

Laboratory Animal Welfare Training Exchange Constitution and By-Laws



CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Laboratory Animal Welfare Training Exchange, hereinafter referred to as LAWTE.

ARTICLE II: LEGAL STRUCTURE

Section 1. LAWTE shall be organized under the laws of the state of residence of the current Resident Agent, Registered Agent, or Statutory Agent as selected or approved by the Executive Committee.

Section 2. The term for which LAWTE is organized shall be perpetual. However, in the event of dissolution of the organization, its property shall be distributed as directed by the Executive Committee consistent with the mission of the organization.

ARTICLE III: MISSION STATEMENT

The Laboratory Animal Welfare Training Exchange is a global organization, expanding animal welfare and enhancing public understanding through effective training and education of animal research professionals.

ARTICLE IV: AMENDMENTS

Section 1. The Executive Committee may recommend amendments to the constitution to the general membership. They must be approved by two-thirds (2/3) of votes received by a specified date if by mail (or electronic means) or two-thirds (2/3) of members attending a general meeting.

BY-LAWS

ARTICLE I: OBJECTIVES

Section 1. The LAWTE organization shall be a non-profit educational association of persons professionally concerned with laboratory animal welfare and training.

Section 2. It shall engage in the active exchange and development of new ideas among those involved in training professionals in current animal welfare practices and the proper care and use of animals as prescribed by regulations and animal welfare policies.

Section 3. It shall partner with professional organizations with objectives related to the mission statement. Such partnerships may be designated as affiliates or, in the instance of for-profit groups, as Commercial Training Partners (CTPs).

Section 4. It shall organize a biennial conference and at least one annual general membership meeting.

Section 5. It shall provide a website of information for fulfilling the mission.

Laboratory Animal Welfare Training Exchange

Constitution and By-Laws

ARTICLE II: MEMBERSHIP

Section 1. Membership shall be open to persons or organizations whose interest and activities support the mission of LAWTE.

Section 2. Membership is achieved by completing a membership registration which is then reviewed and approved by the Membership Committee. If a membership application is denied, a written explanation will be provided by the Membership Committee Chair to the applicant, which may be appealed to the Executive Committee. The Membership Committee will review registrations at regular intervals to ensure up-to-date organizational affiliation status.

Section 3. Members in good standing shall enjoy all of the rights and privileges of the organization including participation in meetings, voting, and holding office as provided in the by-laws.

Section 4. A member may be expelled for actions considered contrary to the mission statement, constitution, or by-laws of the organization. Charges of adverse actions must be submitted in writing. A member so charged shall be given a hearing before the Executive Committee. If a majority of the Committee agrees that the charges are supported by the evidence presented, the membership will be revoked for a defined period, at the discretion of the Executive Committee. Reinstatement of membership will require a majority vote of the Executive Committee.

ARTICLE III: ADMINISTRATION

Section 1. The Executive Committee, composed of four officers (i.e., the President, either the President-Elect or immediate Past-President depending upon the year, Secretary, and Treasurer) and five standing committee chairs (i.e., Program, Membership, Education, Commercial Training Partners and Publicity), shall be the administrative body of this organization. It shall have charge of the property and financial affairs of the organization and shall perform such duties as may be prescribed from time to time by the by-laws.

Section 2. The President shall be the chairperson of the Executive Committee. Five members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 3. Persons with expertise deemed valuable by the Executive Committee may be appointed by the President for an annual term of service to LAWTE as a counselor. This term may be renewed by a majority vote of the Executive Committee. Councilors will be non-voting members of the Executive Committee. There may be from one to five councilors at any one time.

Section 4. The Executive Committee shall:

- i. Establish policy and provide guidance for the organization.
- ii. Conduct all business of the organization except as otherwise provided by the constitution and by-laws.
- iii. Serve as the foundation of a Program Committee responsible for the organization of the biennial meeting.
- iv. Authorize special elections when necessary.
- v. Establish and recommend amendments to the constitution and by-laws as provided herein.

ARTICLE IV: OFFICERS

Section 1. The officers of the organization shall be the President, President-Elect, immediate Past-President, Secretary, and Treasurer.

Section 2. The presidential terms shall be as follows. The President shall serve a term of two (2) years. The immediate Past-President and President-Elect shall each serve a term of one year which will not overlap. The immediate Past-President shall serve during the first year of the President's term and the President-Elect during the second year. The President-Elect shall be nominated as provided in these by-laws and elected to office prior

Laboratory Animal Welfare Training Exchange

Constitution and By-Laws

to the beginning of the second year of the President's term.

Section 3. The Secretary and Treasurer shall each serve a term of two years, which shall coincide with the term of the President.

Section 4. Election of officers shall be held prior to the annual General Membership meeting and organized by the Membership Committee.

Section 5. Nominations for officers will be solicited from the general membership, at least two months prior to the scheduled election. Nominees must be active members at the time of nomination. Officers shall be elected by a majority vote of ballots received. If no nominations are received, the President can appoint.

Section 6. Ballots shall be distributed (either electronically or by mail, as determined by the Executive Committee) by the Membership Chair or their designee to the entire membership. Only ballots returned and received by the deadline stated on the ballot shall be counted. The results of the elections shall be announced to the membership within 60 days of the voting deadline and the new officer(s) will assume their duties on January 1 of the following year.

Section 7. The term of office for the President-Elect and the immediate Past-President shall be for one year each, from January 1 to December 31. The term of office for the President, Secretary, and Treasurer shall be for two years each, from January 1 of one year to December 31 of the following year.

Section 8. During the absence, incapacity, or disability of the President, either the immediate Past-President or President-Elect (whoever is holding office) shall exercise all the functions of the President and when so acting, shall have all the powers of and be subject to all the duties of and restrictions upon the President. In the event that the office of the President becomes vacant, the immediate Past-President or President-Elect shall succeed to that office for the remainder of the President's term or until an election can be held.

