

**BYLAWS OF THE AMERICAN ASSOCIATION OF
VETERINARY LABORATORY
DIAGNOSTICIANS, INC.**

ARTICLE I

The President

- Section 1. It shall be the duty of the President, who shall be elected for one (1) year, to preside at all meetings of the American Association of Veterinary Laboratory Diagnosticians, Inc., herein referred to as the Association, and to chair the Executive Board, the Executive Committee, and the House of Delegates.
- Section 2. The President shall appoint all committees and representatives, unless otherwise stated in these Bylaws, deemed necessary for the conduct and welfare of the Association's business. All appointees must be active members of the Association in good standing. The President shall serve on all committees as an Ex-Officio member.
- Section 3. The President shall have the power to call special meetings of the Executive Board, Executive Committee, or the House of Delegates, whenever deemed necessary.
- Section 4. At meetings of the Executive Board and the House of Delegates, the President shall cast a ballot only when the votes are equally divided.
- Section 5. The President shall choose a Parliamentarian whose duty shall be to advise the presiding officer during House of Delegate meetings of correct parliamentary procedures when called upon to do so.
- Section 6. The President shall be an Active Member of the Association in good standing.

ARTICLE II

The President-Elect

- Section 1. It shall be the duty of the President-Elect to assume the duties of the President in case of the latter's absence, disability, or resignation.
- Section 2. Upon the President's completion of the term of office, the President-Elect shall assume that office.
- Section 3. The President-Elect shall be a voting member of the Executive Board and the Executive Committee.
- Section 4. The President-Elect, with the assistance of the Program Committee, shall be responsible for organizing the Annual Scientific Meeting of the Association. In this connection, it will be the responsibility of the President-Elect to call for papers, select speakers, assemble abstracts of the papers to be presented at the Annual Scientific Meeting, and to prepare the abstracts for distribution prior to or at that meeting.
- Section 5. In the interest of preserving efficient Association management through the selection of qualified and willing appointees, the President-Elect shall confer with prospective committee members and representatives whom the President-Elect intends to appoint after assuming the chair of President.
- Section 6. The President-Elect must be an Active Member of the Association in good standing.

ARTICLE III

The Vice-President

- Section 1. It shall be the duty of the Vice-President to assume the duties of the President-Elect in case of the latter's absence, disability or resignation.
- Section 2. Upon the President-Elect's completion of the term of office, the Vice-President shall assume that office.
- Section 3. The Vice-President shall be a voting member of the Executive Board and the Executive Committee.
- Section 4. The Vice-President shall serve as Ex-Officio on the same committees as the President-Elect.
- Section 5. The Vice-President shall serve as a program Co-Chair and assist the President-Elect in organizing the Annual Scientific meeting of the Association and be Chair of the Credentials Committee and, with the assistance of the Secretary, shall certify and seat duly selected delegates to the House of Delegates.
- Section 6. The Vice-President must be an Active Member of the Association in good standing.

ARTICLE IV

The Secretary-Treasurer

- Section 1. The Secretary-Treasurer, hereinafter referred to as the Secretary, shall serve as the Administrative Officer of the Association and shall be responsible for the following:
- a. Keep accurate records of the meetings of the Executive Board, the Executive Committee and the House of Delegates.
 - b. Maintenance of all records and files of the Association.
 - c. The day to day operations of the Association.
 - d. Establish checking and savings accounts in a federally insured bank(s).
 - e. Act as custodian of all fiscal assets, which includes the depositing, disbursement and investing of Association funds.
 - f. Present a current statement of receipts and disbursements at each meeting of the Executive Board.
 - g. Present an interim financial report of the current year at the annual meeting of the House of Delegates.
 - h. Prepare a financial review for the previous fiscal year which shall be reported to the Executive Board not later than sixty (60) days after the close of the fiscal year. This financial review shall be published in an official publication of, or posted on the official website of, the Association. The fiscal year of the Association shall be from January 1 to December 31st of each year.
 - i. All other duties that may be specified by these bylaws
- Section 2. The Secretary shall be a voting member of the Executive Board and the Executive Committee.
- Section 3. The Secretary shall be an active member of the Association in good standing.
- Section 4. The term of office for the Secretary shall be three (3) years.

