



# **CONSTITUTION OF THE AMERICAN ASSOCIATION OF VETERINARY IMMUNOLOGISTS**

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## **ARTICLE I. NAME AND OBJECTIVES**

Section 1. The name of this organization shall be the American Association of Veterinary Immunologists, hereinafter referred to as the Association.

Section 2. The objectives of the Association are: to expand scientific knowledge in the specialty of veterinary immunology by strengthening education in immunology at all levels of veterinary education; to improve and standardize laboratory methods and clinical diagnosis of diseases associated with the immune system; to improve communications with immunologists in the biomedical community; to further the recognition of the specialty of veterinary immunology; and to promote research in immunology of domestic animals.

## **ARTICLE II. MEMBERSHIP**

Section 1. A member of the Association is any person who: (1) is interested in the objective of the Association; (2) holds a bachelor's degree or DVM degree (or equivalent); (3) has a specific demonstrated interest in veterinary immunology; (4) pays the current dues to the Treasurer.

Section 2. The dues for membership shall be established by the Board.

Section 3. A member who has retired from regular employment and who has been a member of the Association for a period of no less than 10 years may continue as a member without further payment of dues. The Board shall determine the membership privileges of such members.

Section 4. The governing board may at any time establish types of membership other than regular individual memberships only by a simple majority vote of the board members. The Board shall establish the minimum monetary consideration for each class of membership and shall determine the additional rights, privileges and other considerations attached to each type of membership. The Board may also establish membership subdivisions entitled "Sections" for members who have common scientific interest or common geographical boundaries and who desire to establish a section. Rules governing the establishment and operation of Sections shall be determined by the Board.

Section 5. The governing board may annually invite any firm, association, corporation, institution or subdivision thereof, to become a corporate associate member, for financial support of the Association.

## **ARTICLE III. OFFICERS**

Section 1. The officers of the Association shall be President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past President.

Section 2. The government of the Association shall be vested in the Board.

Section 3. The Board shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past President and four Members-at-Large (board members). Should a Member-at-Large for any reason be unable to fulfill board membership obligations, the unexpired portion of his/her term shall be served by a substitute elected by a majority of the Board.

Section 4. The officers and board members shall be elected by anonymous electronic mail-ballot prior to the annual meetings of the Association. In balloting for officers, the person receiving the highest number of votes shall be elected. In balloting for board members, the persons receiving the highest vote totals for the number of positions open shall be elected. The official terms of the newly elected officers and board members shall begin at the close of the annual meeting. The President, President-Elect, Vice-President and Immediate Past President shall serve terms of one year. The President-Elect shall assume the office of President after the end of his/her term as President-Elect. The Vice-President shall assume the office of President-Elect after the end of his/her term. The President shall assume the office of Immediate Past President after the end of his/her term. The Secretary and Treasurer will each serve a three-year term and shall be eligible

for re-election to no more than two (2) additional terms. Board members shall serve four-year terms with one member replaced yearly, and shall not be eligible for consecutive terms.

Section 5. The officers of the Association will hold corresponding offices on the Board.

Section 6. The Board is empowered to act on all matters pertaining to the Association, except as otherwise provided by this Constitution. Action shall be governed by majority vote of the Board.

Section 7. The Board may acquire and hold either in its name or in the name of its nominee any property or other assets suited to further the outreach of the Association.

Section 8. The Nominating Committee shall submit nominations for Vice-President, Members of the Board, and members of the Nominating Committee to the Secretary-Treasurer no less than three months prior to the annual meeting. Members may suggest names to the Nominating Committee by writing to the Chairman of the Nominating Committee or to the Secretary. The Secretary shall conduct an electronic mail election over a 10 day period at least 30 days prior to the annual meeting. Ballots to be valid must be received by the Secretary within the designated deadline.

Section 9. The President shall preside over all meetings and shall perform such other duties as may properly devolve upon a presiding officer.

#### DUTIES OF THE AAVI PRESIDENT

- 1) Close the AAVI Business meeting.
- 2) Introduce DVI twice. At the DVI address following the Business meeting and at the CRWAD awards assembly. Present the award plaque at each event, and with the corporate representative at the CRWAD awards assembly. Get a picture of the presentation for the newsletter.
- 3) Introduce chair of the student competition judging committee, and say something about the competition. After the recognition, inform each awarded student that the check and certificate will be sent after having received their extended abstract. They need to send it to the President. Get a picture of the students for the newsletter.
- 4) Send another letter to the corporate sponsor along with a picture of the presentation.
- 5) As soon as possible after the meeting, submit a news release to AAI and VII. This should include annual meeting highlights, new officers, symposium program, DVI information and student award winners. Pictures should be sent, especially to AAI.
- 6) Write letters of congratulations to the student award winners with copies to their mentors, department head and dean.
- 7) Generate items for the newsletter. There are two published each year (January and June). There is always a President's message section. Encourage the committees to have information sent to the newsletter editor well in advance. This is also a means of holding each committee chairperson accountable. Items to be included either in the President's message or from others solicited by the President are: announcement of student awards with pictures and extended abstracts, DVI announcement, summary of address, presentation acknowledgement and picture of presentation, election results, highlights of board and

business meetings, ACVM/AAVI Symposium summary (including a summary of each speaker's presentation), report of the AAI/AAVI Symposium, and other events (i.e. if an IVIS is being announced or has just been completed), announce upcoming events, acknowledgement of corporate sponsors etc. (NOTE: some items are obviously to be included in the January issue while others are for the June issue).

