

NATIONAL ASSOCIATION OF STATE PUBLIC HEALTH VETERINARIANS

CONSTITUTION

ARTICLE I. Name. The name of this organization shall be the National Association of State Public Health Veterinarians (NASPHV), hereafter referred to as the “Association”.

ARTICLE II. Purposes. The purposes of this organization shall be to facilitate close working relationships among state public health veterinarians and to provide information and consultation on veterinary public health issues to human and animal health professionals in local, state, and federal governments, private medical practice, and other health related organizations, and to the public.

The Association provides the following services:

- a communication network between and for its members,
- education and resources to the public health community and general public, and
- prevention and control guidance on zoonotic disease issues.

The Association publishes four compendia:

- *Compendium of Animal Rabies Prevention and Control*
- *Compendium of Measures To Control Chlamydophila psittaci Infection Among Humans (Psittacosis) and Pet Birds (Avian Chlamydiosis)*
- *Compendium of Measures to Prevent Disease Associated with Animals in Public Settings*
- *Compendium of Veterinary Standard Precautions for Zoonotic Disease Prevention in Veterinary Personnel*

ARTICLE III. Membership. There shall be five classes of membership: Active, Associate, Emeritus, Honorary and Student.

1. Classes of Membership

(a) Active membership shall be limited to any veterinarian who is employed in a public health position within a U.S. state, territorial, tribal, regional, or local health department or is designated as the State Public Health Veterinarian. Only Active members are eligible to vote, hold office, or serve on Compendium Committees.

(b) Associate membership shall be open to any veterinarian employed in a state animal health agency, a federal government agency, industry, professional veterinary association, or an academic institution in a position that involves public health duties; or to any non-veterinarian who is employed in a U.S. state, territorial, regional, or local health department, a federal government agency, or an academic institution AND who performs duties related to veterinary public health. Associate members shall enjoy all the rights and privileges of Active members except the right to vote, hold

office, or serve on Compendium Committees.

- (c) Emeritus membership may be granted upon review and approval by the Executive Board to any former Active or Associate member whose status has changed to make that person ineligible for Active or Associate membership.
- (d) Honorary membership shall be open to any person who may be named by the Executive Board of the Association.
- (e) Student membership shall be open to any individual enrolled as a full-time graduate or professional student in an academic institution of veterinary medicine or any graduate veterinarian enrolled in a college of public health.

2. Voting

Official decisions of the Association, such as officer elections, adoption of position statements, changes in dues, or amendments to the Constitution or Bylaws are made by vote with only one vote per state cast by the designated State Public Health Veterinarian. In the absence of the State Public Health Veterinarian, another designated Active member from that state or U.S. territory may vote. With the exception of ballot voting described pursuant to Article VI of the Bylaws, votes must be cast in person or electronically, if technology available, at the annual meeting or a special meeting called by the Executive Board or the Association.

ARTICLE IV. Executive Board. The governing body of the Association shall be known as the Executive Board and shall be composed of the officers of the Association.

ARTICLE V. Officers. The officers of the Association shall be president, president-elect, secretary, treasurer, and vice president. The term of office shall be one year for the president, president-elect, and vice president and two years for the secretary and treasurer. The vice president shall act as the chair of the nominating committee. Nominations for the positions of president-elect, secretary, and treasurer shall be presented at a regular membership meeting. After an opportunity is given for additional nominations to be made from the floor, the officer(s) will be elected by a majority vote of the states represented at the annual membership meeting. The president-elect shall automatically ascend to the presidency, and the immediate past president shall automatically become vice president.

Article VI. Amendments. The Constitution may be amended if two-thirds of the states represented at an annual meeting vote in favor of the proposed changes provided that such proposed amendment shall have been submitted to the membership at least one month prior to the date of the annual meeting. If no Active members from a given state or U.S. territory are able to attend an annual meeting, the state may record an absentee vote by requesting an absentee ballot in writing from the president, and returning the completed ballot to the president prior to the annual meeting. The

Constitution may also be amended by mail or email ballot if two-thirds of the states that return their ballot vote in favor of the proposed changes.

