior to the date. The Board of Directors shall meet prior to the time of the annual general membership meeting of the Academy, or as needed to conduct the business of the Academy. If a physical business meeting cannot be held, a video teleconference may be substituted.

3.2 Meetings of the Executive Board may be called at any time by the President and must be called by the President following written (electronic or paper) request of not less than five (5) members of the Executive Board. Meetings of the Board of Directors may be called by the Executive Board not less than fourteen (14) day notice of the time, place and purpose of any physical meeting and shall be addressed to each current Board of Directors member, electronically or at their residence or place of business, as it shall appear in the official records of the Academy. The notification requirement may be waived in emergency circumstances with approval of two-thirds of the members of the Board of Directors.

3.3 Meetings may be held by teleconference, electronic communication or other means that includes voice, if necessary, with such participation constituting presence in person at the meeting. No minimum time is required for notice for electronic as long as:

- a. all Board of Directors members are notified in advance;
- b. a simple majority approve of the meeting by electronic vote if the call to meeting is challenged, and;
- c. all persons participating in the meeting can hear one another.



### **Section 3: Meetings of the Board of Directors (continued)**

3.4 Members with business for the Board of Directors should submit a written request to the President to address the Board of Directors. No business shall be transacted except that mentioned in the call of a special meeting.

3.5 Approved unabridged minutes of meetings will be maintained by the Executive Secretary and made available to the Academy members upon written request.

3.6 The current edition of Robert's Rules of Order shall be the guide for the conduct of business meetings.

### **Section 4: Quorum**

Five (5) voting members of the Board of Directors shall be present in person or on conference call to constitute a quorum for the transaction of any business that may come before a meeting of the Board of Directors

### **Section 5: Resignation**

Any member of the Board of Directors who resigns an elected position must notify the President in writing at least thirty (30) days prior to resignation. Upon receipt of notice of resignation, the President must advise the Board of Directors, so nominations can be made at the next Board of Directors meeting. If the President resigns, it is the duty of the Vice-President to notify the Board of Directors. If a member of the foundational Academy Board of Directors submits a resignation within the first five (5) years of Academy formation and prior to re-election of an officer or committee position, the title of VTS (Physical Rehabilitation) shall be forfeited and reinstatement shall require full Academy application. Resignation or failure to complete any position held on the Board of Directors revokes a member's ability to claim participation credits towards renewal.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Academy in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Academy may adopt.



## ARTICLE VIII

### Committees

#### Section 1: Designation of Committees

1.1 The Academy shall have the following standing committees each with a Chairperson:

- a. Executive Committee
- b. Finance
- c. Membership
- d. Examination
- e. Credentialing and Case review
- f. Continuing Education
- g. Industry and public relations
- h. Constitution and Bylaws
- i. Renewal

1.2 The Academy shall have the following ad-hoc committees each with a Chairperson. The President serves as the chairperson or they may nominate a current member from the Board of Directors for the ad-hoc committee annually until it becomes a standing committee:

- a. Nominations and Elections
- b. Additional areas of specialization for inclusion

#### Section 2: Appointment

2.1 Committee Chairpersons and members will be appointed from the membership by the President with executive board review. Unless otherwise stated, the Chairperson for each Committee will be appointed by the President.

2.2 Committee Chairperson term of office is two (2) consecutive years and member term of office is one (1) year unless the Committee Chair and Board of Directors nominate them for continued terms.

#### Section 3: Vacancies and Disciplinary Action

3.1 If a Committee Member is unable to fulfill their term, a replacement shall be appointed by the President to serve the remainder of the term.

3.2 Chairpersons unable to fulfill term requirements during an appointed term due to disciplinary action or early discharge automatically forfeit contribution towards renewals credits.

3.3 Chairpersons unable to fulfill term requirements for the duration of an appointed term due to extenuating circumstances shall have service contributions towards future renewal credits applied up to the discretion of the Board of Directors.



## Section 4: Duties and Responsibilities

4.1 The standing committees of the Academy are constituted to perform a specific function as it relates to the business of the Academy and as so directed by the Board of Directors and the Policies and Procedures defined by the Academy.

4.2 The standing committees are:

- a. Executive Committee: The Elected Officers, Immediate Past President and an additional Board of Directors member elected by the executive committee shall comprise the executive committee;
- b. Finance: The Finance Committee shall consist of three (3) members or more as requested by the President. The Treasurer shall serve as Chairperson, and the Past-President will be a member. A remaining member shall be appointed by the President and may include themselves if deemed appropriate;
- c. Membership: The Membership committee shall consist of as many members as deemed necessary by the President;
- d. Examination: The Examination committee shall consist of five (5) members or more as deemed necessary by the President;
- e. Credentialing/Case review: The Credentialing committee shall consist of five (5) members or more as deemed necessary by the President;
- f. Continuing Education: The Continuing Education committee shall consist of as many members as deemed necessary by the President;
- g. Industry and Public Relations: The Industry and Public Relations committee shall consist of as many members as deemed necessary by the President. At the discretion of the Executive Board, this committee shall consist of Co-Chairs to meet industry and Academy business needs;
- h. Constitutions and Bylaws: The Constitution and Bylaws committee shall consist of two (2) members or more as deemed necessary by the President;
- i. Renewal: The Renewal Committee shall be composed of a chairperson and at least two (2) members from the general membership. The term of office for the chairperson shall be two (2) years. The duties of this committee shall be:
  - a. determine the distribution of hours used to satisfy the renewal process, with approval by the Board of Directors;
  - b. evaluate member applications and hours for renewal;
  - c. submit reviewed applications to the Board of Directors for final approval.



