

# ALBERTA VETERINARY MEDICAL ASSOCIATION



## BYLAWS

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# **BYLAWS OF THE ALBERTA VETERINARY MEDICAL ASSOCIATION**

## **SECTION 1 - DEFINITIONS**

- 1.1 In these Bylaws, except as otherwise expressly provided, or the context otherwise requires:
- 1.1.1 “Act” means the *Veterinary Profession Act*, R.S.A. 2000, c.V-2 as amended from time to time;
  - 1.1.2 “Association” or “AVMA” means the Alberta Veterinary Medical Association;
  - 1.1.3 “Council” means the Council of the AVMA established pursuant to Section 7 of the Act;
  - 1.1.4 “Non-Legislated Committee” includes committees, standing committees and task forces.
  - 1.1.5 “Other Member” means a person who is granted membership in the Association who is not a Registered Veterinarian.
  - 1.1.6 “Registered Veterinarian” means a Restricted Veterinarian or an Unrestricted Veterinarian;
  - 1.1.7 “Regulations” or “General Regulation” means the Regulations or General Regulation in force under the Act;
  - 1.1.8 “Restricted Veterinarian” means an individual who holds a certificate of registration to engage in the practice of veterinary medicine under the Act and whose class or category of registration is designated by the Regulations as restricted;
  - 1.1.9 “Unrestricted Veterinarian” means an individual who holds a certificate of registration and an annual certificate to engage in the practice of veterinary medicine under the Act and whose class or category of registration is not designated by the Regulations as restricted;
  - 1.1.10 “Voting Member” means an individual member of the Association who is given the right by these Bylaws to vote.

## **SECTION 2 - MISSION AND OBJECTIVES OF THE AVMA**

- 2.1 The AVMA is a corporation pursuant to s. 5 of the Act and has the responsibility to govern the practice of veterinary medicine in Alberta.
- 2.2 The Mission Statement of the AVMA is:
- 2.2.1 The AVMA is a professional, self-governing association of veterinarians. In an open and positive environment, we serve our members, the public

and promote the well being of animals. We encourage advancement of the Art and Science of Veterinary Medicine.

2.3 The Vision of the AVMA is:

2.3.1 Together, we are a dynamic responsive community of veterinarians creating an environment that fosters excellence in our profession.

2.4 The objectives of the AVMA are:

2.4.1 to encourage and promote the health, humane treatment and usefulness of animals;

2.4.2 to promote, encourage and develop veterinary medicine;

2.4.3 subject to the *Act*, in the interest of the public and the profession, to regulate the practice of veterinary medicine;

2.4.4 to arrange for and conduct courses of instructions, studies and lectures in connection therewith;

2.4.5 to cooperate with associations, societies and organizations having, in whole or in part, objectives similar to those of this Association; and

2.4.6 to encourage the protection of the public against diseases communicable from animals to man.

### **SECTION 3 - GOVERNANCE OF THE AVMA – THE COUNCIL**

#### **Roles, Powers and Duties of Council**

3.1 The Council is established by s.7(1) of the Act as the governing body of the Association. Council shall manage and conduct the business and affairs of the Association and exercise the powers of the Association in the name of and on behalf of the Association.

#### **Composition of Council**

3.2 Council shall consist of eight Registered Veterinarians who shall be elected in accordance with the provisions of the Bylaws, and two members of the public appointed pursuant to s.8(1) of the Act. In addition, Council may appoint to Council such non-voting ex officio members as it deems appropriate.