Article V

The Executive Board

- Section 1. The Executive Board shall constitute the administrative body of the Association. It shall be composed of the President, who shall serve as Chair, President-Elect, Vice-President, Immediate Past President, Secretary, and one (1) representative from each of the seven (7) geographical regions of the Association. The Director of the US Department of Agriculture National Veterinary Service Laboratories and the official responsible for Diagnostic Services within the Canadian Food Inspection Agency, the president of the American Veterinary Medical Association (AVMA) or their representatives, shall serve as Ex-Officio members of the Executive Board.
- A. The seven (7) geographical regions of the Association are:
1. Region 1 (Northeast)- Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, West Virginia and Vermont (Elected 2011).
 2. Region 2 (Southeast)- Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Puerto Rico and the Virgin Islands (Elected 2011).
 3. Region 3 (North Central)- Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin (Elected 2010).
 4. Region 4 (South Central)- Arkansas, Louisiana, Oklahoma, Texas and New Mexico (Elected 2010).
 5. Region 5 (Northwest)- Alaska, Idaho, Montana, Oregon, Washington and Wyoming (Elected 2009).
 6. Region 6 (Southwest)- Arizona, California, Colorado, Hawaii, Nevada and Utah (Elected 2009).
 7. Region 7 (Canada)- Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec and Saskatchewan (Elected 2009).

- B. The Executive Board shall determine the activities and policies of the Association and shall advise the House of Delegates and the membership of its activities periodically but not less than annually.
- C. The Executive Board shall meet at least three (3) times during the year.
- D. The minutes of the Executive Board meetings shall be published in an Association publication, or posted on the official website of, the Association.
- E. Seven (7) members shall constitute a quorum for the conduct of Association business.

Section 2. Each regional representative to the Executive Board shall be elected by the membership of the respective region. A list of nominees shall be prepared by a committee appointed by the President. The committee shall consist of three members from the same region. This list of nominees shall be presented to the Secretary-Treasurer at least ninety (90) days prior to the annual meeting of the Association. A ballot shall be prepared and distributed by the Secretary to all members of the region at least sixty (60) days prior to the annual meeting. Members shall have thirty (30) days to mark and return their ballots to the Secretary. Ballots will be canvassed by the Secretary and one other active member appointed by the President. The nominee receiving a plurality of votes shall be declared duly elected and shall be seated at the conclusion of the second House of Delegates meeting.

- a. The regional representatives shall be elected for a term of three (3) years. Regional representatives may be elected to no more than two (2) successive terms. Elections shall be so arranged to allow two (2) new regional representatives to be elected each year except every third year when three (3) regional representatives shall be elected.
- b. In the event that a vacancy on the Executive Board occurs, the Executive Board shall appoint a member from the specific region to complete the normal term of the representative being replaced.

Section 3. All members of the Executive Board must be active members of the Association in good standing.

ARTICLE VI

The Executive Committee

Section 1. The President, President-Elect, Vice-President, Immediate Past President, and the Secretary shall constitute the Executive Committee. Each shall have equal vote.

Section 2. The duties of the Executive Committee, in addition to those assigned by the Executive Board or prescribed from time to time by these Bylaws, shall be to act as the administrative body of the Association between meetings of the Executive Board. The Executive Committee shall review the current budget and monitor the financial affairs of the Association. All actions and recommendations of the Executive Committee shall be presented to the Executive Board at any properly constituted meeting of that body for approval.

Section 3. The Executive Committee shall meet at least (3) times a year. Meetings may be conducted in session, by teleconference, by electronic mail, or by any other means of communication.

ARTICLE VII

The House of Delegates

Section 1. The House of Delegates shall constitute the legislative body of the Association. It shall be composed of a delegate from each of the fifty (50) U.S. states, a delegate from each of the ten (10) Canadian provinces, a delegate from Puerto Rico and a delegate from Mexico. In addition, a representative from the USDA National Veterinary Services Laboratories and a representative from the U.S. Animal Health Association shall also serve as delegates to the House of Delegates. Each delegate shall have one vote.

Section 2. The President shall be the presiding officer and shall cast a ballot in case of tie votes. The President-Elect, Vice-President, and Secretary shall be Ex-Officio members.

Section 3. It shall be the responsibility of each State or political division to select its own Delegate and Alternate Delegate.

Section 4. A Delegate must be an individual who is actively engaged in veterinary diagnostic laboratory medicine and who is an active member in good standing. Alternate Delegates, certified by the Vice-President, may serve in the absence of the Delegates.

Section 5. The House of Delegates shall report its activities annually to the Association's membership. It may establish its own rules of conduct.