#### **Section 4: Duties and Responsibilities (continued)**

4.3 The Ad-Hoc Committees include:

- a. **Nomination/Elections:** The Nomination/Election Committee shall consist of three (3) members or more as deemed necessary by the President. The immediate Past-President shall be the Chairperson. The Chairperson shall appoint two (2) additional members from the membership. The dissolution of the nominating committee will be as soon as the newly appointed members are instated. The Nominating Committee shall present a slate of officer candidates to the Board of Directors for approval prior to balloting. Recommendations for nominations will be solicited from membership by the Nominating Committee.
- b. **Additional Areas of Specialization:** This committee when a recognizable need for additional areas of specialization for a VTS (Physical Rehabilitation) is determined, will be responsible for development of all application criteria, continuing education requirements, case logs, case reports, full examination implementation and maintenance of membership for the subspecialty when the need is established. The committee will establish a lead who will participate on the Academy Board of Directors as an active member until the subspecialty is established.

4.4 The Chair or another member of each standing and ad-hoc committee shall be required to present an annual report of the Committee's activities to the Board of Directors meeting immediately prior to the annual general membership meeting.

4.5 The Chair of each standing committee will attend all Board of Directors meetings as requested by the President and shall not be absent for no more than two (2) consecutive meetings. Failure to meet attendance requirements shall result in disciplinary action as determined by the Executive Board.

4.6 The Chair of each standing committee shall, each fiscal year, adhere to the following:

- a. Sign the Academy Policy and Procedure acknowledgement and confidentiality agreement forms to be submitted by December 31 of each year.
- b. Submit two (2) prospective examination questions as set forth by the examination committee guidelines.

#### **Section 5: Other Committees**

Such other committees, standing or ad-hoc, shall be appointed by the President, as the Academy or the Board of Directors shall from time to time deem necessary to carry on the work of the Academy. The President shall be an ex-officio non-voting member of all committees except the Nominating Committee.





## ARTICLE IX

### Conduct of Business

#### Section 1: General Membership Meetings

1.1 The Academy shall endeavor to meet annually at a site selected by the Board of Directors for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the Board of Directors. If a physical membership meeting cannot be held, then a teleconference may be substituted. Until a regularly established location is procured for the Academy business meeting, an annual organization update for the membership shall occur in the form of electronic communication.

1.2 The Executive Secretary will provide written or electronic notice to, and solicitation of agenda items from, all members; this shall precede the meeting date by at least thirty (30) days.

1.3 The President will set the meeting agenda.

1.4 The conduct of all meetings of the Academy shall follow the procedures set forth in the current edition of *Robert's Rules of Order Newly Revised* when applicable and be consistent with the Bylaws of the Academy.

1.5 Edited minutes of the general membership meetings will be published and distributed to the members.

#### Section 2: Eligibility to Vote

2.1 Active members who are current in their dues are eligible to attend general membership meetings of the Academy and vote.

#### Section 3: Quorum

3.1 A quorum for general membership meetings of the Academy shall consist of those members present at the meeting who are eligible to vote.

#### Section 4: Ballots

4.1 Mail or electronic ballots may be utilized if deemed necessary by the Board of Directors. To conduct a mail ballot, the ballot must be sent to all members eligible to vote at least 30 days prior to tabulation of the mail ballot. The date of tabulation and address to which the ballot is to be returned shall be clearly noted on the mail ballot. In lieu of a mail ballot, an electronic mail ballot may be used if deemed appropriate by the Board of Directors.

## ARTICLE X

### Amendments

These Bylaws may be amended by two-thirds (2/3) majority vote of the voting members present at the annual general membership meeting, or by (2/3) majority vote of the voting members responding through regular or electronic mail ballot. Proposed amendments to the Constitution or Bylaws shall be submitted to the Board of Directors for study ninety (90) days before the distribution of a mail or secure electronic ballot to the membership. Written notice of the proposed changes must be sent to the entire membership at least thirty (30) days prior to the voting procedures.



## **Constitution**

### **Article 1 Name**

1.1. This organization shall be known as the Academy of Physical Rehabilitation Veterinary Technicians; hereinafter referred to as the “Academy”.

### **Article II Incorporation**

#### **2.1. Section 1**

2.1a. The Academy shall be incorporated under the laws of the State of Minnesota as a not-for-profit educational organization operated exclusively for one of the purposes specified in Sec. 501 (c)(6) of the Internal Revenue Code.