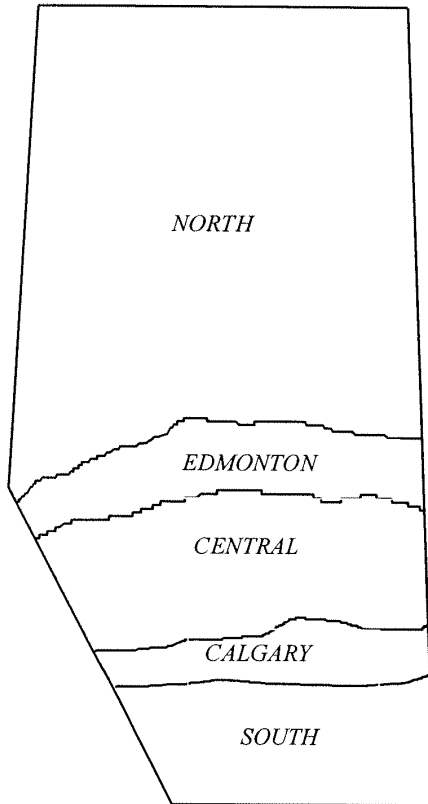
#### **Election of Council Members**

3.3

3.3.1 Each Registered Veterinarian in good standing shall be eligible for election as a member of Council.

- 3.3.2 No later than four months prior to the next scheduled Annual General Meeting, Council shall in writing call for nominations from the membership of the Association to fill the terms of Council members whose terms are scheduled to end at the conclusion of the next Annual General Meeting. Such call for nominations shall be made to the Voting Members of the Association by mail, facsimile, electronic means, publication in the Association's newsletter or such other means as Council may deem appropriate.
- 3.3.3 Nominations shall remain open for no less than 30 days from the issuance of the written call for nominations.
- 3.3.4 Nominations shall be in writing. Each person nominated shall consent in writing to his or her nomination. Each nomination and consent must be received by the Registrar on or prior to the date that nominations close.
- 3.3.5 Subject to s. 3.3.6 hereof, the elected members of Council shall be nominated from and shall represent the following regions of Alberta:
  - 3.3.5.1 North of Edmonton, one representative;
  - 3.3.5.2 Edmonton, two representatives;
  - 3.3.5.3 Central Alberta (between Edmonton and Calgary), two representatives;
  - 3.3.5.4 Calgary, two representatives;
  - 3.3.5.5 South of Calgary, one representative.

## STRATEGIC PLANNING PROPOSED ALBERTA REGIONS



### **NORTH REGION**

<i>Athabasca</i>	<i>Edson</i>	<i>High Prairie</i>	<i>Sangudo</i>
<i>Barrhead</i>	<i>Evansburg</i>	<i>Hinton</i>	<i>Sexsmith</i>
<i>Beauvallon</i>	<i>Fairview</i>	<i>Jasper</i>	<i>Slave Lake</i>
<i>Beaverlodge</i>	<i>Fort Assiniboine</i>	<i>Lac La Biche</i>	<i>Smoky Lake</i>
<i>Bellis</i>	<i>Fort McMurray</i>	<i>Manning</i>	<i>St. Paul</i>
<i>Bon Accord</i>	<i>Fort Saskatchewan</i>	<i>Mayerthorpe</i>	<i>Thorhild</i>
<i>Bonnyville</i>	<i>Fort Vermilion</i>	<i>Morinville</i>	<i>Valleyview</i>
<i>Boyle</i>	<i>Grande Prairie</i>	<i>Peace River</i>	<i>Westlock</i>
<i>Cold Lake</i>	<i>Grimshaw</i>	<i>Redwater</i>	<i>Whitecourt</i>

### **EDMONTON REGION**

<i>Ardrossan</i>	<i>Devon</i>	<i>Lloydminster</i>	<i>Tofield</i>
<i>Beaumont</i>	<i>Dewberry</i>	<i>Sherwood Park</i>	<i>Vegreville</i>
<i>Carvel</i>	<i>Edmonton</i>	<i>St. Albert</i>	<i>Vermilion</i>

