

# American Association of Bovine Practitioners

Adopted July 13, 1965, and including revisions through September 1988

## BYLAWS

### ARTICLE I: NAME

- SECTION 1: The name of this association shall be the AMERICAN ASSOCIATION OF BOVINE PRACTITIONERS.
- SECTION 2: The Association has been INCORPORATED under the laws of the State of Illinois as a non-profit educational corporation on June 22, 1965 and filed for record in the office of Recorder of Deeds of Cook County, Illinois on June 24, 1965.
- SECTION 3: The principal office of the Association shall be the office of its Executive Vice-President.

### ARTICLE II: OBJECTIVES

- SECTION 1: To endeavor to do all things necessary to promote the interests, to improve the public stature, and increase the knowledge of veterinarians in the field of dairy and beef cattle practice.
- SECTION 2: To elevate standards of bovine practice.
- SECTION 3: To attract attention to the relationship between bovine practice and the public interest.
- SECTION 4: To promote understanding and good will among its members.
- SECTION 5: To cooperate with veterinary and agricultural organizations and regulatory agencies.
- SECTION 6: ALL POWER CLAUSE: To do everything and anything reasonably and lawfully necessary, proper, suitable or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes.

### ARTICLE III: MEMBERSHIP

- SECTION 1: There shall be FOUR CLASSES OF MEMBERSHIP in this Association; ACTIVE, HONORARY, LIFE, and STUDENT.
- A. ACTIVE MEMBERS shall be veterinarians engaged in the general field of bovine medicine. Active members shall be entitled to all rights and privileges of the Association.
- B. HONORARY MEMBERS shall be those persons who have made noteworthy and outstanding contributions to the bovine practice. Unanimous approval of the Board of Governors is required for this category. Honorary members shall have the privilege of attending all meetings of the Association but shall not vote, hold office, pay dues, or pay meeting registration fees.
- C. LIFE MEMBERS shall be those members who have reached the age of 65 and have been continuous members for five years.

They shall have all the rights and privileges of active members. Life members will be exempt from paying annual dues and meeting registration fees.

- D. STUDENT MEMBERS shall be professional veterinary students at United States and Canadian colleges of veterinary medicine. Students may form affiliated student chapters with the same relationship to the American Association of Bovine Practitioners that student chapters of the American Veterinary Medical Association have to that organization. Student chapters are requested to adopt a constitution or bylaws modeled after the one approved by the Board of Governors of the American Association of Bovine Practitioners July 22, 1974. If a student chapter is not formed at a particular school, students attending that school can join the AABP as individuals. Dues for student members until changed shall be \$15.00 per year payable in advance to the Executive Vice-President of the AABP. Student chapters may charge additional dues for local use if they so desire.

SECTION 2: CANDIDATES FOR MEMBERSHIP in this Association shall make application on an official form. The dues for the current year shall accompany the completed application submitted to the Executive Vice-President.

SECTION 3: DUES AND ASSESSMENTS of the Association shall be determined by the membership, but until changed shall be Thirty-five dollars (\$35.00) per capita payable in advance to the Executive Vice-President of the Association.

- A. A member shall be DELINQUENT if his dues are not received by May 1st of the calendar year for which they are payable.

SECTION 4: The FISCAL YEAR of this Association shall be July 1st through June 30th.

SECTION 5: The CODE OF ETHICS of the American Veterinary Medical Association shall be the code of behavior for this Association.

### ARTICLE IV: OFFICERS AND DIRECTORS

SECTION 1: The OFFICERS of this Association shall be a President, Immediate Past President, President-elect, Vice-President, Executive Vice-President, Treasurer, and thirteen directors; one to be elected from each of the Executive Board Districts of the American Veterinary Medical Association and two from Canada. District TWELVE will include the provinces of Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island

and New Foundland, District THIRTEEN will include the provinces of British Columbia, Alberta, Saskatchewan and Manitoba.

