

ACADEMY OF VETERINARY TECHNICIANS IN ANESTHESIA AND ANALGESIA
BYLAWS

**Article I Composition of the Academy of Veterinary Technicians in Anesthesia and Analgesia
(the “Academy” or “AVTAA”).**

Section 1

- A. The Academy shall be composed of credentialed veterinary technicians and nurses who have achieved distinction in the field of veterinary anesthesia and analgesia, have demonstrated high ethical and moral character, and have fulfilled the requirements for and successfully passed the examination as set forth in the Bylaws and Policy & Procedure (P&P) manual of the Academy by obtaining the Veterinary Technician Specialist (VTS) designation. Members include all categories of those mentioned in the Academy’s Constitution.

Article II Board of Regents (BOR)

Section 1 Function

- A. The BOR act as the executive body and shall oversee all business and policies pertaining to the Academy.
- B. The BOR shall consider and act upon all matters of the Academy relating to training, examination, certification, discipline, and finance.
- C. The BOR will appoint and oversee liaisons to cultivate working relationships with complementary organizations.

Section 2 Officership

- A. The BOR will be elected by the membership.
- B. The BOR will consist of the Executive Secretary, Executive Director and the following elected officers: Past-President, President, President-Elect, Treasurer and three Members-at-Large.
- C. The Executive Secretary is appointed by the President with the approval of the BOR.
- D. The Executive Director is appointed by the President with the approval of the BOR.

Section 3 Vacancy

- A. Vacancies that occur on the BOR between elections shall be filled by appointment with the BOR approval.
 - 1. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.
- B. Any member of the BOR who resigns their elected position must notify the President in writing at least 30 days prior to resignation. Upon receipt of notice of resignation, the President must advise the BOR. Appointment to fill the vacant position shall be made at the next BOR meeting.
 - 1. If the President resigns, it is the duty of the President-Elect to notify the BOR.

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Section 4 Removal from Office

- A. Any BOR member who fails to remain a member of the Academy in good standing, disclose a conflict of interest, fails to exercise the duties of office, found to display unethical behavior, or commits a breach of confidentiality may be grounds for removal from office.
 - 1. Removal of an officer of the BOR requires a two-thirds majority vote by the remaining BOR members. Notification will be made by email.

Section 5 Meetings of the BOR

- A. The BOR shall conduct meetings via an online platform, conference call or in person, and meet no less than quarterly on an annual basis.
 - 1. A minimum of five days' notice of the time and place of the meeting shall be given to each BOR member.
 - 2. Five voting members of the BOR present in person, on-line or on a conference call, constitutes a quorum for the transaction of any business that will require a vote.
 - a. If five voting members of the BOR are not present for a meeting, the President may cast a vote for any emergency business that requires an immediate vote.
 - 3. Special meetings may be called at any time by the President or must be called by the Executive Director at the request of not less than four members of the BOR. No official vote can be made without a quorum present.

Article III Duties of BOR

Section 1

- A. The President shall:
 - 1. Serve for two years.
 - 2. Automatically become Past-President at the termination of their term of office.
 - 3. Preside over all meetings of the Academy and the BOR.
 - 4. Oversee and advise as needed, activities of all Academy committees.
 - 5. Oversee all official communications in conjunction with the Executive Director and Executive Secretary and designated committee chairs.
 - 6. Approve the annual National Association of Veterinary Technicians of America (NAVTA) Committee for Veterinary Technician Specialties (CVTS) report by the due date.
- B. The President-Elect shall:
 - 1. Serve for two years.
 - 2. Automatically become President at the termination of their predecessor's term of office.