### **CENTRAL REGION**

<i>Acme</i>	<i>Coronation</i>	<i>Innisfail</i>	<i>Sedgewick</i>
<i>Airdrie</i>	<i>Cremona</i>	<i>Kathryn</i>	<i>Stettler</i>
<i>Balzac</i>	<i>Crestomere</i>	<i>Lacombe</i>	<i>Sundre</i>
<i>Beiseker</i>	<i>Crossfield</i>	<i>Leduc</i>	<i>Sylvan Lake</i>
<i>Bluffton</i>	<i>Daysland</i>	<i>Olds</i>	<i>Three Hills</i>
<i>Breton</i>	<i>Didsbury</i>	<i>Oyen</i>	<i>Trochu</i>
<i>Calmar</i>	<i>Drayton Valley</i>	<i>Ponoka</i>	<i>Viking</i>
<i>Camrose</i>	<i>Drumheller</i>	<i>Provost</i>	<i>Wainwright</i>
<i>Caroline</i>	<i>Eckville</i>	<i>Red Deer</i>	<i>Wetaskiwin</i>
<i>Carstairs</i>	<i>Forestburg</i>	<i>Rimbey</i>	
<i>Consort</i>	<i>Hanna</i>	<i>Rocky Mountain House</i>	

### **CALGARY REGION**

<i>Banff</i>	<i>Calgary</i>	<i>Cochrane</i>	<i>Strathmore</i>
<i>Bragg Creek</i>	<i>Canmore</i>	<i>Okotoks</i>	

### **SOUTH REGION**

<i>Blairmore</i>	<i>Fort MacLeod</i>	<i>Nanton</i>	<i>Taber</i>
<i>Brooks</i>	<i>High River</i>	<i>Picture Butte</i>	<i>Turner Valley</i>
<i>Cardston</i>	<i>Lethbridge</i>	<i>Pincher Creek</i>	
<i>Claresholm</i>	<i>Medicine Hat</i>	<i>Raymond</i>	
<i>Coaldale</i>	<i>Milk River</i>	<i>Shaughnessy</i>	

3.3.6 If, upon the closing date for nominations:

- 3.3.6.1 fewer nominations are received from a region than the number of representatives assigned to the region, Council may nominate a Registered Veterinarian from the region, or elsewhere if necessary, to represent the region;
- 3.3.6.2 the number of nominated candidates is equal to the number of positions becoming vacant for the region, the nominated person shall be acclaimed as a Council member commencing at the conclusion of the next Annual General Meeting;
- 3.3.6.3 the number of nominations for a region exceeds the number of positions becoming vacant for the region, Council shall

conduct an election, as set out herein, to elect a representative or representatives for the said region.

- 3.3.7 In the event that an election is required pursuant to 3.3.6.3 hereof, at or before 60 days prior to the Annual General Meeting, the Registrar shall mail to each Voting Member of the Association:
  - 3.3.7.1 a ballot paper containing in alphabetical order the names of all candidates in the election, and may include biographical information about the candidates for election;
  - 3.3.7.2 instructions respecting marking of the ballot paper and its return to the Association;
  - 3.3.7.3 a ballot envelope; and
  - 3.3.7.4 a mailing envelope.
- 3.3.8 The accidental omission to mail the material referred to in subsection 3.3.7 to, or the nonreceipt of the material by, any Voting Member does not invalidate an election.
- 3.3.9 The Registrar may issue a replacement ballot paper to any member who informs the Registrar in writing that their ballot has been misplaced or spoiled, or has not been received.
- 3.3.10 The Registrar shall appoint a person to supervise the verification and custody of the ballots.
- 3.3.11 A member's vote is valid and will be counted if and only if it is properly marked in accordance with the instructions provided by Council and is received by the Association office no later than the deadline set for receipt of ballots.
- 3.3.12 The candidate receiving the most number of votes shall be declared the elected Council member. In the event of an equality of votes between candidates, a deciding vote shall be cast by the President of the Association.
- 3.3.13 Council shall retain the ballots cast for no less than 60 days following counting of the ballots.
- 3.3.14 Council may establish such further additional procedures with respect to the conduct of an election, as it in its discretion deems appropriate.

### **Term of Office**

#### 3.4

- 3.4.1 Members of Council are elected for a term of three years. The term of an elected member of Council commences at the conclusion of the Annual General Meeting next following that member's election or acclamation to Council and ends at the conclusion of the Annual General Meeting 3 years later.
- 3.4.2 Notwithstanding 3.4.1, if a member of Council is elected as vice-president in his or her third year on Council, his or her term shall be extended for one year.

### **Officers of the Association**

3.5 Council shall elect annually from the members of Council, a President, a Vice-President, and such other Officers as Council deems advisable for the efficient administration of the Association.