- A. The PRESIDENT shall preside at all meetings and shall have all such powers as may be reasonably construed as belonging to the chief executive of the Association.
- B. The IMMEDIATE PAST PRESIDENT shall assist the officers in the administration of the Association and shall preside at meetings in the absence of the President. He shall serve as chairman of a Forward Planning Committee for a term of one year after completing his term as Immediate Past President.
- C. The PRESIDENT-ELECT shall be the PROGRAM CHAIRMAN of the annual convention and a member of Continuing Education Committee. He shall prepare himself to accept the duties and responsibilities of the President. He shall preside at meetings in the absence of the President and the Immediate Past President.
- D. The VICE PRESIDENT shall assist the officers in the administration of the Association in what ever manner the President directs. He shall be Chairman of the Continuing Education Committee and serve as Seminar Coordinator of the Annual Convention. He shall assist the AVMA Program Committee in planning the Bovine Section of the Annual AVMA Meeting. The Vice-President shall be eligible for the office of President-elect upon completion of his term.
- E. An EXECUTIVE VICE-PRESIDENT will be a veterinarian appointed by the Board and be a full time employee and serve for such terms as the Board desires. The Executive Vice-President is the chief administrative officer of the Association, and shall conduct its business affairs under the general direction of the Board. Without limiting the generality of this office, the Executive Vice-President shall perform the following duties:
  1. Administer the day-to-day affairs of the Association as authorized by the bylaws and resolutions of the Board, and is subject to the Board; and is responsible to the Board.
  2. Maintain accurate records of the proceedings of the Board and Committees in an orderly and systematic manner.
  3. Keep and maintain in an orderly and systematic manner all other papers, books and documents of the Association.
  4. Keep and maintain procedures manuals documenting steps followed to smoothly execute his duties referent to specific job responsibilities.
  5. Keep all original notes and records of all official meetings and sessions until a

request for disposal has been approved by the Board.

6. Attend all meetings of the Board and the Executive Committee without, however, the right to vote and be an ex-officio member of all committees without however, the right to vote.
7. Assure that the Board and its Committees conduct the affairs of the Association as required by its bylaws.
8. Administer the financial affairs of the Association and, in connection therewith, shall assure collection of dues, membership fees and other funds due the Association.
9. Maintain proper books of account with all vouchers in accordance with the policy established by the Board and the accounting firm approved by the Board and make available the financial records at all times.
10. Promptly deposit with the Association's bankers all money received by the Association, and promptly pay all approved debts of the Association with moneys from the general fund within the budget approved by the Board.
11. Prepare a budget in conjunction with the Treasurer for the incurring fiscal year at least thirty days prior to the Annual Meeting and distribute said budget to the Executive Committee, Directors and Finance Committee.
12. If needed, nominate the Association auditors, legal counsel and management consultants for the ensuing fiscal year at least thirty days prior to the Annual Meeting and distribute said nominations to the Executive Committee, Directors and Finance Committee.
13. The officer be furnished with a bond of indemnity of a guarantee company approved by the Board in an amount approved by the Board.
14. Be the Convention Manager for the Annual AABP Scientific Conference, and in connection therewith.
  - a. Shall be a member of the Site Selection Committee.
  - b. Shall assure the printing, proof-reading and distribution of the meeting program.
  - c. Shall supervise procurement of audio and visual aids for proper functioning of the conference. Shall also supervise allocations of exhibitors room space, after present personnel is voluntarily terminated.
  - d. Shall supervise luncheons and meal arrangement.
  - e. Shall supervise registrations.
  - f. Shall liaise with the hotel and other service groups, and

