



Bylaws to the Constitution of the American Association of Wildlife Veterinarians Revised 2025

All reference to the “Association” in the bylaws refers to the American Association of Wildlife Veterinarians

ARTICLE I - MEMBERSHIP

Section 1 Veterinarian Members - An individual who meets the eligibility requirements set forth in Article III of the Constitution may become a Veterinarian Member by purchasing a membership on the website or by submitting payment of dues to the Secretary as provided in Section 5 of this Article. Veterinarian Members shall be voting members of the Association.

Section 2 Student Members - An individual who meets the eligibility requirements set forth in Article III of the Constitution may become a Student Member by purchasing a membership on the website or by submitting payment of dues to the Secretary as provided in Section 5 of this Article. Student Members shall not be voting members of the Association.

Section 3 Subscribing Members - An individual who meets the eligibility requirements set forth in Article III of the Constitution may become a Subscribing Member by purchasing a membership on the website or by submitting payment of dues to the Secretary as provided in Section 5 of this article. Subscribing Members shall not be voting members of the Association.

Section 4 Emeritus Members - A Veterinarian or Subscribing Member, who has maintained membership in the Association for 20 years, is currently a member in the Association, in good standing, and has either retired or reached the age of 65, may become an Emeritus Member by applying in writing to the Secretary. Furthermore, a veterinarian who has provided extraordinary service to the Association may be granted Emeritus Membership by the Board of Governors in consultation with the Advisory

Council. Only Emeritus Members who are veterinarians shall be voting members of the Association.

Section 5 Dues - Annual or biennial dues will be set by the Board of Governors. Changes to dues will be put out to membership for comment 60 days prior to implementation. Dues paid by new or delinquent members in the month of December will be granted active membership for the remainder of that given year and the next year for annual dues or the next two years for biennial dues. There shall be no dues for Emeritus Members.

Section 6 Delinquency - A member shall be delinquent if dues are not paid by January 31 of the calendar year for which they are payable. Delinquent members will not be able to vote.

ARTICLE II - OFFICERS

Section 1 Nominations - A committee of Veterinarian Members chaired by the Past-president shall prepare a slate of nominees for the offices of President-elect, Secretary, and Treasurer. Current officers are encouraged to run for the next highest office but competitive elections are desirable; alternative candidates should be sought by the committee and from Veterinarian Members with the goal of presenting two candidates for each office.

Section 2 Elections - Elections for the positions of President-Elect, Secretary, Treasurer, and Student Representative shall be held on a biennial basis. An electronic ballot shall be emailed to all voting members in time to allow 30 days for voting (election period) and at least 60 days prior to the annual meeting. Electronic ballots will be designed in such a way that no voting member can submit more than one ballot and the closing date of the election will be clearly marked on the ballot. Only votes cast on electronic ballot provided by the Association shall be valid. Duplicate ballots will not be counted. Any ballot received by the Association after the 30-day election period will be invalid and shall not be counted. Ballots cast will be counted and verified by a committee and archived by the Secretary for one year.

Section 3 Installation - The elected officers of the Association shall take office on January 1 of the year following the election.

Section 4 Vacancies - The President-elect shall become President if the President dies, resigns, or is otherwise removed from office. If an elected officer or Advisory Council chair is unable or unwilling to carry out their duties as determined by the Board of Governors, they may be asked to resign and be replaced by succession or appointment as determined by the Board of Governors.

Section 5 President - The President shall be the chief representative of the Association and preside over the Board of Governors. The President may appoint standing and ad hoc committees for specific purposes to maintain a working Association in consultation with the Board of Governors and Advisory Council. The President shall ensure that the Association is appropriately represented at any meetings the Association agrees to participate in, including but not limited to, those organized by The Wildlife Disease Association, The Wildlife Society, the United States Animal Health Association, The Association of Fish and Wildlife Agencies, The American Veterinary Medical Association, and the American Association of Zoo Veterinarians. The President shall communicate regularly with other officers and the membership and shall provide a yearly summary of Association activities at or before the annual meeting. Upon completion of their 2-year term, the President shall assume the office of the Past-President.