- 8) Remind the organizer of CRWAD (Bob Ellis or other) to schedule the DVI address during the first 2 slots of the CRWAD Immunology Section afternoon session on Monday following the Business meeting.
- 9) Work with the Secretary or Treasurer to insure that corporate letters requesting either initial or continued support are sent, and that those contributing are identified for acknowledgement later.
- 10) Work with the Secretary to prepare the agenda for the Board and Business meetings.
- 11) Chair the Board and Business meeting at CRWAD in December.

Section 10. The President-Elect shall preside in the absence of the President and, when so acting, shall perform such duties as would otherwise devolve upon the President. The President-Elect shall develop with the appropriate representative of the Veterinary Immunology Committee of the American Association of Immunologists the program for a jointly sponsored symposium held at each annual meeting of the American Association of Immunologists.

Section 11. The Vice President. In the absence of the President and President-Elect the Vice-President shall be the presiding officer. The Vice-President shall develop the program for a mini-symposium to be held during the Immunology section of the annual CRWAD meeting. The Vice President shall also prepare a special issue for submission to Vet. Immunology and Immunopathology based on the mini-symposium presentations.

Section 12. In the absence of the President, President-Elect and Vice-President, the Secretary shall be the presiding officer. Lastly, in the absence of the President, President-Elect and Vice-President, and the Secretary, the Treasurer shall be the presiding officer.

Section 13. The Secretary shall have custody of the current records, record the proceedings of all meetings, shall present at each annual meeting a report of the transactions of the previous meeting.

#### DUTIES OF THE AAVI SECRETARY

- 1) Solicit dues payments
- 2) Maintain membership database in conjunction with the Treasurer and is responsible for determining whether dues are current.
- 3) Coordinating by electronic messaging newsletters, announcements for DVI and open positions, voting, business luncheon, dues and reminders.
- 4) Arrange AAVI board meeting at the CRWAD meeting.
- 5) Arrange AAVI table duty for CRWAD meeting.
- 6) Newsletter assembly and Editing
- 7) Announce elections and count ballots for DVI and board elections.
- 8) Meeting minutes and distribution
- 9) The Secretary should act as a second signatory on the AAVI bank accounts

Section 14. The Treasurer shall handle all funds and collections, and shall pay all bills which the Association may owe. This officer shall maintain rolls of the Membership, shall notify members of delinquency in the payment of dues and shall present, at the annual meeting, an itemized statement of the receipts and expenditures of the previous year.

#### DUTIES OF THE AAVI TREASURER

- 1) Collect funds; reconcile the google account with bank records and deposit checks.
- 2) Distribute checks and awards as needed (CRWAD awards, VII access, DVI award, business luncheon, plaques and grant awardees).
- 3) Reconcile bank statements, excel sheets, and membership database.
- 4) Prepare annual reports to be reviewed by the Finance committee.
- 5) Consult with the secretary to maintain membership database.
- 6) Arrange business luncheon.
- 7) Purchase plaques for CRWAD winners.
- 8) Extramural grant submission for AAVI associated meetings and follow-up e.g., authorized representative. CCR and ASAP.gov require quarterly/annual updates; handle transfer of funds, extension requests and reports to granting agencies.
- 9) Contributes to the newsletter
- 10) Serves as the contact AAVI member for Veterinary Immunology & Immunopathology journal. Send requests to Elsevier and inform members who wish to purchase electronic access.
- 11) W9 requests for corporations and universities and invoicing as needed.

### **ARTICLE IV. MEETINGS**

Section 1. An annual meeting of the Association shall be held at such time and place as determined by the board.

Section 2. The Board shall have the power to call additional meetings of the Association.

Section 3. The Board shall make, or cause to be made, all necessary arrangements for each meeting.

### **ARTICLE V. FINANCES**

Section 1. Annual dues as established in Article II, Section 2, shall be payable in advance on or before the first day of February. Failure to pay dues for more than one year will result in suspension of the privileges of membership.

Section 2. Auditing. Financial records of the Treasurer shall be audited annually by the Finance Committee.

Section 3. The Association shall be a non-profit organization with funds expended only in support of the "Objectives" as stated in Article I, Section 2.

Section 4. The Treasurer and another designated member of the Board, usually the Secretary, of the Association are authorized to sign checks for the Association.

## **ARTICLE VI. PUBLICATIONS**

Section 1. The Association may sponsor publications that further the objectives stated in Article I, Section 2.

Section 2. The Board shall be authorized to appoint editors and editorial boards as necessary.