#### **2.2. Section 2**

2.2a. Term for which the Academy is organized shall be perpetual. However, if dissolution of the Corporation should occur, its property shall be distributed evenly among the American College of Sports Medicine and Rehabilitation (ACVSMR).

### **Article III Statement of Purpose**

#### **3.1. Section 1 Mission Statement**

3.1a. The Academy is organized to advance the purpose of its affiliated central organization, The American College of Veterinary Sports Medicine and Rehabilitation (ACVSMR). It is the mission of the Academy to provide assistance in veterinary physical rehabilitation, encouraging veterinary professionals and colleagues to further their education, while improving the quality of animals’ lives.

#### **3.2. Section 2 Purpose**

3.2a. The Academy is further organized to promote advancement of credentialed rehabilitation veterinary technicians in veterinary medicine, to increase public awareness of the role of veterinary physical rehabilitation in advanced medicine, to further the professional development of its members by encouraging the education of credentialed veterinary technicians in veterinary physical rehabilitation, and, to provide the leadership and resources in the United States of America for the advancement of veterinary physical rehabilitation. The Academy is an organization that seeks to promote the advancement of knowledge and high standards of physical rehabilitation in animals.



## Constitution

### 3.3. Section 3 Objectives

3.3a. Establish education and experience prerequisites leading to recognition in the specialty of veterinary physical rehabilitation.

3.3b. Examine and recognize credentialed veterinary technicians as specialists in veterinary physical rehabilitation.

## Article IV Membership

### 4.1. Section 1

4.1a. VTS (Physical Rehabilitation): A credentialed veterinary technician of high ethical and moral character who has fulfilled the Academy requirements for specialty recognition.

4.1b Deputy Members: Deputy membership shall be an individual who has contributed to the formation of the Academy in a significant manner but are unable able to fulfill the CVTS requirements or the percentage of practice required of Organizing Committee members. Once the VTS (Physical Rehabilitation) has been awarded to the Organizing Committee, Deputy Members may be awarded a VTS (Physical Rehabilitation) upon recommendation by the Executive Board at the time of the first examination. Deputy members shall have all rights and privileges of active Academy members except the right to vote, hold office or attend regular business meetings of the Academy unless the Executive Board, Academy mentor and at least a two-thirds (2/3) vote of the Organizing Committee vote by approval to grant full rights and privileges of active Academy members. Deputy Membership eligibility shall be dissolved after formation of Academy's first exam (2018).

4.1c. Honorary Member: Honorary Member status may be conferred upon an individual who has made a substantial contribution to the development and progress of physical rehabilitation. The individual will receive a certificate and the title of Honorary VTS (physical rehabilitation). Nominations for Honorary Member status must be made in writing by at least two VTS (Physical Rehabilitation) members to the Board of Directors. Honorary membership shall require approval by at least 2/3 vote of the quorum present at the annual business meeting. Honorary Members shall have all rights and privileges of members.

## Article V Organization and Administration

### 5.1. Section 1

5.1a. The Board of Directors shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy.

5.2b The Board of Directors will consist of the following elected officers: Past President, President, Vice-President, Executive Secretary and Treasurer and Executive Director.



## **Constitution**

### **Article VI Officers**

#### **6.1. Section 1**

6.1a. Elected officers of the Academy shall be the Past-President, President, Vice-President, Executive Secretary, Treasurer and Executive Director.

6.1b. The Vice-President shall automatically become President at the termination of their predecessor's term of office.

6.1c. The President shall automatically become Past-President at the completion of the term of President.

6.1d. Elections shall occur for President, Vice President, Executive Secretary, Treasurer and Executive Director. The Executive Director officer position shall be dissolved after Academy recognition and reinstated only under terms most appropriate for the Academy business needs at time of reinstatement.

#### **6.2. Elected officers**

6.2a. Elected officers shall begin their terms of office immediately following completion of the business meeting and elections in the year for which they have been elected, or upon election by e-mail ballot.

6.2b. Term of the appointment will be determined by the Board of Directors

### **Article VII Committees**

#### **7.1. Section 1**

7.1a. The Academy shall have the following standing committees: Executive, Finance, Membership, Examination, Credentialing and Case Review, Industry and Public Relations, Communications, Constitution and Bylaws, Nomination/Election and Additional Areas of Specialization. Additional committees may be specified or dissolved by the Board of Directors in accordance with Academy business needs.

#### **7.2. Section 2**

7.1a. The Chair of each committee shall be appointed by the President.

7.1b. The Chair of each committee will appoint all committee members.



## Constitution

### Article VIII Amendments

#### 8.1. Section 1

8.1a. Proposed amendments to the Constitution shall be submitted to the Board for study 90 days before a scheduled general membership meeting of Academy or the distribution of a ballot to the membership.

8.1b. Proposed amendments shall be distributed to the entire membership with a recommendation by the Board of Directors at least 30 days prior to counting of a ballot or a voice vote of the eligible voting members.

#### 8.2. Section 2

8.2a. An affirmative vote shall require a simple majority of those who respond.