Section 6 President-elect - The President-elect shall fulfill the President's duties in their absence and shall be a member of the Board of Governors. The President-elect shall be responsible for development of scientific and technical sessions for meetings the Association agrees to participate in. The President-elect shall assist the President in other activities of the Association including membership outreach and publicity/professional representation. Upon completion of their 2-year term, the President-elect shall assume the office of the President.

Section 7 Secretary - The Secretary shall be the chief corresponding officer of the Association, be a member of the Board of Governors, and responsible for:

- a) Maintaining Association records
- b) Maintaining the membership roll
- c) Responding to general inquiries
- d) Distributing email newsletters to membership
- e) Corresponding with student chapters in collaboration with the Student Representative
- f) Archiving ballots
- g) Instigating membership recruitment and retention efforts

The Secretary shall serve for at least a 2-year term.

Section 8 Treasurer - The Treasurer shall be the chief financial officer of the Association, is a member of the Board of Governors, and shall be responsible for:

- a) Managing all Association assets

- b) Issuing checks and other forms of payment
- c) Overseeing membership payment systems
- d) Assisting with membership recruitment and retention efforts as requested
- e) Compiling an annual report summarizing major receipts and expenditures, account balances, and investments for presentation at or before the annual meeting

The Treasurer shall serve for at least a 2-year term.

Section 9 Immediate Past-President - The immediate Past-President shall be Chair of the Advisory Council, shall review and appoint Advisory Council members, shall review and appoint *ad hoc* member of any committee, and a member of the Board of Governors. The immediate Past-President will serve until the current President completes their term and assumes the role of immediate Past-President.

Section 10 Student Representative - The Student Representative shall be responsible for maintaining a list of active Student Chapters and their records and be the primary point of contact for Student Chapters in collaboration with the Secretary. The Student Representative shall assist the Board of Governors with Student Member awards and shall be a non-voting member of the Advisory Council.

Section 11 Executive Manager - The Board of Governors may contract with an Executive Manager, if Association funding allows, to provide a headquarters for the Associations business, and assist officers with Association business and other duties as specified by contract. The Executive Manager shall be a non-voting member of the Advisory Council.

Section 12 Webmaster - The Webmaster shall assist the Board of Governors with the website maintenance and membership roll. The Webmaster shall be a non-voting member of the Advisory Council and shall be appointed for indefinite terms by a majority vote of the Board of Governors.

ARTICLE III – BOARD OF GOVERNORS

Section 1 Composition - The Board of Governors shall consist of the current elected officers of the Association (President, President-elect, Secretary, and Treasurer) and the immediate Past-President (Advisory Council chair).

Section 2 Duties - The Board of Governors shall conduct all business for or on behalf of the Association, in accordance with the Constitution and Bylaws.

ARTICLE IV – ADVISORY COUNCIL

The Advisory Council is considered the policy and advisory arm of the Association and reports to the President and the Board of Governors. The Advisory Council is primarily in charge of creating and revising AAWV position statements. Advisory Council members shall be eligible for reappointment at the discretion of the Immediate Past-President.

ARTICLE V – STANDING COMMITTEES

Standing committees shall be defined as those permanent committees established by the Board of Governors. Committees shall function under charges and other guidelines established by the Board of Governors in consultation with the Advisory Council and be responsible to the President. All final recommendations or reports by committees will require approval by the Board of Governors prior to implementation. Committee membership and term of membership will be determined by the Board of Governors. Committee chairs and members shall be eligible for reappointment at the discretion of the President. The President shall appoint the chair of each committee biennially. Committee members should consult with the committee chair and the President if circumstances demand that they step down from committee membership before the end of their term.

ARTICLE VI - *Ad Hoc* COMMITTEES

Ad hoc committees shall be defined as those non-permanent committees established by the President for a specific purpose. The functional existence, charges, duties and operational guidelines of *ad hoc* committees will be clearly defined by the President at the time of establishment but shall be limited in scope and purpose. *Ad hoc* committees shall be created by the President in consultation with the Board of Governors. All final recommendations or reports by the committees will require approval by the Board of Governors prior to implementation. The charge of any given *Ad hoc* committee may be singular in purpose, limited in tenure, and so dissolved at the completion of its charge and/or at the discretion of the President.