#### **President**

3.6 The President shall:

- 3.6.1 preside at the Annual General Meeting and any Special General meetings of the Association, subject to the following provisions:
  - 3.6.1.1 the President is empowered to call to the chair the Vice-President if present, or any other member of Council as he or she may see fit.
  - 3.6.1.2 in the event that the President is not present at a meeting of the Association within 20 minutes after the hour for which the meeting is called, the Vice-President, if present, shall call the meeting to order and chair the meeting. In the event that both the President and Vice-President are absent, the members may elect a chairperson for the meeting;
- 3.6.2 deliver an Annual Report at the Annual General Meeting;
- 3.6.3 chair all meetings of Council, subject to the following provisions:
  - 3.6.3.1 the President is empowered to call to the chair the Vice-President or any other member of Council as he or she sees fit;
  - 3.6.3.2 in the event that the President is not present at a meeting of Council within 20 minutes after the hour for which the meeting is called, the Vice-President, if present, shall call the meeting to order and chair the meeting. In the event

that both the Vice-President and President are absent, the members of Council may elect a chairperson for the meeting.

- 3.6.4 be a non-voting, ex-officio member of all committees of the Association, with the exception of the Hearing Tribunal and the Complaint Review Committee.

### **Vice-President**

3.7 The Vice-President:

- 3.7.1 shall perform the duties of the President as Acting President in the event that the President is absent from the jurisdiction, temporarily unable to perform the duties of President, or if requested to do so by the President;
- 3.7.2 shall, if the President resigns, or is unable to continue in office, complete the President's unexpired term, if the Vice-President consents to so doing;
- 3.7.3 shall be the President-elect of the Association and shall become, with the ongoing approval of Council, the President for the year immediately following his or her term as Vice-President.

### **Past President**

3.8 The Past President shall be a non-voting, ex officio member of Council. He or she will assist the incoming President and Council members as necessary.

### **Council Meetings**

3.9

- 3.9.1 Council shall hold at least four Council meetings in each calendar year. Council meetings shall be held by order of the President or at the request of a majority of Council members.
- 3.9.2 Council meetings shall be held at such time and place as may be directed by Council and, in the absence of such direction, at such time and place as the President shall designate. In addition to in-person meetings, Council meetings may be held by telephone or other electronic means, by order of the President or at the request of a majority of Council members.
- 3.9.3 The rules of order and procedure at Council meetings shall be the most current edition of Robert's Rules of Order governing meetings of a like nature, except where inconsistent with these Bylaws or any special rules of order that Council may adopt.

- 3.9.4 The voting on matters by Council may be conducted:
  - 3.9.4.1 at any in-person meeting of Council; or
  - 3.9.4.2 with the authorization of the President, by mail, facsimile, telephone, videoconference, electronic or any other acceptable means.
- 3.9.5 A quorum of Council is four of its voting members.
- 3.9.6 A decision of Council shall be made by a majority of those members participating in a vote. In the event of an equality of votes, the President shall have the deciding vote.
- 3.9.7 Upon request, the Registrar shall provide to a Registered Veterinarian or Other Member:
  - 3.9.7.1 the details of the time and place of a Council meeting; and
  - 3.9.7.2 a copy of the agenda, excluding in camera items for such meeting.
- 3.9.8 A Registered Veterinarian or Other Member is entitled to attend to observe a meeting of Council, with the exception of any in camera discussions of Council. For the purposes of this subsection and s. 3.9.7, any discussion or agenda item with respect to an individual veterinarian or permit holder or any matters which Council in its discretion deems to be of a sensitive or personal nature, shall be considered in camera.
- 3.9.9 A Registered Veterinarian or Other Member may request that he or she be allowed to make representations to Council at a Council meeting provided reasonable notice in advance of the meeting is provided of such request. A request to make representations to Council shall not be unreasonably denied by Council.

