

# **AMERICAN ACADEMY OF VETERINARY DERMATOLOGY BYLAWS**

## **ARTICLE I-MEMBERSHIP**

Section 1. Application for membership shall be made to the Executive Secretary upon the official application blank provided by said Officer. Completed applications will then be reviewed and approved by the Executive Board.

Section 2. Membership in this Academy will be terminated by judgment of the Executive Board for any member who has not paid dues following one annual billing by the Treasurer.

Section 3. Resignation or withdrawal from membership may be secured upon written application to the Executive Board.

## **ARTICLE II-ELECTIONS**

Section 1. The Officers and Executive Board members shall be elected at the annual business meeting of the Academy, by mail, electronically, or from the floor.

Section 2. The Executive Board shall recommend at least one qualified member for each office. Additionally, nominations of qualified members may be made from the floor, by mail, or electronically.

## **ARTICLE III-DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings, shall serve as Chair of the Executive Board, shall appoint all committees and at the conclusion of his/her term of office, shall serve for two years as a member of the Executive Board.

Section 2. The Vice President shall:

- a) Become acting President to fill out the unexpired term should the President be unable to fulfill the duties of office.
- b) Become President of the organization and shall serve as President after the President has completed his/her term of office.
- c) Assume the duties of the President in his/her absence or at his/her request.

Section 3. The Executive Secretary shall:

- a) Be selected by the Board and not by ballot.
- b) Be responsible for maintaining permanent and complete minutes of meetings of the members and of the Executive Board.
- c) Be the custodian of the corporate records and the seal of the corporation.
- d) Not be a voting member of the Executive Board but attends all Executive Board meetings.
- e) In general, perform all duties incidental of the office of Executive Secretary and such other duties as may be assigned by the President or Executive Board and are outlined in the Constitution and Bylaws.

Section 4. The Treasurer shall:

- a) Be the custodian of all funds of the Academy and be responsible for the proper accounting for all receipts and disbursements of the Academy.
- b) Serve as Chair of the Budget Committee, which consists of the President, Vice President and the Executive Secretary and Treasurer.
- c) Present a report of the financial status of the Academy at each Executive Board meeting and annual membership meeting and prepare additional financial reports as required by the Board of Directors.
- d) In general, perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Executive Board.

## **ARTICLE IV-DUTIES OF THE EXECUTIVE BOARD**

Section 1. The Executive Board shall be the governing body of the Academy, shall give majority approval to the payment of all bills, shall approve membership and shall meet to conduct Academy business as requested by the Officers.

Section 2. A majority of the members of the Executive Board must be present to constitute a quorum.

## **ARTICLE V-MEETINGS**

Section 1. The business meeting shall be held in conjunction with the annual meeting of the Academy. In the event that a meeting cannot be held in person, the business meeting may be conducted remotely by other means.

Section 2. Special meetings may be called by the President.

## **ARTICLE VI-MEMBERSHIP CERTIFICATE**

Section 1. A certificate of membership shall be awarded to all charter members at the first annual meeting.

Section 2. All prospective members who have been approved for membership in the Academy and have paid their dues shall be eligible to receive a certificate of membership.

Section 3. All honorary members shall receive a certificate of honorary membership upon their election.

Section 4. The Executive Secretary shall be responsible for the printing and distribution of membership certificates.

## **ARTICLE VII-DUES**

Section 1. An application fee of \$25 shall be paid by each prospective member. Once membership is approved by the Executive Board the prospective member will be invoiced for the annual dues amount. Membership will not be complete until dues are paid in full for that year.

Section 2. Annual dues shall be determined by the Executive Board but shall not be less than \$45. Increases must be approved by a majority vote of members present at the business meeting.

Section 3. Affiliate members shall also be required to pay the initial membership fee and annual dues.

## **ARTICLE IX-AMENDMENTS**

Proposed amendments to the Bylaws shall be proposed by at least three members in good standing and submitted to the Executive Board for consideration. If approved by the Executive Board, the proposed amendment with the recommendation of the Executive Board will be announced to the membership at least 30 days in advance of any regular or special meeting at which the proposed amendment may be discussed. The proposed amendment shall be voted upon at the regular meeting of the members, by mail or electronically and adopted by majority vote of the members participating.

As Amended April 28, 1994, August 30, 2000, April 16, 2011, April 12, 2014, June 2, 2016