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3. Assume the responsibilities of the President if the President is unable to perform the duties of the office.
 4. Participate in the assessment of the Louise O'Dwyer Aspiration Award essay submissions by Academy of Veterinary Emergency and Critical Care Technicians and Nurses (AVECCTN) and AVTAA exam candidates with designated members of AVECCTN to determine the recipient of the annual cash award.
- C. The Past-President shall:
1. Serve for two years.
 2. Serve as acting President in case the President and President-Elect are simultaneously unable to perform the duties of President. The Past-President shall continue these duties until the next regularly scheduled business meeting or until either the President or President-Elect are able to resume the duties of President.
 3. Serve as the CVTS Liaison.
 - a. The President, with the consent of the BOR, may re-appoint this individual for an additional two-year term. This person would be eligible to serve as CVTS chair elect, if required.
- D. The Executive Secretary shall:
1. Attend all meetings of the Academy and the BOR.
 2. Provide oversight of the application process for the AVTAA credentialing examination in conjunction with the Executive Director.
 3. Record and keep all original notes, minutes, publications, documents and records of all official Academy meetings and sessions in a secured online forum accessible to the executive board.
 4. In conjunction with the Executive Director, manage all contact information, status and records for all AVTAA members.
 5. Provide correspondence on behalf of the Academy, in conjunction with the President and Executive Director, via email or through the website.
 6. Assist the Executive Director in the completion and submission of the required NAVTA CVTS annual report after approval by the President.
 7. With the appointment of a new Executive Secretary, a 12-month training period will occur between the incoming and outgoing Executive Secretary. During this time frame, both the outgoing and incoming individuals will be present at all BOR meetings.
- E. The Executive Director shall:
1. In conjunction with the Communication and Public Relations Committee provide oversight of the AVTAA website and other social media type platforms.
 2. In conjunction with the Executive Secretary, manage all contact information, status and records for all AVTAA members.
 3. Handle legal paperwork (trademarks, lawyers on retainer, etc.)

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4. Manage AVTAA communication with the public through the Academy email.
5. Communicate with each committee to ensure all annual documents are updated in January for the website.
6. Collaborate with Member At Large, first and second year, to ensure committee reports are collected in a timely manner and are available for all BOR meetings.
7. Update documents associated with application process in conjunction with the Executive Secretary and Credentials committee chair to reflect any approved changes.
8. Review current examination questions to provide feedback to exam chair for all sections of the exam.
9. Manage AVTAA online cloud storage for all academy business including, but not limited, to application, examination and all academy business.
10. Maintain regular communication with exam committee and treasurer to ensure applicants are given proper information regarding dates, deadlines, and fees.
11. Assist the Executive Secretary in preparing the NAVTA-CVTS annual report for the president to approve.

F. The Treasurer shall:

1. Serve for six years. The treasurer will be elected every four years for a six-year term. In years five and six of their term, they will be referred to as Past Treasurer and function as a mentor to the Treasurer and serve on the BOR as an ex officio member in a nonvoting capacity.
2. Treasurer can be re-elected for one additional six-year term with a maximum of 12 years total.
3. Maintain the financial records of the Academy and prepare them for audit at the request of the BOR.
4. Prepare and present to the BOR on an annual basis a projected operating budget.
5. Collect Academy dues and pay Academy expenses as directed by the BOR.
6. Maintain a file, kept on the Academy online storage forum, of all vouchers and invoices accompanying them for a period of not less than seven years.
7. Deposit all funds in the name of the Academy in a federally insured bank approved by the BOR
8. Present a Treasurer report at the quarterly meetings of the BOR and at other times as requested by the BOR.
9. Carry out other duties as determined by the BOR.

G. Members-at-Large shall:

1. Serve for six years to assist with the business of the Academy.
2. Serve in the first and second year of the office as:
 - a. Liaison to the other VTS Academies as needed outside of CVTS.
 - b. Participate in the assessment of the Louise O'Dwyer Aspiration Award essay submissions by AVECCTN and AVTAA exam candidates with designated members of AVECCTN to determine the recipient of the annual cash award.