### **Removal of Council Members**

#### 3.10

- 3.10.1 An elected member of Council automatically ceases to be a member of Council if he or she ceases to become a member of the AVMA in good standing.
- 3.10.2 Membership on Council shall be terminated upon:
  - 3.10.2.1 receipt of the member's written resignation from the Association;
  - 3.10.2.2 suspension of the member's registration;
  - 3.10.2.3 cancellation of the member's registration.

- 3.10.3 If an elected Council member is absent from three consecutive regularly scheduled Council meetings without such excuse as Council in its discretion finds reasonable, Council may by majority vote remove such member from Council.
- 3.10.4 If an elected member of Council resigns or is otherwise unable to retain his or her office, Council may, in its discretion:
  - 3.10.4.1 appoint another Registered Veterinarian to fill the office for the remainder of that member's term;
  - 3.10.4.2 conduct a vote by the Association membership to elect a new member of Council; or
  - 3.10.4.3 leave the position vacant for the balance of that member's term.

#### **SECTION 4 - LEGISLATED COMMITTEES**

##### **General Provisions With Respect to Legislated Committees**

- 4.1 The Council shall establish such Legislated Committees as are required from time to time by the Act or Regulations. Without limiting the generality of the foregoing, Council shall establish the following Legislated Committees:
  - 4.1.1 the Registration Committee;
  - 4.1.2 the Practice Review Board;
  - 4.1.3 the Complaint Review Committee;
  - 4.1.4 the Hearing Tribunal; and
  - 4.1.5 the Practice Inspection and Practice Standards Committee.
- 4.2 The following provisions apply to each Legislated Committee established by the Act or Council:
  - 4.2.1 Registered Veterinarian members shall be appointed by Council;
  - 4.2.2 members shall be appointed for a term of three years, or thereafter until a successor is appointed, and may serve a maximum of two consecutive terms;
  - 4.2.3 no more than one elected member of Council shall be a voting member of such Committee at one time;
  - 4.2.4 each Committee shall elect a Chair and a Vice-Chair from among its members at the first regularly scheduled committee meeting of each calendar year with appointments to take effect immediately;

- 4.2.5 in the event of a vacancy in the Chair or Vice-Chair positions, each committee may elect from its members a person to complete any vacant unexpired term as Chair or Vice-Chair;
- 4.2.6 the Registrar shall be a non-voting, ex officio member of each such Committee;
- 4.2.7 Council may remove any member of such Committee for sufficient cause, including, but not limited to, repeated absences from meetings;
- 4.2.8 each Committee shall meet at least annually or more frequently at the request of the Chair or a majority of members;
- 4.2.9 each Committee shall report to Council upon its request.

### **Registration Committee**

#### 4.3

- 4.3.1 The Registration Committee shall carry out the duties and responsibilities assigned to it in the Act and Regulations.
- 4.3.2 The Registration Committee shall consist of no fewer than five Registered Veterinarians.
- 4.3.3 A quorum of the Registration Committee shall be three, or 50% of its members, whichever is greater.
- 4.3.4 The Registration Committee may require, in addition to those requirements set out in the General Regulation, an applicant to attend the next available AVMA Registration Day Seminar, and to provide satisfactory evidence of 15 hours of Continuing Education in the past year.

### **Practice Review Board**

#### 4.4

- 4.4.1 The Practice Review Board is established by the Act and has the duties and responsibilities set out in the Act.
- 4.4.2 The Practice Review Board shall consist of no fewer than four Registered Veterinarians and one member of the public.
- 4.4.3 A quorum of the Practice Review Board shall be three, or 50%, of its members, whichever is greater.
- 4.4.4 In the event that the term of a member or members of the Practice Review Board would otherwise expire prior to completion of a review of a practice, the appointment of such member may continue until the completion of such review.

## **Complaint Review Committee**

### 4.5

- 4.5.1 The Complaint Review Committee is established by the Act and has the duties and responsibilities set out in the Act.
- 4.5.2 The Complaint Review Committee shall consist of no fewer than three Registered Veterinarians plus that number of members of the public required to total at least 25% of the number of members of the Complaint Review Committee;
- 4.5.3 The Complaint Review Committee shall conduct itself in accordance with the provisions of Part 5 of the Act;
- 4.5.4 Subject to the Act, a quorum for the Complaint Review Committee shall be three, or 50%, of its members, whichever is greater;
- 4.5.5 In the event that the term of a member or members of the Complaint Review Committee would otherwise expire after that member has commenced review of an investigator's report with respect to a complaint but prior to completion of such review, such member's term may continue until the completion of the review of the investigator's report.

