

American Veterinary Medical History Society, Inc.
BYLAWS
Adopted as of the Annual Meeting, June 30, 2021

ARTICLE 1. NAME

The name of the Society shall be the American Veterinary Medical History Society.

ARTICLE 2. OBJECTIVES

- (1) To serve as a source of education, research, and service in the field of veterinary medical history.
- (2) To become aware of published and unpublished materials and artifacts pertaining to the history of veterinary medicine and health care of animals.
- (3) To promote research, study, and publication on veterinary medical history and related topics.
- (4) To communicate information about the history of veterinary medicine, in part, through publication of a journal/newsletter and through seminars/meetings.
- (5) To serve as a resource for persons and groups seeking information about the history of veterinary medicine.
- (6) To develop and distribute educational materials on the history of veterinary medicine.
- (7) To assess the historical role of veterinarians in society and to study their impact on animal and human medicine and scientific research.
- (8) To develop and establish rapport with other local, national, and international veterinary and medical history societies.
- (9) The objectives of the Society, as described above, are consistent with the Articles of Incorporation of the American Veterinary Medical History Society as filed with the State of Nebraska, 1999.

ARTICLE 3. MEMBERSHIP

Section 1. The classes of membership shall be:

- (1) Active membership (including Family and Life memberships)
- (2) Honorary membership
- (3) Student membership
- (4) Supporting membership

Section 2. Active Membership

- (1) A person may become an Active Member if they are interested in the history of veterinary medicine, and upon payment of annual dues.
- (2) Family membership constitutes 2 Active Members living at the same address. Family Members shall have all the privileges and benefits of Active Members but

shall receive only one copy of any journal or other publication provided by the Society.

- (3) Life Members shall have all the privileges and benefits of Active Members and membership shall be granted upon payment of dues.

Section 3. Honorary Membership

- (1) A person may be elected to Honorary membership by a majority vote of the Board of Directors which shall be guided in its deliberations of the given person's contributions in the areas identified in Article 2 of the bylaws. No membership fee will be required from an honorary member.
- (2) Honorary Members shall have all the privileges and benefits of the Society but will not be entitled to vote at the Annual Meeting or hold office.

Section 4. Student Membership

- (1) Any full-time student attending a recognized veterinary academic institution, but who has not yet graduated, may become a Student Member of the Society upon confirmation of their student status (e.g., photocopy of a valid student identification) and payment of annual membership dues.
- (2) Student Members shall have all the privileges and benefits of the Society but may not vote or hold office. Student Members may be selected to serve on Society subcommittees by majority vote of the Board of Directors.

Section 5. Supporting Membership

- (1) Any organization, such as a library, museum, or veterinary academic institution, having purposes or interests similar to those of the Society, shall be eligible for membership as a Supporting Member upon nomination in writing by an Active Member and approval by a majority vote of the Board of Directors and payment of annual membership dues.
- (2) Supporting Members will have all the privileges and benefits of the Society but may not vote or hold office.
- (3) Supporting membership is granted upon payment of dues.

Section 6. Voting Privileges and Eligibility for Offices

- (1) Only Active Members shall be eligible to vote. Each Active Member shall be entitled to one (1) vote and may not vote by proxy. Voting may be done in person or by other means, including electronically.
- (2) Only Active Members shall be eligible to hold office, unless otherwise specified by the Board of Directors by majority vote.
- (3) Honorary, Student, and Supporting Members shall have the same rights and privileges as Active Members, except that no Supporting or Honorary Members may hold office or vote on any matter.

Section 7. Dues

- (1) Annual dues shall be established by the Board of Directors.

- (2) Special dues categories may be established for students in colleges and schools of veterinary medicine.
- (3) Special dues categories may be established for “Supporting Member” and “Life Member”.
- (4) Honorary Members shall pay no dues.
- (5) All dues shall be payable annually by January 1st.
- (6) If dues are not received by February 1st, the Secretary/Treasurer shall mail a notice of delinquency.
- (7) If dues are not paid by March 1st, the membership shall automatically be terminated; unless in individual cases this provision is waived by majority vote of the Board of Directors.
- (8) Members of the Society who have been dropped for nonpayment of dues may be reinstated at any time before the close of the year in which they were dropped upon payment of their dues for that year.

Section 8. Removal

- (1) Any member or director of the Society may be removed by a two-thirds vote of the membership at a regular or special meeting. Notice of such proposed removal shall be given to that member or director sought to be removed at least thirty (30) days before the meeting at which the question is voted upon.

ARTICLE 4. GOVERNANCE

Section 1. The Society will be governed by a Board of Directors elected by the members.

- (1) The Board of Directors shall consist of the Officers, who will constitute the Executive Committee, and four At-Large members with as broad a geographic representation as feasible.
- (2) Except as provided by law, the Board of Directors shall exercise the powers of the corporation, conduct its business affairs, and make appropriate delegations of authority. The Board of Directors shall keep a record of its proceedings and shall give an Annual Report at the Annual Meeting of the Society summarizing the activities of the Society for the preceding year.