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- c. Collaborate with the Executive Director and communicate with and receive quarterly reports from standing and any functioning ad hoc committee chairs for submission to the BOR. Present committee reports at BOR meetings.
- 3. Serve in the third and fourth years of office as:
 - a. Work with President Elect, Executive Secretary and Executive Director to review and revise the AVTAA P&P manual on an annual basis.
- 4. Serve in the fifth and sixth years of office as:
 - a. Liaison to the American College of Veterinary Anesthesia and Analgesia (ACVAA).
 - b. Serve as a Director and AVTAA representative to NAVAS.

Article IV Committees

Section 1

- A. The Executive Committee of the BOR shall consist of the President, Past President, President Elect, Executive Director and Executive Secretary.
- B. The Academy shall have the following standing committees: Pre-Application, Credentials, Examination, Recredentialing, Communications and Public Relations, Conference, Appeals, and Mentor.
- C. The Academy shall have the additional ad hoc committees: Nominations/Elections, Constitution and Bylaws. Additional committees may be appointed as deemed necessary by the BOR.

Section 2

- A. The committee chairs and co-chairs shall be appointed to the committees by the President in consultation with the BOR and will be responsible for providing a quarterly report to the Member at Large, first and second year.
- B. Committee members shall be appointed on the recommendation of the chair of the committee and approved by the BOR. Terms of committee members shall overlap.
- C. The following shall apply to all committees unless otherwise explicitly stated:
 - 1. If a committee member or committee chair is unable to fulfill their term, a replacement shall be appointed by the President, with the approval of the BOR, to fulfill the duration of the term.
 - 2. Committee members may be removed prior to completion of their term if deemed necessary by the committee chairperson and BOR.
 - 3. Communicate with the Executive Director for any inquiries/clarities that may arise pertaining to membership questions.
 - 4. If the chair and co-chair are on leave of absence the Executive Director will be notified so that inquiries can be handled efficiently.

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Section 3

A. Pre-application Committee

1. The committee will consist of a chair and at least two committee members.
2. This committee will be responsible for evaluating all required pre-application documents submitted by potential applicants.
3. A complete list of approved and denied will be submitted to the Credentials Committee Chair no later than August 1st of each year.

Section 4

A. Credentials Committee

1. This committee will consist of a chair and co-chair plus members determined by the BOR. Term limits will be determined by the BOR.
2. The total number of committee members will depend on the number of applications submitted each year. Members shall be appointed for a three-year period.
3. In conjunction with the Executive Director and Executive Secretary, the duties of this committee shall be:
 - a. Provide an application packet to prospective applicants through the AVTAA website.
 - b. Update and improve the application packet and forms, as necessary.
 - c. Objectively evaluate and score eligibility of applicants requesting examination by the Academy.
 - d. Present list of applicants who submitted an approved application to the BOR.
 - e. Notify the BOR of applicants who are not deemed eligible for examination and delineate the areas of deficiency.

Section 5

A. Examination Committee

1. This committee will consist of a chair and co-chair plus members determined by the BOR. Term limits will be determined by the BOR.
2. The term of office for the chair shall be a minimum of two years and they must have at least one-year prior experience on the committee. The term of appointment for other members shall be a minimum of three years.
3. The number of committee members may be increased as deemed necessary by the exam committee chair after the request has been approved by the BOR.
- 4.

Section 6

A. Recredentialing Committee

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1. This committee will consist of a chair and at least two members.
2. The term of office for the chair shall be a minimum of two years. The term of appointment for the other members shall be three years.
3. Determine the distribution of hours used to satisfy the recredentialing process, with approval by the BOR.
4. Establish communication with all AVTAA members set to recredential annually.
5. Evaluate member applications and hours for recredentialing.
6. Communicate with examination chair to ensure exam questions submitted.
7. Submit applications results to the BOR for final approval.
8. If chair or committee member is scheduled to recredential, the President will appoint another individual on the committee or BOR to review their recredential packet.

Section 7

A. Communications and Public Relations Committee

1. This committee will consist of a chair and at least one member.
2. Liaise with the Executive Director for communications to support the Academy.
3. Maintain and monitor the AVTAA website in conjunction with the Executive Director.
4. Work with the Executive Director and President to answer communications and disseminate information to the Academy and the public.
5. Responsible for development and distribution of all AVTAA promotional items as approved by the BOR.

