## Excerpt from NAFV Constitution \& Bylaws

## ARTICLE VI - Officers and Personnel

Section 1. The officers of the association shall be active members and shall be elected to the offices of president, secretary-treasurer, and president-elect. In the event that none of the aforementioned officers are available in Washington, D.C. metropolitan area the president may appoint a representative whose responsibilities shall consist of performing liaison and other duties as directed by the president.

Section 2. The President. The president may call the board of directors into session and shall preside at all meetings of the association and shall chair the board of directors and the executive committee, shall appoint committees, shall appoint regional representatives, district coordinators, shall appoint all those officers whose appointments are not otherwise provided for and with the advice and consent of the board of directors fill vacancies of the elected officers that may occur and shall perform such other duties as properly devolve upon a president. The president may authorize expenditures in accordance with the general guidelines provided by the board of directors for conducting the affairs of the association.

Section 3. The President-Elect. The president-elect shall become the president upon completion of the term as president-elect, shall serve as a member of the board of directors, and shall perform other duties appropriate to the office as directed by the president.

Section 4. Death, Resignation, or Removal of the President. If the president dies, resigns, or is otherwise removed from office, the president-elect immediately and automatically shall succeed to the office of and become president and shall serve as president for the remainder of the president's term, provided that, if the remainder of the president's term is less than 12 months, such officer shall continue to serve as president until the end of the normal term for which the president-elect had been elected to succeed as president. If the remainder of the president's term is 12 months or more or, if the president-elect succeeds to such office, a president (in addition to a president-elect) shall be elected at the next normal election. If the president dies, resigns, or is otherwise removed from office and there is no president-elect then in office, the executive board shall elect a person to fill the office of president for the remainder of the president's term and a new president (in addition to a president-elect) shall be elected at the next normal election.

Section 5. Death, Resignation, Removal, or Succession of the President-Elect. If the presidentelect dies, resigns, becomes president, or is otherwise removed from office, the past president immediately and automatically shall succeed to the office of and become president-elect and shall serve as president-elect only for the remainder of the president-elect's term. Such officer shall not automatically succeed to the office of president thereafter.

Section 6. Death, Resignation, Removal, or Succession of the Secretary-Treasurer. Vacancy for any reasons in the position of secretary-treasurer shall be filled by the board of directors from its own membership.

Section 7. The Secretary-Treasurer. The secretary-treasurer shall assist the executive vice president in the development of the budget and in the record keeping of the financial records of the association, and shall assist in developing and presenting financial reports to the board or

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executive committee. The secretary-treasurer shall approve all reimbursements to the EVP. The secretary-treasurer shall also keep the minutes of board and executive committee meetings and submit them as a report.

Section 8. The Executive Vice President. The executive vice president shall be the chief administrative officer of the association and shall be responsible to the executive committee and the board of directors. The executive vice president shall be the general manager of the association.

Section 9. The General Counsel. The general counsel of NAFV shall be a lawyer and a member of the bar and shall act as legal counsel for the association and shall advise members of the association regarding work related issues as appropriate.

Section 10. Executive Committee. The executive committee shall be composed of the elected officers of the association. The committee, which is presided over by the president, shall have charge of association affairs between regular and special meetings of the board of directors. The executive committee of the board of directors may be called in session by a majority vote of the executive committee in writing. The executive committee may authorize expenditures in accordance with the general guidelines provided by the board of directors. Minutes of each official meeting of the committee shall be distributed to the board of directors.

## ARTICLE VII - Board of Directors

Section 1. Duties. The board of directors shall determine the actions and policies of the association by majority vote at meetings or by unanimous vote in writing of all those eligible to vote at other times. The board of directors is the ultimate governing body of the association. It may be called in session by a majority vote in writing of the entire body. The board may authorize expenditures as are necessary and proper in conducting the affairs of the association and shall establish general guidelines for such expenditures.

Section 2. Members. The board of directors shall be composed of the president, the presidentelect, the secretary-treasurer, and directors from the agencies of the federal government employing veterinarians. Directors shall be elected from the roster of active members in NAFV as follows: an organizational component within an agency having 10 to 250 members shall have one (1) representative; an organizational component within an agency having 251 to 500 members shall have two (2) representatives; an organizational component within an agency having 501 to 750 members shall have three (3) representatives; etc.

Section 3. Term of Office. Officers shall be elected for a term of 2 years and be eligible for election to one additional consecutive term. Directors and alternates shall be elected from each organizational component for a 2 year term and shall be eligible for reelection. In the event any director is unable to serve out the term of office the president shall promptly appoint an appropriate alternate member to serve. If no alternates are available, the president shall appoint a director from the appropriate organizational component to serve as a member until the next scheduled election.