ARTICLE VIII

Committees

- Section 1. All committees shall be appointed by the President to serve during the President's term of office unless otherwise specified by these Bylaws. The Executive Board or the House of Delegates may instruct the President to appoint specific committees.
- Subsection A. Each committee Chair shall submit an annual written report to the House of Delegates and the membership. The report or an abstract of the report will be published in an Association Publication, or posted on the official website of, the Association. Interim written or oral reports may be presented to the Executive Board anytime that the committee Chair deems that such a report is necessary.
- Subsection B. Ad Hoc committee Chairs shall submit an annual written report to the House of Delegates and at the time that the specific charge to the committee has been completed.
- Section 2. Accreditation Committee. It shall be the duties and responsibilities of this committee to:
- A. Develop and periodically review procedures and criteria for the accreditation and continuance of accreditation of veterinary diagnostic laboratories.
- B. Establish the various categories of accreditation, e.g., full-service, species-specific, provisional, etc.
- C. Review laboratory applications for accreditation and, if acceptable, conduct on-site laboratory visitations to determine if the applicant laboratory meets the criteria for accreditation as set forth by the committee.
- D. At intervals, as established by the committee, conduct on-site visitations of accredited laboratories to determine if these laboratories have maintained the criteria for accreditation and should have certification continued.
- Subsection A. The Committee shall consist of a Chair, who may be reappointed annually for no more than five (5) consecutive terms, and at least two (2) members from each of the regions of the Association. All members of the committee must have been affiliated with a laboratory accredited by the Association.
- Subsection B. The committee shall be self-sufficient. Operating funds shall be derived from fees collected for accreditation and annual recertification. The fees, based upon the recommendation of the committee, shall be set by the Executive Board.
- Section 3. Awards Committee. It shall be the duty of this committee to select recipients for the various awards given by the Association. Selection of individuals for the various awards shall be by a majority vote of the committee.
- Subsection A. The committee shall consist of the three (3) Past Presidents appointed by the President. The most Immediate Past President shall be Chair. The Chair of the Foundation Committee will serve as an ex-officio member of the committee. Members serving on the Awards Committee are ineligible for any AAVLD award
- Subsection B. The awards bestowed by the Association shall be as follows:
- A. E.P. Pope Memorial Award. This award is to be presented to an individual who has made noteworthy contributions to the Association and to implementation and recognition of the specialty of Veterinary Diagnostic Laboratory Medicine. The award shall be a plaque. The recipient shall be announced by the Chair at the Annual Scientific Meeting.
- Subsection C. Additional awards granted by the AAVLD Executive Board, House of Delegates, committee or subcommittee of AAVLD or presented at the annual meeting shall be submitted to the Executive Board by the sponsoring committee or organization for approval. Such awards will generally be selected by the awards committee or another current AAVLD standing or special committee or as otherwise stipulated in the award approval. An awards SOP approved by the AAVLD Executive Board will serve as a catalog for the approved awards and processes and can be amended by majority vote of the executive board, as needed.
- Section 4. Credentials Committee. It shall be the duty of this committee to certify Delegates and Alternate Delegates to the House of Delegates. The committee shall be chaired by the Vice-President.
- Section 5. Membership Committee. It shall be the duty of this committee to interest eligible individuals in joining the Association and to report on the status of the overall membership. This committee shall be co-chaired by the Vice-President and shall consist of seven (7) members representing each of the seven (7) regions of the Association.
- Section 6. Nominating Committee. It shall be the duty of this committee to select a slate of nominees for the office of Vice-President,

Secretary-Treasurer, and others as may be specified by these Bylaws. The committee shall consist of the Immediate Past President, who will serve as Chair, and three (3) or four (4) active members of the Association selected from the respective regions on even and odd years. During even numbered years the three (3) members of the committee shall be selected from regions 2, 4 and 6 and during odd numbered years the four (4) members shall be selected from regions 1, 3, 5 and 7. Only one of the members chosen may be a regional representative to the Executive Board.