Constitution Adopted August 6, 1992

Amended: July 7, 1995; May 5, 2006; June 8, 2008; June 12, 2011; June 3, 2012

BYLAWS

ARTICLE I. Executive Board.

1. The Executive Board shall have authority to act for and in the name of the Association on matters requiring action and shall report such actions to the members as soon thereafter as possible.
2. The Executive Board has the authority to support or endorse any legislation, policy statement, procedure, or resolution by another organization or by the Association that is consistent with the Association's approved position statements and/or published compendia.
3. Any action as described in Article I, item 2, whereby the Executive Board publishes, transmits, or in any manner indicates support or endorsement on behalf of the Association for any legislation, policy statement, procedure, or resolution that varies from, or is not already established in Association policy shall require the following:
 - (a) The Executive Board will summarize the issue or proposed position and present to the membership via the Association Listserve and request feedback within a timeline appropriate to the requested action.
 - (b) Applying their best judgment, the Executive Board shall formulate a response based on the collective comments from members and inform the membership of their response.
4. The Executive Board shall approve all amendments to the Constitution and Bylaws before submission to the Association and shall enforce the Constitution and Bylaws that are in effect. No Bylaw shall be submitted to the Association that is in conflict with the Constitution.
5. All monies of the Association shall be used solely for the promotion of the affairs of the Association subject to the approval of the Executive Board.
6. A record shall be kept of all Executive Board proceedings, and a summary report thereof shall be made to the Association at the annual meeting by one of the Officers.
7. All questions considered by the Executive Board shall be decided by a majority of the

Executive Board members.

8. The findings or actions of the Executive Board shall be subject to reconsideration by the Association on a motion by an Active member at the next annual membership meeting.

ARTICLE II. Officers.

1. It shall be the duty of the president to preside at all meetings of the Association and to supervise the affairs of the Association. When the president is absent from a meeting, the presiding officer pro-tem shall be determined by the order of succession; provided, however, that the president may designate his/her alternate at special meetings.
2. The president shall call all meetings of the Executive Board.
3. All resolutions and proceedings of Association Executive Board and annual meetings shall be documented by the secretary. The secretary will maintain all resolutions and meeting proceedings under the Members Only section of the Association web site. The secretary shall maintain all other records of the Association, and perform all duties pertaining to the office of the secretary.
4. The treasurer shall collect annual membership dues and keep all monies payable to the Association. All monies payable by the Association shall be paid by checks signed by the treasurer. The treasurer will keep Association income and expense accounts and submit an annual financial report to the membership. The treasurer will also maintain the Association's membership rolls.
5. An office of the Association shall be considered vacated when the officer in question is taken by death, resigns, or becomes ineligible to continue as an Active member, except as otherwise provided in the Constitution.

ARTICLE III. Committees.

1. Compendium of Animal Rabies Control Committee. The Compendium of Animal Rabies Control Committee shall consist of not less than four and not more than seven members. The Committee members shall be Active Association members appointed by the president with the consent of the Committee Chair. The Committee Chair shall be appointed by the president. At the discretion of the president and Committee Chair, a co-chair may also be appointed. The Committee Chair shall invite consultants representing the Council of State and Territorial Epidemiologists, the Veterinary Biologics Section of the Animal Health Institute, the United States Department of Agriculture, the Council on Public Health and Regulatory Veterinary Medicine of the American Veterinary Medical Association, the Centers for Disease Control and Prevention, and other individuals with expertise in rabies control to participate in the open sessions of the annual Compendium Committee meeting.

