



## 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, directors, 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.

## **ARTICLE III**

### **Membership**

#### **Section 1: Membership**

Membership shall consist of Charter Members and Active Members. 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.).

**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 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 have 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 Life Member status within this category.

**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 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 (2017), Deputy Members may be awarded a VTS (Physical Rehabilitation) upon recommendation by the Executive Board at the time of the first examination in 2018 where the membership category shall close indefinitely 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, 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.

**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 his/her 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 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.

2.2 Notification of dues for the new year will be issued on or about December 1 and are payable no later than the last day of February. A member delinquent in payment of dues on or after March 1 will forfeit his/her 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.

2.3 Application fee for the VTS (Physical Rehabilitation) examination will be set by the Board of Directors annually. Fees will not be refunded.

2.4 Examination fee will be set by the Board of Directors for all eligible candidates qualifying for examination each year. Examination fees will not be refunded.

2.5 The Board of Directors shall approve the annual operating budget for the Academy upon recommendations by the Finance Committee.

2.6 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. Submit a Letter of Intent and Curriculum Vitae one (1) year prior to application submission.
- b. Submit two (2) letters of recommendation one (1) year prior to application submission. One letter must be from the applicant's 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). Until a sufficient number of ACVSMR exist, the Academy will, for the first three years after NAVTA recognition in 2017, accept letters of recommendation from diplomates of recognized by the American Academy of Veterinary Specialty Board (AAVSB). In addition, until a sufficient number of Academy members exist, the Academy will for the first three years accept any credentialed veterinary technician with VTS recognition. Non-VTS credentialed veterinary technicians and Physical Therapists with veterinary physical rehabilitation credentialing will not be accepted.



- c. Fulfill minimum points system credentialing criteria including documentary evidence in application packet.
- d. Mentor agreement/request form signed by a state licensed veterinarian who works directly with the applicant, stating the applicant is performing duties as a credentialed veterinary technician 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.
- e. Mentorship: Each VTS candidate shall be supervised by a veterinarian who is certified in veterinary physical rehabilitation **or** is a diplomate of American College of Veterinary Sports Medicine and Rehabilitation (ACVSMR). This “mentor” should be in the same locality as the candidate, should be able to communicate at a minimum by video conferencing and have at least one year of experience in the specialty. Verification of experience and credentials required. The board will review the mentor’s location and ability to supervise the candidate.
- f. Proof of graduation from an AVMA approved veterinary technician program and/or credentialing license to practice as a veterinary technician in some State or Province of the United States, Canada, or other country.
- g. Meet experience requirements after graduation from a recognized school of veterinary technology and/or becoming credentialed to practice as a veterinary technician through documentary evidence (case logs and skills list) of advanced competence in veterinary physical rehabilitation.
- h. Minimum of five (5) years as a credentialed veterinary technician (10,000 hours working 40 hours a week, 50 weeks a year) with two (2) of those years with experience as a credentialed veterinary technician (4,000 hours) AND three (3) of those years containing at least 4,500 hours (75% of 6,000 hours, 3 years- 40-hour work week) of work as a credentialed veterinary technician in veterinary physical rehabilitation experience in the immediate five (5) years prior to application. Verification of experience required.
- i. Meet education requirements after graduation from a recognized school of Veterinary technology and/or becoming credentialed to practice as a Veterinary Technician. Continuing Education (CE) accounting for a minimum of forty (40) qualifying hours of advanced (CE) within the last 5 years prior to application pertaining to veterinary physical rehabilitation or associated topics that can be directly correlated to any of the APRVT Advanced Skills Checklist.



- j. 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 are to be collected in the year of application submission.
- k. 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, but no more than sixty (60) cases, is strongly encouraged. Case logs are to be collected in the year of application submission.
- l. Current membership with National Association of Veterinary Technicians in America including documentary evidence of membership number.
- m. Membership of the American Association of Rehabilitation Veterinarians - technician associate strongly encouraged.
- n. Provide five (5) prospective examination questions written as required by the examination committee guidelines.
- o. Have not earned a VTS in any recognized NAVTA specialty in the immediate five (5) 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 Academy veterinary college mentor.
- 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. 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. The Academy diplomate mentor shall act as a consultant on establishment of passing score criteria.
- d. Applicants may defer examination for a period of one (1) year after application submission and shall notify the Examination Chair by application submission deadline of the year to be deferred. Applicants who do not provide notice of examination deferral by the deadline, January 1<sup>st</sup>, may be subject to application resubmission including all fees (Section 2: Dues, Fees and Fiscal Matters).



### 3.3 Award recognition

- a. Candidates must submit a complete examination 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 to 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 on the same date five (5) years later.
- f. Recognized VTS (Physical Rehabilitation) members shall pay yearly dues to the Academy. Failure to pay yearly dues will result in a lapse 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, re-examination will then be required to become reinstated and recognized.