ARTICLE VII - ANNUAL MEETING & AWARDS

Section 1 Annual Meeting - An annual meeting of the membership of the Association shall be held in each calendar year. The date and duration of the meeting shall be determined by the Board of Governors and shall conform in general to meeting with other groups with which the Association is affiliated (e.g., The Wildlife Disease Association, The Wildlife Society, The United States Animal Health Association, The Association of Fish and Wildlife Agencies, The American Association of Zoo Veterinarians, American Veterinary Medical Association).

Section 2 Al Franzmann Memorial Lecture - Time and funds permitting and in consultation with the Board of Governors, the Association President will invite a speaker to present the Al Franzmann Memorial Lecture at the same venue where the Association is holding its annual meeting. The lecture will be given in memory of Dr. Albert Franzmann, one of the Association founders, and will cover a cutting-edge topic of particular regional or global concern and of interest to the membership. The Association will cover the travel, lodging, and any conference or meeting registration fees for the speaker and will present the speaker with an award as determined by the Board of Governors.

Section 3 Graduate Student Scholarship Award - Time and funds permitting and in consultation with the Board of Governors, the Association President will present an award to a veterinary student or a veterinarian currently enrolled in a post-graduate degree (at least half-time), internship, or residency program. This award is to acknowledge an outstanding research accomplishment that contributes to the field of wildlife medicine. The monetary value of the award will be determined by the Board of Governors and will be commensurate with the travel, lodging, etc. Only those who are active Association members and have had the related research abstract accepted for the conference (that the travel is for) are eligible.

Section 4 Tom Thorne and Beth Williams Memorial Award - Time and funds permitting and in consultation with the Board of Governors, The Association President in conjunction with the President of the Wildlife Disease Association (WDA), will present an award to an individual, group, or organization in acknowledgement of either an exemplary contribution or achievement combining wildlife disease research with wildlife management policy implementation or the elucidation of particularly significant problems in wildlife health. The award shall be presented no more than once annually, only when an appropriate candidate is identified, and shall not be awarded to a previous winner. A call for nominees and submission requirements will be distributed to the Association and Wildlife Disease Association memberships in January of each year. The nominees will be reviewed by a joint Association and Wildlife Disease Association committee which shall be comprised of four members, two from each organization, that are appointed by the Presidents of the respective organizations to serve a 2-year term that may be renewed. Selections shall be made by majority vote with any ties broken by consensus decisions of the Presidents of the respective organizations. The award shall be presented at the joint annual meetings of the respective organizations or another meeting as approved by both organizations. The monetary value is to be determined by the WDA and the Association, and includes a black-footed ferret bronze statue.

Section 5 Bob Dittmar Student Travel Award (USAHA Student Scholarship Award) - Time and funds permitting and in consultation with the Board of Governors, the Association will present an award to a veterinary student or a veterinarian currently enrolled in a

post-graduate degree (at least half-time), internship, or residency program to attend the United States Animal Health Association (USAHA) annual meeting and present their research of a relevant topic to the USAHA Committee on Wildlife. Eligible candidates must be involved in a field consistent with the USAHA mission, have an interest in regulatory or public medicine, and be an active Association member. A call for applications will be distributed to Association membership no less than 60 days prior to the USAHA annual meeting. The award value is split 50/50 and comes from both the Association and USAHA.

Section 6 Veterinary Student Externship grants - Time and funds permitting and in consultation with the Board of Governors, the Association will present up to 10 awards to veterinary students interested in wildlife medicine. Eligible students must be an active Association member. A call for applications will be distributed to Association membership in January of each year.

ARTICLE VIII - HEADQUARTERS

The principal office of the Association may be that of the current President, President-Elect, Secretary, Treasurer, Executive Manager, or other such location agreed upon by the Board of Governors which can support and expedite the business of the Association. To the extent possible, the headquarters will be maintained at a consistent location.

ARTICLE IX - AMENDMENTS

The membership may amend these Bylaws and dues by a two-thirds majority of votes cast by eligible members at an Annual Meeting, or by two-thirds majority of an electronic ballot distributed to all eligible members, provided that the proposed amendment(s) shall have been introduced at the preceding Annual Meeting or sent to eligible members at least 60 days prior to the closing day of the vote. Voting eligibility across classes of membership is outlined in Article I of these Bylaws.