Section 2. Qualifications

- (1) All Board Members and Committee Chairs shall be Active Members of the Society. Board Members shall be elected by a majority vote of the Society membership at the Annual Meeting; Committee Chairs shall be appointed by majority vote of the Board of Directors.

Section 3. Officers

- (1) The officers of this non-profit corporation shall be the President, the President-Elect, the Immediate Past President, and the Secretary/Treasurer, who collectively shall constitute the Executive Committee.

- (2) The President and President-Elect shall be elected to serve one-year terms. Any individual having previously served as President may be re-elected to subsequent terms by the Society membership after at least a 1-year interval.
- (3) The President shall assume the role of Immediate Past President upon expiration of their term.
- (4) The President-Elect will assume the role of President upon the expiration of their term.
- (5) The Secretary/Treasurer shall be elected to serve a two-year term, renewable by re-election by the Society membership by majority vote.

Section 4. At-Large Directors

- (1) At-Large directors shall be elected to serve a two-year term, renewable by re-election by the Society membership by majority vote.

Section 5. Honorary Officers

- (1) Honorary officers may be nominated and elected by majority vote of the Board of Directors. Honorary officers may attend Board meetings as invited participants without the right to vote.

Section 6. Duties

- (1) The President of the Society shall exercise the duties and responsibilities to that office, including chairing all general meetings of the Society and the Board of Directors.
- (2) The President-Elect shall perform such duties as may be assigned by the President. The President-Elect will be the Program Chair for the AVMHS Annual Meeting during their term of service. In the absence of the President or in an event of their disability, inability, or refusal to act, the President-Elect shall perform the duties of the President, with full powers thereof.
- (3) The Immediate Past President shall perform such duties as may be assigned by the President.
- (4) Secretary/Treasurer shall provide for the keeping of the minutes of all meetings of the Board of Director, Board Committees, and annual meetings of the Society. This individual shall give or cause to be given appropriate notices in accordance with these bylaws or as required by law, and shall act as custodian of all Society records and reports, and of the Society seal or logo, assuring that it is affixed, when required by law, to documents executed on behalf of the Society. In addition, they shall be responsible for preservation of all publications of the corporation and Society archives. Furthermore, they shall keep correct and accurate accounts of the properties and financial transactions of the corporation and in general perform all duties incident to the office and shall also maintain a roster showing the names of members of the Society (past and present) and their addresses, and make this roster available to other officers.
- (5) At-Large Members of the Board shall assist in recruiting members to the Society and soliciting articles for publication, serve on committees, and assume other responsibilities as needed.

Section 7. Committees

- (1) The Society shall have the following standing committees. Executive Committee, Nominating Committee, and Membership Committee. Other committees may be appointed by the Board of Directors or by the President for purposes approved by the Board of Directors.
- (2) Executive Committee. The Executive Committee shall be composed of the President as chairperson, President-Elect, the Immediate Past-President, and the Secretary/Treasurer.
- (3) Nominating Committee. The Nominating Committee shall be appointed by the Board of Directors (by majority vote) for the purpose of nominating new members of the Board of Directors. The Nominating Committee will be comprised of at least 3 Active Members with the responsibility of presenting a list of nominations to the Secretary/Treasurer not less than three months before the Annual Meeting; and the Secretary/Treasurer shall mail the list to all members of the Society not less than thirty days before the Annual Meeting. Additional nominations may be made to the Secretary/Treasurer by any five Society members at any time prior to the voting at the Annual Meeting.
- (4) Membership Committee. The Board of Directors shall appoint (by majority vote) a Chair of the Membership Committee to serve for a term of 2 years. The term of the Chair of the Membership Committee may be extended by majority vote of the Board of Directors. The Chair of the Membership Committee shall appoint at least 3 Society members to serve on the Membership Committee.
- (5) Ad Hoc Committees. The Board of Directors shall appoint (by majority vote) the Chair of any ad hoc committee to serve for a term of 2 years. The term of the Chair of any ad hoc committee may be extended by majority vote of the Board of Directors. The Chair of any ad hoc committee shall appoint at least 2 Society members to serve on that ad hoc committee.

Section 8. Vacancy

- (1) Should a vacancy occur, the unexpired term may be filled by majority vote of the remaining Board of Directors.

Section 9. Liability

- (1) Members and directors of this Society shall not be personally liable for the debts or obligations of the Corporation.

Section 10. Reimbursements

- (1) Reimbursement of reasonable expenses shall be determined by a majority vote of the Board of Directors.

ARTICLE 5. MEETINGS

Section 1. Annual Meeting

- (1) The Annual Meeting shall be held for the purposes of electing new directors, reporting on the affairs of the Society, and transacting such other business as may properly come before the meeting. Notice of the time and place of the meeting

shall be given to the total membership at least 30 days in advance by the Secretary. The President shall arrange the order of business and chair the meeting.