2. **Compendium of Psittacosis (Chlamydiosis) Control Committee.** The Compendium of Psittacosis (Chlamydiosis) Control Committee shall consist of not less than four and not more than seven members. The Committee members shall be Active Association members appointed by the president with the consent of the Committee Chair. The Committee Chair shall be appointed by the president. At the discretion of the president and Committee Chair, a co-chair may also be appointed. The Committee Chair shall invite consultants representing the Council on Public Health and Regulatory Veterinary Medicine of the American Veterinary Medical Association, the Centers for Disease Control and Prevention, the Council of State and Territorial Epidemiologists, the Association of Avian Veterinarians, and other individuals with expertise in psittacosis control to participate in the open sessions of the Compendium Committee meeting.
3. **Animals in Public Settings Compendium Committee.** The Animals in Public Settings Compendium Committee shall consist of not less than four and not more than seven members. The Committee members shall be Active Association members currently employed in a state, tribal or local health department, and appointed by the president with the consent of the Committee Chair. The Committee Chair shall be appointed by the president. At the discretion of the President and the Committee Chair, a Co-Chair may be appointed. The Committee Chair shall invite consultants representing the Council on Public Health and Regulatory Veterinary Medicine of the American Veterinary Medical Association, the Centers for Disease Control and Prevention, the Council of State and Territorial Epidemiologists, the United States Department of Agriculture, and other individuals with expertise related to animals in public venues to participate in the open sessions of the Compendium Committee meeting.
4. **Veterinary Infection Control Committee.** The Veterinary Infection Control Committee, which produces the Compendium of Veterinary Standard Precautions, shall consist of not less than four and not more than seven members. The Committee members shall be Active members currently employed in a state, tribal or local health department, and appointed by the president with the consent of the Committee Chair. The Committee Chair shall be appointed by the president. At the discretion of the president and Committee Chair, a Co-Chair may also be appointed. The Committee Chair shall invite consultants representing the Centers for Disease Control and Prevention, the National Institute for Occupational Safety and Health, the National Association of Veterinary Technicians in America, the United States Department of Agriculture, the Council on Veterinary Services of the American Veterinary Medical Association, the American Animal Hospital Association, and other individuals with expertise in veterinary infection control to participate in the open sessions of the Compendium Committee meeting.
5. In addition to the aforementioned Compendium Committees, there shall be such other standing and special committees as may be authorized by the Executive Board or by the Association.
6. Members of all committees shall be appointed by the president unless otherwise ordered by the Association. Only Active members are eligible to serve on

Compendium Committees. Membership on ad hoc or specially appointed committees is open to Active, Associate, and Emeritus members. Committee members shall serve for a term of five years unless the member resigns, becomes ineligible to continue as a member of the Association, is asked by the Executive Board to resign or extend their term for one year, or the committee is dissolved by the Association. The Chair of the Committee, in consultation with the president, will develop a rotation schedule of members to help ensure orderly succession and continuity of the Committee. A member shall not serve more than two consecutive terms on the same Compendium Committee. Compendium Committee members who become ineligible for Active member status due to retirement or other change in employment may serve up to two years, or the remainder of their term, whichever is shorter, at the discretion of the president and the Committee Chair.

7. All reports of committees shall be submitted in writing to the Association.
8. In addition to the structure addressed in the NASPHV bylaws (<http://www.nasphv.org/Documents/NasphvConstitution.pdf>, Bylaws, Article III), compendium chairs are expected to coordinate meetings with their respective compendium committee and associated consultants as necessary to generate updated versions of their documents. These meetings are typically held biennially, but may be held more or less frequently at the discretion of the Chair and dependent upon the availability of funding. Funding to support compendium committee member attendance at meetings may come from sources including the Council for State and Territorial Epidemiologists and the NASPHV treasury. Compendium chairs should discuss possible funding streams with the NASPHV Executive Board early in the meeting planning process in order to identify available funding or possible resources if funding is not currently available. Compendium chairs are responsible for communicating with their respective compendium consultants that the agency, association or group a consultant represents is expected to support that consultant's expenses related to that Compendium's activities. Compendium chairs should discuss any exceptions to consultant travel support with the NASPHV President. Compendium chairs are expected to coordinate any additional communication among committee members and consultants necessary to conduct compendium business.

Compendium chairs should develop a rotation schedule of members to ensure routine turnover of members and co-chairs while preserving institutional memory, and to conform as closely as possible with NASPHV bylaws.

Compendium chairs, with input from their committee's members, are responsible for identifying appropriate and necessary subject matter experts and/or organizations to serve as consultants to the committee as guided by the bylaws and in consultation with the NASPHV executive board.