## **ARTICLE VII. AMENDMENTS**

Section 1. An amendment to this constitution may be proposed by the Constitution and By-Laws committee or any member, by letter addressed to the Secretary, who shall submit such proposal to the Board for consideration and vote.

Section 2. Any proposed amendment which five (5) members of the Board deem worthy of consideration shall be submitted to the Association by mail at least 30 days prior to the next annual business meeting.

Section 3. Any amendment that shall have been proposed and approved for ballot as herein provided shall be adopted if approved by a simple majority of the Association members present at the annual business meeting.

## **ARTICLE VIII. DATE OF EFFECT**

Section 1. This Constitution shall be in full force and effect at the close of the next annual meeting following the approval by two-thirds of the general membership returning the mail ballot.

## **ARTICLE IX. DISBURSEMENT OF FUNDS**

Section 1. Upon dissolution of the Association all funds, assets and property shall be given as outright donation to one or several non-profit organizations representing veterinarians or immunologists. The recipient organization(s) shall be selected by the Board of the Association as its last official action.

## **ARTICLE X. BY-LAWS**

Section 1. The business of the Association is to be conducted in accordance with the duly approved by-laws.

## **ARTICLE XI. COMMITTEES AND DESIGNEES**

Section 1. The President in consultation with Board members shall appoint members of the Association to designated tasks and shall establish such standing, ad hoc, special, or other committees as deemed necessary.

Section 2. The President shall appoint chairpersons to standing committees.

Section 3. The President shall appoint or re-appoint a newsletter editor on an annual basis.

Section 4. A Nominating Committee consisting of six (6) members of the Association will be elected by the membership for the purpose of nominating candidates to stand for election annually.

Section 5. A Finance Committee consisting of three (3) members of the Association will be appointed by the President for the purpose of auditing the Association's financial records at the annual meeting.

## **AMMENDMENTS TO THE ARTICLES OF INCORPORATION**

The articles of incorporation of the American Association of Veterinary Immunologists are hereby amended as follows:

1. This organization is organized exclusively for educational purposes within the meaning of section 501(c) of the Internal Revenue Code.
2. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986, (or corresponding provision of any future United States Internal Revenue law).
3. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

# BY-LAWS OF THE AMERICAN ASSOCIATION OF VETERINARY IMMUNOLOGISTS

1. Standing Committees of the Association shall be:

**Nominating Committee:** The Nominating Committee shall prepare the annual ballot to be presented to the members prior to the annual meeting. This ballot will consist of a minimum of two (2) names for Vice-President, two (2) names for member of the board, four (4) names for members of the nominating committee, and, every third year, two (2) names for Secretary, and two (2) names for Treasurer. In addition, the Nominating Committee will present annually to the Board Members the names and vitae of up to three (3) individuals to be considered for the society's Distinguished Veterinary Immunologist Award. Members of the committee will serve a three (3) year term and cannot serve more than one consecutive term. This committee shall consist of six (6) members elected by the membership. Terms will be staggered such that 1/3 of the membership (i.e. two (2) positions) of the committee is elected each year. An initial committee of six (6) individuals will be appointed by a panel consisting of the Past President, the President, and the President-Elect. Their terms will be arranged in such a manner that the proper rotation of the committee is begun. The committee chair will be determined by the President, but usually will consist of one of the two (2) members in the final year of their term.

**Student Awards Committee:** The Student Awards Committee shall be responsible for the awarding of graduate student awards at the annual meeting. The Student Awards Committee also shall be responsible for preparing any travel stipend grant proposals in conjunction with the Secretary. They shall evaluate applications and award student stipends for FASEB and travel stipends to IVIS. The committee chair will be appointed or re-appointed by the President on an annual basis. The committee chair shall suggest up to five (5) additional committee members to be appointed annually by the President.

**Program Committee:** The Program Committee shall be responsible for planning, and implementing the program to be presented at each annual meeting of the Association and all other programs sponsored by the Association. The committee shall be chosen by the chairman of the Program Committee, who will be the Vice-President of the Association.

**Constitution/By-Laws Committee:** The Constitution/By-Laws Committee shall consist of three (3) members and shall be responsible for reviewing the Constitution and By-Laws on an annual basis and recommend changes to the Board. The Past President will chair the Constitution/By-Laws Committee. The committee chair shall suggest two (2) additional committee members to be appointed annually by the President.

**Fund Raising Committee:** The Fund Raising Committee shall be responsible for identifying corporate sponsorship for the student awards, DVI, and Association-sponsored symposia. The committee chair will be appointed by the President on an annual basis. The committee chair shall suggest up to five (5) additional committee members to be appointed annually by the President.

2. The Business Meeting of the Association at the annual meeting shall use Robert's Rules of Order in conducting Business.

3. All committee chairpersons will be appointed or re-appointed annually by the President; open positions on the committee shall be filled by the chairperson in consultation with the President (unless otherwise stipulated). Committees shall consist of 3-6 persons who shall be appointed for 1-3 year terms, and shall report annually to the Board.