### 3.4 Maintenance of Award Recognition

- 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 and to encourage members to improve patient care and professional development through education and research.
- b. Renewal shall occur every five (5) years of recognition for the title VTS (Physical Rehabilitation) for all Active Academy members. Members who have not been notified of renewal must contact the renewal committee chair.
  - i. Example: Members recognized in **2018** are due for renewal in 2023.
- c. Renewal may be obtained through one (1) of two (2) options
  - i. Completion of a points system to be set by the Executive Board (until adequate numbers exist to support a renewal committee) to include, but is not limited to:



1. Continuing Education (CE) consisting of advanced continuing education pertaining to physical rehabilitation and other pertinent medical or pain management topics as the relate to common conditions seen in physical rehabilitation per five-year (5) period. The number of hours and distribution of hours may be obtained through attendance at seminars pertaining to physical rehabilitation and pain management; contribution to professional publications; presentation of physical rehabilitation programs; and self-study or in-service training, to be determined by the Credentialing Committee until a renewal committee may be formed.
  2. Professional development such as contributions to scholarly articles, invited podium speaker or teaching. The distribution and number of hours to be set by the committee.
  3. Serving as a committee chair position, submission of qualified examination questions (to be set by the exam committee).
  4. Providing five (5) prospective examination questions as set forth by the examination committee guidelines.
- ii. The VTS (Physical Rehabilitation) may elect to re-take the examination, including all fees.
1. One (1) opportunity to retake the examination will be granted to members who fail to renew by the renewal deadline. Examination deferral for any time period shall not be accepted for renewing Academy members.
  2. Examination shall be taken the year immediately following the renewal year
- iii. Academy Organizing Committee members providing continuing education for conferences, meetings, webinars, lectures or private in-house continuing education from the dates January 2013 until present, will have that counted for applications from January 2018 forward.
- d. Failure to renew by the specified deadline will result in disciplinary action and revocation of recognition





### 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).

## Section 4: Discipline

### 4.1 Suspension

- a. A member will have their membership suspended if they fail to pay dues by December 31 of current year.
- b. Failure to meet Chairperson or Committee responsibilities as described in Article VIII Committees.
- c. 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 or member benefits.
  - iii. Unable to vote, hold office or serve as a committee member.
- d. The following consequences will result after suspension with reinstatement of membership.
  - i. Unable to hold office or serve as a committee member.



#### 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 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 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 or failing to renew in given year.

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.



4.6. It is considered 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 caught illegitimately utilizing the VTS (Physical Rehabilitation) title will be investigated by the Academy. 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 (Physical Rehabilitation) 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 investigative action will be considered.

## **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, President and Executive Director. 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. 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 President and Executive Director 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 Executive Secretary and President with a cc: 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 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 opportunity.
- b. Candidates who have failed the examination may retake the examination two (2) times in the next two (2) 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 time.



## **Section 6: Special 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 reinstate the position. The immediate Past-President is a non-elected officer. Only Active members may be elected. 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 hold office on the executive board for a minimum of one term and one committee Chair term for a total of four 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 shall be removed from the elected officers and board or directors after the Academy has been recognized by the National Association of Veterinary Technicians of America (2017). Reinstatement of the 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 his/her term, the Vice President will assume the duties of the President for the duration of the term.

### **Section 4: Election**

4.1 Election of Officers shall take place annually 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 (until enough members have joined, this will be the Executive Board), 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 administration of the 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 be present or perform his/her 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 his/her predecessor's term of office. He/she shall assume the responsibilities of the President if the President is unable to perform the duties of his/her office.



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

The Immediate Past-President shall assist the Vice-President in his or her duties as the President shall request and shall carry out the responsibilities of the Vice-President in his or her 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 Society. The Treasurer will present a report of the financial status of the Academy at each annual General Membership 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. He/she is expected to recommend plans of work and conduct the business generally, under the executive committee during periods of office activity and gives their time gratuitously.

## **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 and Canada will represent diverse geographical regions of the country.

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 membership 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.

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 his/her 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 also 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.



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, the title of VTS (Physical Rehabilitation) shall be forfeited and reinstatement shall require full Academy application.

### **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:
- 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. Nomination/Elections
  - j. Renewal
  - k. Additional areas of specialization for inclusion

#### **Section 2: Appointment**

2.1 Committee 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 members term of office is usually 2 consecutive years unless the committee member and the Board of Directors wish them to remain on the Committee.

#### **Section 3: Vacancies**

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

#### **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 him/herself 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. 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 term of office of the Nominating Committee shall expire at the conclusion of the election. 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. Until sufficient membership numbers exist, the Executive Board shall serve as members of this committee.



- j. Renewal: The Renewal Committee shall be composed of a chairperson and at least two (2) members. The immediate-past president shall preside as the chairperson. The term of office for the chairperson shall be two (2) years. The term of office for other members shall be three (3) 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
- k. 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.

4.3 The Chair or another member of each standing and special 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.

4.4 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 consecutive meetings. Failure to meet attendance requirements shall result in disciplinary action as determined by the Executive Board.

4.5 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 five (5) prospective examination questions as set forth by the examination committee guidelines.

## **Section 5: Other Committees**

Such other committees, standing or special, 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.

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.



### **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.



## **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 his/her 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.





## **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.