Section 8

A. Conference Committee

1. This committee will consist of a chair and at least two members.
2. The term of office for the chair shall be a minimum of two years. The term of appointment for the other members shall be three years.
3. The duties shall include but are not limited to:
 - a. Liaison to International Veterinary Emergency and Critical Care Society (IVECCS) technician track planning and additional CE opportunities as approved by the BOR.
 - b. Establish relationships with organizations that provide continued education (CE) speaking opportunities for AVTAA members.

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Section 9

A. Mentor Committee

1. This committee will consist of a chair and members determined by the BOR.
2. The total number of committee members will depend on the number of applications submitted each year. Members shall be appointed for a three-year period.
3. Duties for this committee chair will include but are not limited to:
 - a. Assignment of AVTAA mentor volunteers to those applicants that submit a request for a mentor.
 - b. Provide clear guidance to the AVTAA mentor volunteers as to the scope of permitted assistance.
 - c. Provide any additional assistance required to maintain the relationship between assigned mentor and mentee.

Section 10

A. Appeals Committee

1. This committee will consist of a chair and members determined by the BOR.
2. The total number of committee members will depend on the number of appeals submitted each year. Members shall be appointed for a three-year period.
3. Shall receive and review the appeal requests from rejected applications.
4. The duties shall include but are not limited to:
 - a. Objectively evaluate and score eligibility of appealed applications, review applicant appeal letter and original score sheet of credential committee.
 - b. Present list of applicants who submitted an appealed application and the results of the review to the BOR.

Article V Dues Fees Fiscal Matters

Section 1

- A. Dues for members of the Academy shall be established by the BOR annually.
- B. Dues become payable on January 1 of each calendar year.
- C. Treasurer will notify all members of dues payment dates prior to the due date.
- D. Dues are delinquent March 31.
 1. After that date, the member must pay a penalty fee in addition to the due's payment.
 2. Dues not paid by May 1 will cause the member to incur the following penalties:
 - a. Late penalty fee
 - b. The member must submit 10 hours of acceptable anesthesia or analgesia related CE to the

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treasurer.

3. Past dues, penalty fee and CE must be paid/submitted by December 31 to retain the VTS (Anesthesia & Analgesia) credential.
 - a. Compliance will allow retention of membership.
4. The following disciplinary consequences will result after December 31:
 - a. Prohibited to legally use VTS (Anesthesia & Analgesia) title.
 - b. Declined access to members only area on AVTAA website.
 - c. Removed from the AVTAA list serv and members only social media sites.

Section 2

- A. The AVTAA application fee will be set by the BOR and displayed on the website by the Executive Director.
 1. Fees are non-refundable.

Section 3

- A. Examination fee for the AVTAA certifying examination will be set by the BOR . Eligible candidates will be notified of examination fee via email as well as displayed on the website.
 1. Fees are non-refundable.

Section 4

- A. The BOR shall approve the annual operating budget for the Academy.

Section 5

- A. The fiscal year of the Academy shall be from January 1 to December 31.

Section 6

- A. Any request for reimbursement must be approved by the BOR prior to the expenditure.

Article VI Conduct of Business

Section 1

- A. The Academy shall hold a general membership meeting at least annually for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the BOR. Written notice via email to all members shall proceed the meeting date by at least 30 days. Active Academy members who are current with dues and recredentialing are eligible to attend business meetings of the Academy and vote. A quorum for general business meetings of the Academy shall consist of the members present and eligible to vote.
- B. The conduct of all meetings shall follow the Constitution and Bylaws of the Academy. Specific guidelines for conduct of business can be found in the policies and procedures manual.