Compendium committees are expected to publish new versions of their respective compendium or associated documents on a periodic basis, but not less than once every 5 years. Exceptions to this publication schedule should be discussed with the NASPHV executive board. In consultation with committee members and consultants, a compendium chair shall decide the journal(s) to which the final version of the compendium will be submitted for publication in addition to making

the final version publically available on the NASPHV website within one month of publication.

Exceptions to this timeframe should be discussed with the NASPHV executive board.

president, and returning the completed ballot to the president prior to the annual meeting. The Bylaws may also be amended by mail or email ballot if two-thirds of the states that return their ballot vote in favor of the proposed changes.

ARTICLE IV. Liaisons

Liaisons from NASPHV to other organizations, agencies, committees or groups (herein referred to as groups) shall be appointed by the executive board. When the executive board determines that a liaison is needed, the president will solicit nominations from the current active and associate membership, however, at the discretion of the executive board, some liaison positions may be restricted to active association members. Those serving as liaisons shall be current association members of NASPHV. Liaisons shall serve for a period of no more than 5 years as a representative of NASPHV to any one group unless the member resigns, becomes ineligible to continue as a member of the Association, is asked by the executive board to either resign or extend their term for one year, or group to which the member serves as a liaison disbands. Liaisons who become ineligible for active or associate member status due to retirement or other change in employment may serve up to two years, or the remainder of their term, whichever is shorter, at the discretion of the executive board. The executive board will review annually and maintain a current list of liaisons representing NASPHV on the members' only aspect of the NASPHV website.

Liaisons from NASPHV to other organizations, agencies, committees or groups (herein referred to as groups) are expected to remain current in regard to that group's activities particularly as they may affect NASPHV. This may include activities such as participation in conference calls, annual meetings and webinars and/or participation in work groups or committees within the group. Liaisons are expected to submit a written report summarizing the group's activities specifically as they relate to or may affect NASPHV to the executive board at least one month prior to the NASPHV annual meeting. Liaisons who are able to attend the NASPHV annual meeting will also be asked to give a brief report summarizing their activities highlighting those which have the most potential to affect NASPHV.

Where liaisons are not otherwise able to secure complete funding for their participation in liaison activities that involve travel, NASPHV will support their travel expenses all or in part whenever possible depending on available resources.

ARTICLE V. Meetings. There shall be an annual meeting at a time and place determined by the Executive Board. Members will be notified of the venue and date of the annual meeting at least 60 days in advance. On the petition of eight Active members, or order of the Executive Board, the president shall call a special meeting of the Association.

ARTICLE VI. Quorum. The requirement for a quorum shall be met when not fewer than one-third of the states and U.S. territories with Active members of the Association are represented by at least one Active member.

ARTICLE VII. Dues. The annual dues for membership shall be determined by the Association, except for Emeritus and Honorary members who shall not pay dues. Members who fail to pay their dues by June 30 of the year they are due shall be notified by the treasurer, and if payment is not made by July 1 shall, without further notice and without

hearing, be dropped from the rolls and Association Listserv, and thereupon forfeit all rights and privileges of membership; provided that the Executive Board may by rule prescribe procedures for extending the time for payment of dues and continuation of membership privileges upon request of a member and for good cause shown. With approval from the president, designated State Public Health Veterinarians may each sponsor one free membership, per year, for a veterinary public health student with a particular interest in the work of local or state public health departments.

ARTICLE VIII. Rules of order. The rules of parliamentary procedure, according to the last edition of Roberts' Rules of Order, shall govern all meetings of the Association.

ARTICLE IX. Amendments. The Bylaws may be amended if two-thirds of the states represented at an annual meeting vote in favor of the proposed changes provided that such proposed amendment shall have been submitted to the membership at least one month prior to the date of the annual meeting. If no Active members from a given state are able to attend an annual meeting in person or by phone, that state may record an absentee vote by requesting an absentee ballot in writing by letter or email from the president, and returning the completed ballot to the president prior to the annual meeting. The Bylaws may also be amended by mail or email ballot if two-thirds of the states that return their ballot vote in favor of the proposed changes.

Bylaws Adopted August 6, 1992

Amended:

July 7, 1995

June 7, 1998

May 5, 2006

June 8, 2008

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June 3, 2012

June 9, 2013

June 18, 2016