By-Laws of The American Association of Veterinary Parasitologists

1. **Committees of the Association** shall be:

a. Elected Committees:

- **Nominating Committee:** The Nominating Committee shall present the annual ballot of officers and Nominating Committee nominees to the membership in the February AAVP Newsletter. Members of this committee cannot serve consecutive terms. This committee shall consist of six (6) members elected by the membership for staggered, three-year terms. Five (5) nominees shall be presented to the membership for each election. The Nominating Committee's ballot shall be accompanied by biographical sketches of all nominees. Two (2) nominees receiving the most votes will be elected to the committee.

b. Appointed Committees:

- **Finance Committee:** The Finance Committee shall audit the Association's financial records at the annual meeting. The Finance Committee should consist of a minimum of three (3) members appointed by the President for three-year, staggered terms.
- **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. Thechairperson will be the Vice President-elect of the Association and the vice-chairperson will be the Vice President of the Association. The committee members shall be appointed by the chairperson on an annual basis and shall consist of the number of members deemed appropriate by its chairperson.
- **Archivist:** The archivist shall be appointed by the President and shall be responsible for the safe retention of all non-current records of the Association.
- **Ad Hoc Committees:** Ad Hoc Committees shall be appointed by the Presidentin consultation with the Executive Committee, as deemed necessary.

c. Standing Committees:

- **Outreach, Publications and Research Committee:** The Outreach, Publications and Research (OP&R) Committee shall initiate new programs that will promote the Association and its members. It shall recommend these programs to the Executive Committee and develop and maintain relationships with other related societies, producer groups, and industry. The OP&R Committee shall be responsible for identifying other scientific organizations with interests that overlap those of the AAVP for possible joint meetings. The OP&R Committee shall continually evaluate the direction of research in veterinary parasitology and report to the membership on these directions. It shall also develop statements on areas the Association believes research emphasis is needed. The OP&R Committee shall also be responsible for developing, writing, and seeking publication for all scholarly

documents and books sponsored by the Association for distribution to the membership. The OP&R Committee will arrange and supervise the independent expert review of such documents by two or more experts external to the OP&R Committee. The person serving in the management role will not be a co-author of the paper. If all members of the OP&R Committee are co-authors, then the Chair of the OP&R committee will assign the management responsibility to a person external to the Committee. Documents submitted by AAVP members without solicitation, for the endorsement or approval of AAVP, will be similarly reviewed. The OP&R Committee will recommend to the AAVP Executive Committee whether the publication or dissemination of a given document that has gone through the full review process shall be endorsed by AAVP. All such publications will be issued only after the approval of the Executive Committee.

- **Education Committee:** The Education Committee shall foster interchange between veterinary parasitologists and assist in any way the enhancement of teaching parasitology in general and veterinary parasitology in particular.
- **Awards Committee:** As appropriate, the Awards Committee shall recommend persons for honorary membership, and select individuals to receive the Association's Distinguished Veterinary Parasitologist award and other awards as deemed appropriate by the Association.
- **Constitution/By-Laws Committee:** The Constitution/By-Laws Committee shall be responsible for reviewing the Constitution and By-Laws on an annual basis and recommend changes to the Executive Committee.
- **Electronic Media Committee:** The Electronic Media (EM) Committee shall be responsible for the dissemination and distribution of all non-paper communications from the Association to the membership. As such, the EM Committee shall be responsible for providing material to update the AAVP social media accounts (*e.g.* Facebook and Twitter); a member of the EM Committee will be tasked with posting/updating the social media accounts for the organization. Social media posts can consist of interesting news articles, press releases, and AAVP announcements. All posted material should be in accordance with AAVP policies. However, it is recognized that, by design, posts allow for individual expression. Thus, where possible, the following disclaimer will be associated with posts: “These opinions have not been evaluated for accuracy by the AAVP”. In addition, the EM Committee will assist with providing resources and content that can be posted on the AAVP website. For example, the EM Committee will assist the Newsletter Editorial Board Committee in publishing the AAVP Newsletter electronically. The Editor and Assistant Editor of the Newsletter are named positions in the EM Committee. The Editor and Assistant Editor are responsible for the AAVP Newsletter, which shall be published electronically by the EM Committee, three (3) times a year on the AAVP website with a post-conference issue in the fall, a winter issue including candidates for elections and a pre-conference issue approximately one month before the annual conference.

- **Member Representation Committee**: The Member Representation Committee shall advocate for broad engagement and fair treatment without discrimination of people by and within the AAVP organization. The Member Representation committee shall develop, maintain, and update as necessary, written anti-harassment and anti-discrimination policies, including but not limited to the AAVP Code of Professional Ethics and AAVP Code of Conduct Policy.
- **Student Committee:** The Student Committee shall help to increase communication and the exchange of information, ideas and fellowship among all student members and the AAVP membership, and work to promote and foster attendance and participation of students at the annual AAVP meeting.
- **History Committee:** The History Committee currently creates and/or shares with AAVP members, ongoing documentation of interviews with prominent parasitologists (ie, DVP Award recipients) and obituaries of members who have passed. The History Committee will lead the "In Memoriam" section of the annual business meeting, recognizing the passing of members since the last annual meeting of AAVP.

2. The annual **dues** of the association are $100.00 (students $30.00). To be a member in good standing, annual dues are due not later than January 31st in that calendar year for any year. When dues are in arrears, the Secretary-Treasurer shall notify the delinquent member of the Association's intention to remove his or her name from the membership roll. The Executive Committee shall make recommendations to the membership concerning changes in dues amounts.
3. The Executive Committee shall work with the Secretary-Treasurer and, when possible, an event planner in identifying sites/venues for the annual AAVP meeting. The **Annual Meeting** of the Association may be held in conjunction with the annual AVMA convention.
4. The **Business Meeting** of the Association at the annual meeting shall use Robert's Rules of Order in conducting business.
5. **ByLaws changes**: Two-thirds (2/3) vote of the members present and voting at the annual meeting shall be necessary to approve changes in the By-laws, provided a quorum is present.
6. **Student Chapters**

   Student chapters of the American Association of Veterinary Parasitologists may be formed at any College of Veterinary Medicine, as well as other colleges and universities, in North America. Application for AAVP student chapter status will be made in accordance with the AAVP student chapter guidelines and the AAVP student chapter constitution.

Revised 8/94, Revised 3/05, Revised 7/07, Revised 07/10, Revised 08/12, Revised 7/17, Revised 7/19, Revised 7/23, Revised 7/25, Revised 7/26