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Section 2

A. Active Member

1. A member in good standing, is current on annual dues, and has not had a lapse in membership. It is the members' responsibility to always maintain current contact information with the Academy.
2. Recredentials on a five-year basis (Article VII, Section 3)

B. Retired Member

1. Any AVTAA member who no longer participates in active clinical practice may apply for retirement status within the academy.
 - a. Clinical practice is defined as:
 - i. Actively performing anesthesia case management
 - ii. Actively involved in clinical anesthesia and analgesia research
 - iii. Actively providing educational and training content on any public platform
2. To qualify, they must be an active member in good standing for a minimum of 20 years.
 - a. A formal petition to obtain retired status must be made in writing to the BOR.
3. VTS title will change to VTS-R (Anesthesia & Analgesia).
4. Granted lifetime access to all academy business that occurs on the listserv, website, and social media.
5. Recredentialing will be waived.
6. Required to pay yearly dues at a reduced rate set forth by the BOR.
7. Not eligible to vote, run for a position on the BOR, or serve as committee chairperson, but may serve on committees.
 - a. Committee participation is determined on a case-by-case basis by the BOR.
8. Within five years of retirement approval, a member has the option to return to active status. If the five-year period has lapsed a member will no longer be eligible for active status.

C. Honorary Member

1. An AVTAA member will qualify for honorary status if they have achieved a DVM/VMD or any designation allowed by their credentialing country to indicate the awarding of veterinarian status after obtaining their VTS (Anesthesia & Analgesia)
 - a. A formal petition to obtain honorary status must be made in writing to the BOR.
2. VTS-H (Anesthesia & Analgesia) credential will be awarded.
3. Granted lifetime access to all academy business that occurs on the listserv, website, and social media.
4. Recredentialing will be waived.

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5. Required to pay yearly dues at a reduced rate set forth by the BOR.
6. Not eligible to vote or run for a position on the BOR, however; participation in a committee will be granted by the BOR on a case-by-case basis.

D. Life Member -

1. Life member status may be conferred upon any AVTAA member in good standing for at least 20 years of continuous active Academy membership (no lapse in membership) and demonstrate meritorious service and contribution to the Academy and the profession.
 - a. Examples of meritorious service can include:
 - i. Charter member of the Academy
 - ii. Served on BOR
 - iii. Served as Committee Chairperson for no less than five years
2. Nominations for VTS (Anesthesia & Analgesia)-Life membership status shall be submitted to the BOR, through the executive secretary, by members of the academy in good standing.
3. The BOR will review and vote on all nominations giving primary consideration to the contributions of the individual toward furthering the mission of the Academy.
4. VTS title will change to VTS (Anesthesia & Analgesia)- Life
5. Granted lifetime access to all academy business that occurs on the listserv, website, and social media.
6. Recredentialing may be waived after 25 years of active membership, if the member chooses to no longer be an active member of the Academy.
7. Academy dues will be waived.
8. Upon successful designation of Lifetime status, a member shall be able to vote, run for BOR, serve as committee chairperson and/or serve on a committee as long as active status is maintained while serving in these capacities.

Section 3

A. Election of BOR

1. Election of President-Elect, and a Members-at-large shall take place biennially by email or online ballot. The person receiving the most votes is elected. A tie vote with two candidates shall be decided by the President casting the deciding vote.
2. Only active members in good standing with dues and recredentialing can be nominated for a BOR position.
3. The election of Treasurer shall take place every four years unless the BOR votes to extend the term of the current treasurer for an additional term. If the term is not extended, the position will be open for election during the biennial election period.
 - a. The decision to extend the term of the current treasurer will be made at the start of the

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nomination cycle.

4. Recommendations for nominations will be solicited from the membership by the Nomination/Election Committee. The nominees will be presented by the Nomination/Election Committee to the BOR at least 60 days prior to the election.
5. The election shall be open for voting no less than 30 days prior to the annual business meeting of the Academy. Results will be announced at the annual business meeting and the new officers will assume office at the end of the annual business meeting.

