

ByLaws of the Veterinary Technician Cancer Society

Chapter I

Name

The Name of this organization will be the Veterinary Technician Cancer Society (VTCS) and it will be subsidiary of the Veterinary Cancer Society (VCS).

Chapter II

Objectives

1. To help maintain the highest standards of treatment , compassionate care and prevention of cancer in animals.
2. To promote communication among those engaged and interested in naturally occurring and experimental neoplastic diseases of animals with emphasis on domestic animals.
3. To provide a means to collect, elucidate and disseminate relevant data concerning neoplastic diseases of animals and to make it available to veterinary technicians, students, practitioners, other scientific groups, and the public.
4. To participate in designing , implementing and evaluating studies of neoplastic diseases in animals.

Chapter III

Membership

Section 1

All Veterinary Technicians who apply for VCS membership automatically become VTCS members. Veterinary Technicians are not voting members in VCS but will have a representative on the VCS Executive Board. There shall be (?) categories of membership in the VTCS.

Vote on 1.A. or B. on the first page.

Section 2

A candidate for voting membership will complete an official application form. Priviledges of membership will be effective upon payment of dues.

Section 3

Acceptance of membership in the VTCS will constitute an agreement by the member to comply with the Bylaws of the VTCS.

Section 4

Any member, after due inquiry by the VTCS Executive Committee or delegate thereof, judged guilty of misconduct in any professional respect will be liable to censure, suspension or removal from membership, to be confirmed at the next meeting of the VTCS Executive Committee. This decision must be approved by two-thirds of the voting members at the following business meeting before the above restrictions becomes effective.

Chapter IV**Dues****Section 1**

The VCS Executive Committee shall evaluate the yearly dues for members of the VCS when deemed necessary. All Veterinary Technician dues will be evenly split between the VCS and The VTCS. Dues are payable within 60 days of receiving a dues statement. If dues are not paid, a reminder notice will be sent. Membership in the VTCS will be terminated if dues are not paid within 60 days of receiving the reminder notice.

Section 2

Funds raised will be used to defray the expenses of the VTCS, and for other purposes as may be deemed proper by the VTCS Executive Committee.

Chapter V**Officers****Section 1**

The Officers of the Veterinary Technician Cancer Society shall be:

- President
- President-elect
- Treasurer
- Secretary
- Members at large (3)

Section 2

All officers must be voting members.

Section 3

The term of President and President-elect shall be approximately (**Vote 2.A. or B. from page 1**) year. Terms shall begin at the business meeting of the annual conference following their election, and end at the business meeting of the annual conference approximately one year later. All other officers shall have a two year term.

Section 4

The voting members will be the basis of VTCS nominations. At least 120 days prior to the election of officers, the committee will present nominations for offices to the voting members. Further nominations may be made by the voting membership.

Section 5

All elections will be by mail ballot sent out at least 120 days prior to commencement of the new officer's term. A simple majority of those members returning their ballots within 30 days of mailing is required for election..

Section 6

Any vacancies created between elections may be filled by the majority vote of the Executive Board of the VTCS as soon as possible and the new officer will hold office until the next regular election.

Chapter VI

VTCS Executive Committee

Section 1

The VTCS Executive Committee shall be composed of the immediate past President, President, President-elect, Treasurer, Secretary, and three VTCS members at large.

Section 2

A majority of the VTCS Executive Committee will constitute a quorum. The home address of the VTCS Executive Committee and the VTCS will be that of the Secretary.

Section 3

Advanced approval will be required by the VTCS Executive Committee for reimbursement of any expenses incurred for the VTCS.

Section 4

It will be the duty of the VTCS Executive Committee to govern and manage the affairs of the VTCS or designate an appropriate person or committee for specific purposes. The actions of the VTCS Executive Committee are subject to confirmation, rejection, or review by the voting membership.

Section 5

The VTCS Executive Committee will be responsible for all fiscal matters of the organization and the care of any property belonging to the VTCS.

Section 6

The President will preside at all General and Executive Board meetings of the VTCS, and the President will attend VCS General and Executive meetings for VCS meeting to update them on current events in the VTCS. The President will provide a synopsis of the VCS Executive Committee meeting and the VCS General Meeting that involves the Technicians to the VTCS Secretary to be added to the minutes. The President may call for a special meeting of the Executive Board of VTCS should he/she feel such a meeting is warranted. The President will appoint all committees not provided for by the VTCS Executive Committee. The President will assume the office of Immediate Past President at the expiration of his/her term.

Section 7

In the absence of the President, the President-Elect will perform the duties of the President. The President-Elect shall attend VCS Executive Board meetings and VCS General meetings. The President-Elect will work with the Oncology technicians at the site of the next annual meeting to plan the next annual meeting. The President-Elect will help manage the committees appointed by the President. The President-Elect will succeed to the office of the President at the expiration of the President's term of office.

Section 8

The Immediate Past President will remain a member of the VTCS Executive Committee following his term of office for a period of one year.

Section 9

The Treasurer will keep adequate and proper accounts of the funds of the organization. The Treasurer will disperse the funds of the VTCS as may be ordered by the VTCS Executive Committee; will render to the VCS and VTCS Executive Committee whenever it may request it, an account of all transactions, and of the financial conditions of the VTCS. The Treasurer will keep lists of the members and will record all changes in membership making sure that new members get a copy of the Bylaws of the VTCS.

Section 10

The Secretary will attend all meetings of the VTCS Executive Board and the annual VTCS business meeting. The Secretary will keep an accurate record of the minutes and transactions of the VTCS Executive Board and the VTCS General meetings. The Secretary will provide a synopsis of the meetings to be printed in the Veterinary Cancer Society newsletter. The Secretary is also given the responsibility of providing the VCS newsletter with Veterinary Technician topics, Technician articles, etc in the space not filled by general VCTS business.

Section 11

The Members at large will be involved with all VTCS Executive Board decisions and meetings and are required to attend the VTCS General meeting. The Members at large will also assist the Secretary in providing articles for the VCS newsletter.

Chapter VII**Committees**

The President, with the majority approval of the VTCS Executive Committee, may appoint and regulate standing committees. Temporary committees will be appointed by the President as needed.

Chapter VIII**Meetings****Section 1**

Meetings of the VTCS Executive Board will be held prior to all general meetings of the VTCS.

Section 2

A business and scientific session of the VTCS will be held annually. The installation of officers and a general business session will be conducted at at this meeting. A quorum, consisting of 5% of the voting members, will be required to conduct the business of the VTCS at the annual meeting.

All Members must be notified of general meetings of the VTCS. Unless otherwise ordered by the VTCS Executive Committee, the meetings shall procede as follows:

1. Call to order by the President
2. Reading of the minutes of the last annual business meeting and of all sessions since the last annual business meeting
3. Reports of the VTCS Executive Committee
4. Reports from committees
5. New business
6. Installation of officers (when required)
7. Adjournment

Chapter IX**Amendments to the Bylaws**

Proposed Amendments to the Bylaws of the VTCS must be submitted and signed by five voting members of the VTCS and sent to the Secretary not less than 120 days before the next general business meeting. The Secretary will e-mail or mail the proposal and the recommendations of the VTCS Executive Committee to each

member at least 60 days prior to the annual meeting. Confirmation of a proposed change in the Bylaws will require an affirmative vote of two-thirds of the voting members returning their ballots by 30 days before the annual meeting.

Chapter X

Rules of order

With respect to all matters for which no provision is contained in the Bylaws, the conduct of the VTCS will be governed by the H.M./Robert's Rules of Order.

Approved 2001