- g. Shall manage expenditures and budgeting for the meeting.
  - 15. Assure printing and editing of the Membership Directory and Bylaws.
  - 16. Assure printing and editing of the monthly Newsletter.
  - 17. Assure the printing and editing of the Proceedings and the Bovine Practitioner and shall supervise advertisement space in these publications, after present personnel are voluntarily terminated.
  - 18. Be the Chief Electoral Officer for elections of directors and officers and shall perform duties required by the bylaws.
  - 19. Present a report of the activities of the headquarters office and of the Association's affairs at the meetings of the Association and shall advise the Board promptly at all other times on emergency or unforeseen developments.
  - 20. Maintain liaison with appropriate professional groups and organizations at the direction of the Board.
  - 21. Appoint and fix the remuneration of any employees and agents after approval of the Board of Directors which (he or she) considers expedient for the better management of the affairs of the Association, and, subject to the bylaws, may prescribe the duties and titles of any employees and agents.
  - 22. Deliver to his/her successor, or the President all books, vouchers, cash and other property of the Association in his/her possession or under his/her control immediately upon effective appointment of a successor and/or immediately upon the termination of employment.
- F. The TREASURER must be a veterinarian appointed by the Board for a six year term but subject to re-appointment annually. He or she shall be the custodial office of the Association, and be the custodian of the assets. The treasurer shall perform the duties required or authorized by the bylaws and the resolutions of the Board, and is subject to direction of the Board.
1. The TREASURER shall hold the Executive Vice-President responsible for:
    - a. Disbursing moneys from the general fund;
    - b. Paying all authorized expenses of the Association subject to the direction of the Board;
    - c. Maintaining a file of all vouchers and invoices accompanying them for a period of not less than five years;
    - d. Depositing all moneys in the name of the American Association of Bovine Practitioners in a federally insured bank(s) approved by the Board;
  - e. Investing reserve funds in accordance with policy established by the Board;
  - f. Keeping and maintaining financial records of the proceedings of the Board and Committees; and
  - g. Keeping and maintaining job descriptions and procedures manual applicable to the hired and paid positions of the Association.
2. The Treasurer shall turn over all properties and records in his/her custodianship to his/her successor;
  3. The Treasurer shall make a detailed report of the financial status of the Association at each annual meeting and at such other times as the Board may request;
  4. The Treasurer shall be a member of the Executive Committee without a vote;
  5. The Treasurer shall be the Chairperson of the Finance Committee and shall be the comptroller.
- G. There shall be a BOARD OF GOVERNORS of this Association. The Board shall consist of the President, Immediate Past President, President-elect, Vice-President, Executive Vice-President, Treasurer and 13 representatives, one to be chosen from each American Veterinary Medical Association District and two from Canada. The Executive Vice-President and Treasurer are non-voting members of the Board. The Board shall be responsible for the major administrative policies governing the affairs of the Association and shall devise the mature measures for the Association's growth and development. It shall fill vacancies in office as is essential to the conduct of affairs of the Association when such vacancies occur between elections. With the consent of the membership, the Board may increase its members.
- H. If a director is absent from two consecutive Board meetings without Board approval, the position shall be declared vacant and a new director elected.
- I. There shall be an EXECUTIVE COMMITTEE of the Board composed of the President, Immediate Past President, President-elect, Vice-President, Executive Vice-President and Treasurer. The Committee shall have all of the powers of the Board to transact business of an emergency nature between Board meetings. The Executive Vice-President and Treasurer are non-voting members of the Executive Committee. All transactions of the Committee shall be reported in full at the next regularly scheduled meeting of the Board.
- J. Compensation of officers shall be approved by the Board from the recommendations of the Forward Planning Committee.
- K. All officers, directors his/her heirs, execu-

tors and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association, from and against, all costs, charges, damages and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever, made done, or permitted by him/her in or about the execution of the duties of his/her office, and all other costs, charges, damages and expenses that such persons sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, damages or expenses as are occasioned by his/her own willful neglect or default.

- L. The Board has a pre-approved policy of Fees and Travel Allowance for directors, officers and individuals who have been appointed or elected to represent AABP. These policies are in possession of the Executive Vice-President.

## SECTION 2: ELECTION

- A. The TERM OF OFFICE of the President, Immediate Past President, President-elect and Vice-President shall be from the close of the annual business meeting at which they are elected to the close of the following annual business meeting or until their successors are qualified.
- B. The Executive Vice President each year shall determine which representatives (directors) shall complete their term of office at the next annual business meeting, and shall mail to each active member of the respective districts a request for nominations. Names of all nominees who are active members in good standing and who agree to serve will be placed on a primary ballot and mailed to the active membership of the respective districts at least 60 days prior to the annual meeting. When the primary ballots are returned, they will be counted and an election ballot prepared listing those two (in case of ties there may be more) who received the greatest number of votes. The election ballot will be mailed to the respective districts at least 30 days prior to the annual meeting. Individuals receiving the greatest number of votes will be declared the winners in their districts and so announced at the annual meeting. All representatives must be employed or practice in the district they represent.
- C. More than 50% of the district representatives serving on the Board at any one time shall be primarily involved in private veterinary practice.  
When election of a representative from other than private practice would result in 50% or more non-private practitioner rep-

resentative(s), such nominees will not be seated.