Section 4

A. Academy business voting

1. Email and online ballots may be utilized if membership approval of an issue is desired by the BOR prior to the next annual meeting. To conduct an email or online ballot, the motion approved by the BOR must be sent to all members eligible to vote at least 30 days prior to distribution of the ballot. Members will have 30 days to cast their vote via email or online ballot.
2. Proposed changes to the policy and procedure manual for AVTAA will require BOR discussion and vote. The general membership may be asked for input via email or members only social media pages.

Article VII Credentialing, Examination, and Recredentialing

Section 1 Credentialing

A. Credential requirements for admission to examination for VTS (Anesthesia & Analgesia) status are as follows:

1. The application for credentialing must be submitted and approved per the application directions.
2. There are no deadline extensions, and no exceptions will be granted.
3. The BOR will endorse the recommendation of the Credentials Committee. The Credentials Chair will notify the applicant(s) of the decision. The decision of the BOR shall be final.

B. Appeal of application decision

1. Candidates denied eligibility to sit for the AVTAA credentialing examination may appeal this decision within 15 calendar days of receipt of the letter of notification.
2. The Appeals Chair shall notify the BOR, and the Chair of the Credentials Committee on the number of appeals once the appeal deadline has lapsed.
3. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the BOR within 45 calendar days.
4. The BOR will endorse the recommendation of the Appeals Committee. The Appeals Chair will notify the applicant(s) of the decision. The decision of the BOR shall be final.

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5. The examination results cannot be appealed.

Section 2 Examination

- A. Candidates approved by the Credentials Committee and BOR will be advised of the examination format no less than three months prior to examination.
 1. Examinations will be given annually.
- B. The BOR reserves the right to postpone or cancel the examination if the safety of examinees and AVTAA members is jeopardized or questionable.
- C. Examinations will be prepared and administered by the Examination Committee.
 1. Passing scores will be proposed by the Examination Committee based on psychometrics obtained by exam assessment and approved by the BOR. The Examination Committee will report the results of the examination to the BOR for approval before sending notification to examination candidates.
 2. All candidates sitting for the examination will be notified of the results of the examination by email no later than 90 days following the date of the examination.
- D. Examination Deferral
 1. Exam candidates will be allowed one deferral during the examination period. A fee, determined by the BOR on an annual basis, will be assessed when applying for the one-time deferral. BOR approval is required before a deferral is granted.
 2. In the event the examination is canceled, the applicant(s) will not be penalized for missing the examination.
- E. Successful candidates will be issued a plaque indicating the right to use the VTS (Anesthesia & Analgesia) designation by the Executive Secretary upon direction of the BOR.
 1. VTS (Anesthesia & Analgesia) credentials are conferred for a period of five years. The credentialing period will begin on the calendar year the examination is passed and end five years later.
- F. To maintain active member status and continue to use the VTS (Anesthesia & Analgesia) credential, a member is required to recredential every five years.
- G. Failure of Examination:
 1. Candidates may retake the examination [or portion of] two additional times in the next two consecutive years unless deferral is elected and approved by the BOR, for a total of three times without reapplying to the Academy.
 2. The candidate must pay the applicable examination fee each year by the prescribed time.

Section 3 Recredentialing

- A. A member must always maintain an active license in good standing to practice as a credentialed veterinary technician or veterinary nurse.
- B. Recredentialing may be obtained through one of two options.

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1. Completion of total number of continuing education (CE) points.
 - a. All CE hours must be obtained within the five-year period immediately prior to due date for recredentialing. The distribution of acceptable CE hours will be determined by the Recredentialing Committee with final approval by the BOR. Instructions for completing the recredentialing application packet are outlined in the AVTAA P&P Manual. AVTAA members set to recredentialed each year will be contacted via email and listserv by the Recredentialing Committee Chair.
 - b. Active member serving on an approved committee for a three-year period within the five-year recredentialing period. Active participation will be verified by the chair of the committee and endorsed by the BOR.
2. Retaking the AVTAA examination.
 - a. Member must notify the recredentialing chair via e-mail the desire to retake the examination no later than March 30, 11:59:59 Eastern time of recredentialing year.
 - b. One attempt at the examination must be taken the same year as the recredentialing year.
 - c. Member will be required to pay the examination fee.
 - d. Members are ineligible to retake the exam if they have previously served on the examination committee, served as a subject matter expert, or graded the examination.
 - e. Failure to recredential by deadline or pass the examination will result in loss of VTS (Anesthesia & Analgesia) credential and removal of membership from the AVTAA.