(2) Order of Business:

The order of business of the Annual Meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Introduction of Guests
4. Rules and Procedures
5. Approval of Agenda
6. Approval of Minutes
7. President's Address
8. Officers Reports
9. Committee Reports
10. Amendments to the Constitution and Bylaws
11. Election of Officers and Directors
12. Nominations for Honorary Membership
13. Unfinished Business
14. New Business
15. Adjournment

Section 2. Meetings of the Board of Directors

- (1) Meetings of the Board of Directors shall be held as soon as possible after each Annual Meeting of the membership, and at other times as designated by the President or as requested by the Board of Directors.

Section 3. Committee Meetings

- (1) Meetings shall be held as often as the committee deems necessary in order to accomplish the objectives of the committee.

Section 4. Special Meetings

- (1) The President or fifty (50) percent of the Board of Directors may, for stated purposes, call a Special Meeting. Notice of the time and place of the meeting shall be provided to the membership at least thirty (30) days in advance by the Secretary/Treasurer.

Section 5. Quorum

- (1) At any meeting of the membership of the Society, those active members present in person shall constitute a quorum.
- (2) A quorum of the Board of Directors shall be constituted if a majority of its members are present, including at least one officer from the Executive Committee.
- (3) In the instances of committees, a quorum shall be constituted if one half of the members of said committee are present, including the chairperson or his/her designee.

Section 6. Electronic Meetings

- (1) All meetings provided for herein may be held if all participants can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Section 7. Rules of Procedure

- (1) The Society shall use the parliamentary procedures described in the current version of *Robert's Rules of Order, Revised*.

ARTICLE 6. MEMBERSHIP BENEFITS

Section 1. Publications

- (1) All members of the Society shall receive regular subscriptions to the journal and other publications of the Society or veterinary medical history.
- (2) An Editor shall be selected by majority vote of the Board of Directors for a period of three years and be primarily responsible for all publications of the Society. The Editor may be assisted by Associate Editors, at their discretion.
- (3) The Editor shall be responsible for overseeing subscriptions, approving publication expenses, distribution of publications, and other business affairs related to them.

Section 2. Educational Opportunities

- (1) All members of the Society will be invited to all Society-endorsed meetings and presentations.
- (2) All members of the Society shall have access to Society resources, historical information, and the archives.

Section 3. Awards

- (1) The Board of Directors may from time to time, as deemed appropriate, designate certain awards to recognize outstanding service and/or contributions to veterinary history.
- (2) The Society may recognize, as appropriate, veterinary practices that meet the criteria of a "Heritage Veterinary Practice" as determined by majority vote of the Board of Directors.

Section 4. Student Veterinary History Essay Contest

- (1) The annual J. Fred Smithcors Student Veterinary History Essay Contest provides a unique opportunity for veterinary students to learn about the heritage of the profession by researching and writing about a veterinary history topic. Students remain eligible to submit one or more essays during each of their four years of study until graduation. Essays are evaluated blindly by a panel of Society judges who will rank the essays and select the winners of the contest. Winners shall be awarded prizes which will be determined by majority vote of the Board of Directors.
- (2) The Board of Directors shall appoint (by majority vote) the Chair of the J. Fred Smithcors Student Veterinary History Essay Contest Committee to serve for a

term of 2 years. The term of the Chair of this committee may be extended by majority vote of the Board of Directors. The Chair of this committee shall appoint Society members to serve on this committee as judges to blindly review and rank essays.

ARTICLE 7. CONFLICTS OF INTEREST

- (1) Any officer, director, committee member, or employee having an interest in a contract or other transaction presented by the Board of Directors for authorization, approval, or ratification shall make a prompt, full, and frank disclosure of their interest to the Board of Directors prior to the latter's acting on such contract or transaction. Such disclosure shall include any relevant information which might reasonably be construed to be in conflict with the Society's interest.

ARTICLE 8. STAFF

- (1) It shall be the responsibility of any paid professional staff to carry out the objectives of the Society, under the guidance and authority of the Board of Directors.

ARTICLE 9. HEADQUARTERS

- (1) The office for the transaction of business shall be as designated by the Board of Directors.

ARTICLE 10. SEAL OR LOGO

- (1) The Board of Directors may provide for a Society seal or logo in such form and with such inscription as it shall determine by majority vote.

ARTICLE 11. FISCAL YEAR

- (1) The Society shall operate on a fiscal year ending of July 1 to June 30.

ARTICLE 12. AMENDMENTS

- (1) These bylaws may be amended by a two-thirds vote of the membership present at the Annual Meeting or submitting a written ballot, provided sixty (60) days written notice of the proposed amendment has been made to each member. The amendment will be effective at the conclusion of the Annual Meeting or after written voting ballots for the proposed amendment have been received at the close of the voting period (i.e., sixty days after the written notice had been sent to the Society membership).

ARTICLE 13. DISSOLUTION

- (1) Should the Society cease to exist, its assets after payment of all debts will be distributed to another non-profit, tax-exempt organization designated by majority vote of the Board of Directors.