When a vacancy or vacancies for other than private practitioners occur and more than the allotted number of non-private practitioner representatives are elected that person or persons receiving the highest percentage of votes will serve.

AVMA Director listings will be used to determine professional specialty code and type of employment except when the nominee or nominator presents evidence of a change of status for the nominee.

The district representative (directors) shall be elected for a term of three years by members of their respective districts and may succeed themselves one consecutive term with partial terms not being considered in the limitation.

- D. The election of officers other than President shall be held annually at the principal business meeting of the Association. A slate of candidates selected by the Nominating Committee for the offices of President-Elect, and Vice-President, shall be considered along with additional nominations which may be made by any member at the annual meeting.
- E. The AABP Delegate in the AVMA House of Delegates shall be elected for a term of three years by a majority of those present and voting at the annual meeting. The Delegate may succeed himself one time. The alternate Delegate is the appointed Executive Vice-President and shall serve as long as he or she holds that office in the AABP.
- F. The President-Elect shall automatically become the President after one year.

## ARTICLE V: COMMITTEES

- SECTION 1: Number and titles of committees will be established by the Board of the AABP. There will be no limit to the number of such committees.
- SECTION 2: Committee Chairmen shall be appointed by the President for a 3-year term with the approval of 2/3 of the Board except, the Chairman of Forward Planning Committee. Chairman may succeed themselves an unlimited number of terms. A Vice-Chairman shall be elected by the committee.
- SECTION 3: Members who would wish to be considered for a vice-chairmanship would be asked to submit their names and qualifications to the Committee. Any member who wishes to serve on a committee should submit his/her name to the Director of his district or the Committee Chairman.
- SECTION 4: All Committee activities and resolutions must be approved by the Board.
- SECTION 5: TECHNICAL COMMITTEE members will be appointed to the various committees by the directors; assuring that each would have at least



13 members and would have every district represented. Each year, the membership shall be advised that anyone interested in serving on a committee should submit his name to his director. Membership is limited to two 3-year terms. These committees are as follows: Embryo Transfer; Computer Records; Continuing Education; Animal Welfare; Environment and Housing; Food and Drug; Health Management and Preconditioning, infectious Disease and Regulatory; Mastitis; Nutrition; and Reproduction.

**SECTION 6:** Additional members may be added to each committee at the discretion of the chairman. He may appoint the additional members at large or choose from additional names submitted by the directors. Ex-officio members may be recommended by the chairman and appointed by the Board.

**SECTION 7: Committee Activity:**

- A. Study issues referred by the Board.
- B. Study issues raised by the Chairman or members.
- C. Suggest topics for the program at AABP and AVMA conventions or sponsor continuing education programs as a committee for state or regional AABP Meetings.
- D. The chairman will report to the Board in person at the annual AABP convention and in writing before the AVMA convention, or be present to present the report at the AABP Board Meeting during the AVMA convention.

**SECTION 8:** The President may appoint ad hoc committees and chairman with the approval of 2/3 of the board members.

**SECTION 9: STANDING COMMITTEES** shall consist of the following:

- A. **PROGRAM COMMITTEE** shall assist the President-elect, who shall be the program chairman, in planning and executing meeting of the Association and shall be appointed by the President-elect.
- B. **NOMINATING COMMITTEE** shall consist of thirteen Board Members representing the thirteen Districts. The Committee shall prepare for distribution to the members thirty (30) days before the annual business meeting a slate of candidates for the office of President-elect and Vice-President. The President-elect shall automatically succeed to the presidency and then to the post of Immediate Past President, and then to chairman of the Forward Planning Committee. All those offices are for one year of service.
- C. The **FINANCE COMMITTEE** will consist of the Treasurer, the President, Vice-President, Immediate Past-President, Executive Vice President and ex-officio AABP member as may be appointed by the Board. The Treasurer shall be the chairperson of

the Finance Committee. The Executive Vice-President and Treasurer will be non-voting members. The Past-President shall be the Vice-Chairperson and shall act in the absence of the Chairperson.