- Section 7. Program Committee. It shall be the duty of this committee to select papers for the Annual Scientific Meeting of the Association. The committee shall consist of the President-Elect, who will serve as Chair of the committee, the Vice-President and other appointed members of the Association. Members will serve for one year and may be reappointed.
- Section 8. Publication Committee. It shall be the duty and responsibility of this committee to act as an Advisory Board for all Association publications and to recommend editorial policies and appointments to the President, Executive Board, Executive Committee, and the House of Delegates.
- Subsection A. The Committee shall be composed of the editors of the *Journal*, Newsletter, Web page and Monographs, as applicable, and six (6) members at-large who shall be appointed by the President for a four (4)-year term. Appointments shall so be arranged to allow at least one (1) new appointment each year. The initial appointments to the Committee shall be as follows: one (1) member for (1) year, one (1) member for two (2) years, one (1) member for three (3) years, and one (1) member for four (4) years.
- Subsection B. The publications of the Association shall be the *Journal of Veterinary Diagnostic Investigation*, the Newsletter, Web page and other publications as approved by the Executive Board.
1. *Journal of Veterinary Diagnostic Investigation*. The *Journal* shall be published at least four (4) times a year. Articles for publication in the *Journal* shall be reviewed by the Editor and the Editorial Board of the *Journal*.
 2. The Newsletter. It shall be the responsibility of the Editor and Editorial Board of this publication to prepare the Newsletter, which shall be published at least three (3) times a year.
- Subsection C. The Editors and Editorial Boards of the various Association publications shall be appointed by the President for a term of three (3) years. Editors and Editorial Boards may be appointed to succeed themselves. One-third (1/3) of each Editorial Board shall be appointed or reappointed each year. The initial appointments to the various Boards shall be as follows: 1/3 of each board shall be appointed for one (1) year, 1/3 for two (2) years, and 1/3 for three (3) years. Each editor shall be appointed for a three (3) year term.
- Section 9. AAVLD Foundation Committee. It shall be the duty of this committee to be responsible for the development, investment and disbursement of AAVLD Foundation funds. The committee shall consist of at least twelve (12) members appointed by the President for a three (3) year term. Initially four (4) members shall be appointed for one (1) year, four (4) members for two (2) years and four (4) members for three (3) years. The committee members may be reappointed to succeed themselves. The committee shall select one of their members to act as Chair. All committee members shall have an equal vote. The committee may recommend to the President the names of individuals who should be considered as possible replacements for retiring members of the committee. The Secretary-Treasurer shall serve as a non-voting member of the committee.
- Subsection A. All actions by the committee regarding fund raising, investments and disbursement of funds shall be approved by the Executive Board.
- Subsection B. The committee shall meet as often as necessary to assure that Foundation funds are properly managed. It shall be the responsibility of the committee to ascertain that all requests for funds are limited to the advancement of Diagnostic Veterinary Medicine (e.g. grants, scholarships, prizes, etc.) Foundation funds will not be allocated to supplement Association operating funds.

ARTICLE IX

Membership and Dues

- Section 1. The classes of membership of the Association shall be Active, Retired, Life, Honorary, Graduate Student/Resident, Associate, and Student.
- Section 2. Active Membership. Any individual interested in any area of animal disease laboratory diagnosis shall be eligible for Active Membership
- Subsection A. Applications for Active Membership shall be submitted in writing to the Secretary.
- Subsection B. Active members who are three (3) months in arrears in payment of annual dues shall be dropped from the rolls of the Association. Application for reinstatement shall be made in writing to the Secretary. Such applications must

be accompanied with payment of current dues.

- Section 3. Retired Membership. Any individual who has been an Active Member of the Association for at least the past (10) years and who is retired from active professional life, may request the Executive Board in writing, to grant Retired membership status. Retired Members shall have all the privileges of Active Membership provided their payment of \$25.00 for Retired Members is current.
- Section 4. Life Membership. Any member who has made an outstanding contribution to Veterinary Diagnostic Laboratory Medicine or to the Association may be nominated by the Executive Board for Life Membership. The House of Delegates shall evaluate the nominee's contribution and any other factor it may deem necessary to consider the nomination. Life Membership shall be granted by a majority vote of the House of Delegates. Life Members shall be exempt from payment of all dues.
- Section 5. Honorary Membership. Any individual who, in the opinion of the Executive Board, has contributed materially to the advancement of Veterinary Diagnostic Laboratory Medicine may be nominated by the Executive Board for Honorary Membership. Honorary Membership shall be conferred by a 2/3 vote of the House of Delegates. Active, Retired, and Life Members shall not be eligible for Honorary Membership. Honorary Members shall be exempt from payment of all dues.
- Section 6. Graduate Student/Resident Membership. Any individual interested in and/or engaged in the field of disease diagnosis in animals who is concurrently pursuing residency training or graduate studies in a discipline directly related to animal disease diagnosis shall be eligible for Graduate Student/Resident Membership. This membership classification by an individual shall be limited to a maximum period of seven (7) years. Members in this classification have all the rights and privileges of Active Members.
- Section 7. Associate Membership: Will be limited to those individuals who hold clerical and technical staff positions in a laboratory that is engaged in an area of animal disease laboratory diagnosis. Associate members will have all the rights of an active member except that they will not have the right to vote, hold an Association office, or receive the official journal of the Association without an additional payment.
- Subsection A Individuals desiring associate membership must submit with their application and/or dues a letter from the director of their organization attesting that they meet the criteria for associate membership.
- Section 8. Student membership. Any individual interested in the field of disease diagnosis in animals who is concurrently in an undergraduate or veterinary degree program. Student members will have all the rights of an active member except that they will not have the right to vote, hold an Association office, chair a committee or receive a printed copy of the official journal of the Association. Electronic access to the official journal of the Association shall be included in their membership.
- Section 9. Dues. Annual dues for Active, Retired, Associate, Graduate Student/Resident, and Student members shall be established by a 3/4 vote of the House of Delegates.
- Subsection A. Dues are payable on October 1. Members who are three (3) months in arrears in payment of annual dues shall be dropped from the rolls of the Association.
- Subsection B. Application for reinstatement shall be made in writing to the secretary. Such application must be accompanied with payment of current dues.
- Subsection C. Registration fees for the Annual Scientific Meeting shall be set by the Executive Board.