Section 9. The President, except where otherwise directed by the Executive Committee, shall be the Chief Executive Officer of the organization. Further, the President shall:

- i. Preside over all meetings of the organization and the Executive Committee.
- ii. Administer the affairs of the organization according to the mission statement, constitution, and by-laws.
- iii. Notify the Executive Committee of meetings.
- iv. Present to the Executive Committee all matters requiring their action, including but not limited to matters having a direct impact on the organization, approval of binding contracts, and expenditures greater than \$500.00.
- v. Oversee, direct the program committee for, and chair the general LAWTE meeting during the President's term of office.

Section 10. The immediate Past-President shall:

- i. Serve as vice-chairperson for the general LAWTE meeting during the President's first year in office.
- ii. Serve as the secondary liaison for partnered organizations during the President's first year in office.

Section 11. The President-Elect shall:

- i. Serve as vice-chairperson for the general LAWTE meeting during the President's second year in office.
- ii. Serve as the secondary liaison for partnered organizations during the President's second year in office.

Section 12. The Secretary, to be elected by a vote of the general membership, shall:

- i. Keep the minutes of the meetings of the Executive Committee.
- ii. Maintain the historical files for the organization.
- iii. Send notices of scheduled meetings and LAWTE events to the Executive Committee and/or general membership.
- iv. Submit, at the end of their term, a report on the activities of the organization over the two-year period, including a report of the biennial meeting.
- v. Serve as the primary liaison for partnered organizations.

Section 13. The Treasurer, to be elected by a vote of the general membership, shall:

Laboratory Animal Welfare Training Exchange

Constitution and By-Laws

- i. Receive membership dues and all other monies of the organization.
- ii. Shall bank all monies in accordance with good business practices and on behalf of the organization.
- iii. Pay all obligations of the organization as authorized or approved by the Executive Committee. Submit for approval from the Executive Committee any expenditures greater than \$500.00.
- iv. File all applicable tax forms with state and federal governments.
- v. Maintain the financial records of the organization and present all financial statements and records to the Executive Committee at each meeting.
- vi. Submit, following the end of the fiscal year, a financial report showing income and expenses for the fiscal years in which office was held.

Section 14. In case of a vacancy in the Executive Committee, with the exception of the President, the remaining officers may at any meeting of the Executive Committee elect a successor to hold office for the unexpired term of the officer whose place shall be vacant.

ARTICLE V: COMMITTEES

Section 1. The Standing Committees shall be as follows:

- i. Program, the chair of which shall be appointed by the President to do the following:
 - a. Serve as a voting member of the Executive Committee.
 - b. Select committee members and establish subcommittees, as needed.
 - c. Coordinate the planning of the biennial meeting in consultation with the Executive Committee.
 - d. Solicit program topics, presentations, workshops, posters, and abstracts from the membership for the biennial meeting.
 - e. Coordinate other events as approved by the Executive Committee.
 - f. Provide reports at meetings of the Executive Committee.
- ii. Membership, the chair of which shall be appointed by the President to do the following:
 - a. Serve as a voting member of the Executive Committee.
 - b. Coordinate membership applications and maintenance of the membership directory.
 - c. Recommend membership categories for approval by the Executive Committee (e.g., individual, affiliate, institutional, CTP).
 - d. Select committee members and establish subcommittees, as needed.
 - e. Organize an election of the LAWTE membership for new officers in the succeeding terms (President-Elect, Treasurer, and Secretary).
 - f. Provide reports at meetings of the Executive Committee.
- iii. Education, the chair of which shall be appointed by the President to do the following:
 - a. Serve as voting member of the Executive Committee.
 - b. Coordinate the planning of educational webinars, seminars, workshops, and lectures in consultation with the Executive Committee.a.
 - c. Select committee members and establish subcommittees, as needed.
 - d. Provide reports at meetings of the Executive Committee.
- iv. Commerical Training Partners/Sponsorship
 - a. Serve as voting member of the Executive Committee.
 - b. Maintain database of CTPs and sponsors
 - c. Select committee members and establish subcommittees, as needed.
 - d. Provide reports at meetings of the Executive Committee.
 - e.
- v. Publicity, the chair of which shall be appointed by the President to do the following:
 - a. Serve as voting member of the Executive Committee.
 - b. Publish LAWTE announcements, resources, and communications to the membership
 - c. Maintain LAWTE's website, AALAS Community Exchange (ACE) network, and social media presence.
 - d. Select committee members and establish subcommittees, as needed.
 - e. Provide reports at meetings of the Executive Committee.

Section 2. This organization shall have such ad hoc committees to serve for a specified time and purpose, as

Laboratory Animal Welfare Training Exchange

Constitution and By-Laws

determined by the Executive Committee.

Section 3. The President, with the advice and consent of the Executive Committee, shall appoint the chairpersons of all committees, except as otherwise provided in these by-laws.

ARTICLE VI: DUES

Section 1. Members shall pay dues as established by the Executive Committee.

Section 2. Memberships are non-transferable.

ARTICLE VII: MEETINGS

Section 1. The Executive Committee will hold at least four meetings annually. They may be held by teleconference, videoconference or at an announced and convened meeting during a national conference attended by a quorum of Executive Committee members.

Section 2. One meeting for the general membership will be held annually during the biennial conference, AALAS National Meeting or during the 2nd quarter of the calendar year

Section 3. Meetings may be held by electronic means.

ARTICLE VIII: AMENDMENTS

Section 1. The Executive Committee may recommend amendments to the by-laws to the general membership. They must be approved by two-thirds (2/3) of votes received by a specified date if by mail (or electronic means) or two-thirds (2/3) of members attending a general meeting.