- 1. The chairperson shall:
  - a. receive from the Executive Vice-President any and all financial documents deemed necessary to conduct a compiled financial statement of the Association;
  - b. maintain pertinent and suitable minutes and records; and,
  - d. report to the Board.
- 2. The Finance Committee shall:
  - a. make an annual compiled financial statement of the Association's financial statement;
  - b. review the methods of financial controls;
  - c. review budget controls;
  - d. consult, review and comment on the budget prepared by the Executive Vice-President.
- D. The **FORWARD PLANNING COMMITTEE** consisting of past presidents shall assist the Board in its efforts to devise and mature measures for the Association's growth and development. This Committee shall receive and review all resolutions and other committee reports for action by the Association at its regular and annual meetings. The Committee Chairman will present the approved recommendations to the Board.
- E. The **PUBLIC RELATIONS COMMITTEE** is charged with the goal to improve the public stature of Bovine Practitioners and the AABP itself. Objectives should be to represent AABP and its members, after Board selection and approved veterinary and cattle related organizations as well as the press. The members of this committee and its chairman are approved by the Board. Special emphasis is given to those AABP members who have special liaison and communications with related organizations. Each Committee member should be aware and alert to opportunities to enhance the respect of AABP to all involved in the bovine field of interest. Individuals representing AABP to other organizations should be members of this Committee, or make a written report to the Chairman.

**ARTICLE VI: MEETINGS**

**SECTION 1:** The **REGULAR ANNUAL MEETING** of this Association shall be held at a time and place to be designated by the Board. **SPECIAL MEETINGS** may be called by the President and shall be called by him upon the recommendation of a majority of the Board. Such meetings shall be announced by mail to the membership not less than thirty (30) days prior to the stated time

of the meeting. Mailing of notice shall be to the member's latest address.

SECTION 2: A QUORUM for the transaction of business at a duly called meeting shall consist of 125 members present and eligible to vote.

SECTION 3: A QUORUM OF THE BOARD shall consist of a majority exclusive of the President.

#### **ARTICLE VII: PARLIAMENTARY AUTHORITY**

SECTION 1: ROBERT'S RULE OF ORDER, REVISED, shall govern the conduct of meetings when not covered by the Bylaws or a higher law. The president may call upon the Parliamentarian at any time during the conduct of any meeting.

SECTION 2: A RULE OF PROCEDURE may be suspended by majority vote of those active members present and voting at the meeting.

SECTION 3: PARLIAMENTARIAN will be appointed by the president for a three year term. He must be a former executive and attend all meetings and serve as chairman of bylaws committee. He may serve a second three-year term by presidential reappointment.

#### **ARTICLE VIII: DISOLUTION**

SECTION 1: The Association may be DISSOLVED on thirty (30) days notice by majority vote at a meeting. Such dissolution shall be effective ninety (90) days after such vote is taken; provided all outstanding obligations of the Association have been satisfied.

SECTION 2: In case of DISSOLUTION of the Association, its assets shall be dedicated to the American Veterinary Medical Association Foundation.

#### **ARTICLE IX: TO AMEND BYLAWS**

SECTION 1: The Bylaws may be AMENDED at any regular meeting of the Association by a two-thirds vote of the active members present and voting. The proposed amendment shall be in the possession of the Executive Vice-President not less than thirty (30) days before the meeting to provide ample opportunity for consideration by the Board.

SECTION 2: The Bylaws may be AMENDED at any regular meeting of the Association by unanimous vote of active members present and voting, without previous notice.

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# Selenium deficiency can drain your herd. And...your pocket.

Selenium deficiency is a thief that can sneak up and steal the good health of your cattle. Recent studies link selenium deficiency with infertility, poor weight gain, poor disease resistance and white muscle disease. Any one of them can deplete the health of your herd. And sicken your bottom line as well.

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NOTE: Blood samples should be 4-5 ml each. A maximum of 10 per herd.