ARTICLE X

Elections

- Section 1. The Vice-President, Secretary, and others as may be specified by these Bylaws shall be elected by mail ballot by a majority of the members voting.
- Section 2. At least ninety (90) days before the Annual Meeting of the Association, the Nominating Committee shall submit to the Secretary the names of candidates for Vice-President, Secretary, and any others as specified by these Bylaws. All nominees must be Active Members of the Association and have indicated a willingness to serve if elected. Members of the Association are urged to suggest names of possible candidates to the Nomination Committee.
- Section 3. The Secretary shall prepare a ballot listing the candidates in alphabetical order with a provision for a write-in vote for each office. The ballot shall be mailed or sent via electronic notification to all Active Members of the Association at least sixty (60) days prior to the Annual Meeting. The mailed announcement of the election, an official mailing envelope addressed to the Secretary and bearing the word "BALLOT" in the lower left hand corner, and a short resume of each candidate shall be enclosed with the ballot.
- Section 4. Members shall have thirty (30) days to mark and submit the ballots to the Secretary. Ballots will be canvassed by the Secretary

and two other Active Members appointed by the President. The nominee receiving the plurality of votes shall be declared duly elected and shall be installed during the Annual Meeting of the Association. Successful candidates and the Executive Board shall be advised by the Secretary of the results of the election as soon as the tabulation of the ballots has been completed. In the event of a tie vote, the election will be decided by a secret ballot of the House of Delegates.

ARTICLE XI

Meetings

- Section 1. Annual Scientific Meeting. The Annual Scientific Meeting of the Association, hereinafter referred to as the Annual Meeting, may be held immediately preceding the dates of the annual meeting of the US Animal Health Association and may be at the same location. At the opening of the Annual Meeting, it will be the responsibility of the outgoing President to address the membership. The incoming President shall be installed at the conclusion of the second House of Delegates meeting.
- Section 2. House of Delegates. The House of Delegates shall hold two (2) regular meetings annually. The first shall be held the day of the start of the scientific sessions of the Annual Meeting, and the second shall be held at the conclusion of the Annual Meeting.
- Subsection A. At least twenty (20) Delegates shall constitute a quorum for the conduct of business.
- Subsection B. Special meetings of the House of Delegates may be called by the President upon the approval of the Executive Board. Delegates shall be notified in writing at least two (2) weeks prior to the meetings as to when and where the meeting will be held and the purpose of the meeting.
- Subsection C. All meetings of the Association shall be governed by Robert's Rules of Order when not in conflict with these Bylaws.
- Subsection D. Order of business:
1. Registration
 2. Call to Order
 3. Report of the Secretary-Treasurer
 4. Report of the President/Executive Board
 5. Committee Reports
 6. Old Business
 7. New Business
 8. Adjournment

ARTICLE XII

Amendments

- Section 1. These Bylaws may be amended by a majority vote of the House of Delegates provided that the specific changes to be acted upon shall have been presented in writing at a previous meeting of the House of Delegates.
- Section 2. Any article or section of these Bylaws may be suspended during that single meeting only by the unanimous consent of the members present.
- Section 3. Any amendments or changes to these Bylaws shall become effective immediately after the close of the Annual Meeting of the Association.

ARTICLE XIII

Effective Date

- Section 1. These Bylaws shall become effective when adopted by the House of Delegates.
- Section 2. All Bylaws existing prior to the acceptance date of these Bylaws shall be declared null and void.

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| Adopted October 27, 1987 | Amended October 4, 1998 | Amended October 22, 2012 |
| Amended October 31, 1989 | Amended October 11, 1999 | |
| Amended October 9, 1990 | Amended October 21, 2000 | |
| Amended October 29, 1991 | Amended October 25, 2004 | |
| Amended October 26, 1993 | Amended November 7, 2005 | |
| Amended October 31, 1995 | Amended October 16, 2006 | |
| Amended October 12, 1996 | Amended November 15, 2010 | |
| Amended October 21, 1997 | Amended October 3, 2011 | |