Article VIII Discipline

Section 1

A. Repossession of VTS (Anesthesia & Analgesia) credential

1. Membership to the AVTAA will be revoked and member will lose their VTS title when:
 - a. Failure to maintain an active license to practice as a credentialed veterinary technician or veterinary nurse.
 - b. The member violates the provisions of the AVTAA Constitution or Bylaws.
 - c. The member fails to maintain acceptable standards of competence in veterinary anesthesia and analgesia as determined through investigation by the BOR.
 - d. The member fails to pay annual dues by December 31, 11:59:59 Eastern time.
 - e. The member fails to complete the recredentiailling process by the deadline.
 - f. The VTS (Anesthesia & Analgesia) title may be permanently revoked due to disciplinary action.
 - g. A member is eligible for re-application if they failed to recredential, pay dues, or maintain an active license to practice.

B. Legal Ramifications

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1. Legal action may be taken if member continues to use the VTS (Anesthesia & Analgesia) title for any personal or professional affiliation once it has been revoked. (Article VIII, Section 1A).
- C. A member accused of unethical conduct, incompetence, fraud, or other accusations that discredit the Academy will be investigated.
 1. The Academy reserves the right to report any unethical conduct to state/governing licensing bodies, any additional VTS academies, where applicable and NAVTA-CVTS.
 2. Such charges must be made in writing to or from the BOR.
 3. If action is warranted, the accused member will be notified in writing and given full opportunity to respond in writing and a thorough hearing will be conducted by the BOR. Disciplinary action may be recommended by the BOR.
 4. Examples include but not limited to:
 - a. Members found guilty of falsifying documents.
 - b. Breach of confidentiality while serving on any committee.
 - c. Members who are knowingly or unknowingly assisting in the plagiarism of the application or in cheating on the examination with a prospective or current applicant.
 - d. Rogue members representing, making decisions, or acting on behalf of the Academy without BOR approval.

Section 2

- A. It is considered illegal to use the VTS (Anesthesia & Analgesia) title without successfully passing both the application and examination process set forth by the Academy.
- B. A person caught illegitimately utilizing the VTS (Anesthesia & Analgesia) title will be investigated by the Academy.
 1. 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 (Anesthesia & Analgesia) title. Non-compliance may result in legal action.
- C. A person found guilty of illegally using the VTS (Anesthesia & Analgesia) title is banned from any future applications to the Academy.

Section 3

- A. An applicant accused of unethical conduct, incompetence, fraud, or other charges that discredit the Academy will be investigated.
 1. Such accusations must be made in writing to the BOR.
 2. If action is warranted, the accused applicant will be notified in writing and given full opportunity to respond in writing and a thorough hearing will be conducted by the BOR.
 3. Disciplinary action may be recommended by the BOR.

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4. Examples include but not limited to:
 - a. Applicants found guilty of falsifying documents on the application are prohibited from applying to the Academy.
 - b. Breach of confidentiality while actively participating in the Academy application process.
 - c. Applicants found guilty of plagiarism on the application.
 - d. Evidence of cheating on examination.

Article IX Amendments

Section 1

- A. Proposed amendments to the Bylaws shall be submitted to the BOR for discussion no less than 30 days before a scheduled meeting of the Academy or the distribution of an electronic ballot to the membership.
- B. Proposed amendments shall be distributed to the entire membership with a recommendation by the BOR at least 30 days prior to counting of electronic ballot or a voice vote of the members for an in-person meeting.
- C. An affirmative vote shall require a simple majority of those who respond.