## **Hearing Tribunal**

### 4.6

- 4.6.1 The Hearing Tribunal is established by the Act and has the duties and responsibilities set out in the Act.
- 4.6.2 The Hearing Tribunal shall consist of no fewer than three Registered Veterinarians plus that number of members of the public required to total at least 25% of the number of members of the Hearing Tribunal;
- 4.6.3 The Hearing Tribunal shall conduct itself in accordance with the provisions of Part 5 of the Act;
- 4.6.4 Subject to the Act, a quorum for the Hearing Tribunal shall be three, or 50%, of its members, whichever is greater;
- 4.6.5 In the event that the term of a member or members of the Hearing Tribunal would otherwise expire prior to completion of a hearing with respect to which that member is a member of the panel, such member's term shall continue until the completion of that hearing, including the rendering of any decision.

### **Practice Inspection and Practice Standards Committee**

- 4.7 Bylaws. The Practice Inspection and Practice Standards Committee is continued by these Bylaws.
- 4.7.1 The Practice Inspection and Practice Standards Committee inspects veterinary practices pursuant to Part IV of the General Regulation.
  - 4.7.2 The Practice Inspection and Practice Standards Committee shall consist of a minimum of five Registered Veterinarians.
  - 4.7.3 A Quorum of the Practice Inspection and Practice Standards Committee shall be three, or 50%, of its members, whichever is greater.
  - 4.7.4 The minimum practice standards to which a veterinary practice will be held are set out in the Practice Inspection and Practice Standards Bylaws.
  - 4.7.5 The Practice Inspection and Practice Standards Committee has the authority to inspect the practices of registered veterinarians.
  - 4.7.6 The Practice Inspection and Practice Standards Committee shall determine the manner in which inspections of veterinary practices shall be carried out. Such inspections may be done on an unscheduled and unannounced basis.
  - 4.7.7 The Practice Inspection and Practice Standards Committee may from time to time nominate persons to conduct inspections of veterinary practices. The practice inspectors shall be appointed by Council following nomination by the Practice Inspection and Practice Standards Committee. Where possible, practice inspectors shall be familiar with the type of practice to be inspected.
  - 4.7.8 The Practice Inspection and Practice Standards Committee shall make its best efforts to have inspections carried out of each veterinary practice at least once in every three year period.
  - 4.7.9 The Practice Inspection and Practice Standards Committee, as part of its inspection process may require a practice to provide to it a written authorization addressed to such pharmaceutical companies, biological suppliers, drug wholesalers and drug distributors that the committee deems fit, directing that the practices purchase records for the appropriate time period be provided to the committee to be reconciled with the facility sales records for that same period.
  - 4.7.10 A Registered Veterinarian or permit holder to whom a Practice Inspection Report has been forwarded shall respond to the Practice Inspection and Practice Standards Committee with respect to any stated deficiencies within one month of receiving the report, stating that any deficiency has been corrected, how it has been corrected, and if it has not been corrected the reasons for not so doing.

- 4.7.11 Upon satisfactory completion of the inspection and consideration of the inspector's report by the Practice Inspection and Practice Standards Committee, a Certificate of Quality Assurance which states the basis and limitations of the practice shall be forwarded to the registered member in charge of the practice who shall then be required to acknowledge and agree in writing to any limitations, if applicable. Further particulars shall be posted in a prominent place within the practice available for public viewing.
- 4.7.12 In the event that a veterinary practice does not meet the minimum practice standards as set out in the Practice Inspection and Practice Standards Bylaws, the Practice Inspection and Practice Standards Committee may refuse to issue a Certificate of Quality Assurance, and all practice of veterinary medicine by the veterinary practice entity shall immediately cease.

## 4.8

**Names of Practices**

- 4.8.1 A Registered Veterinarian, permit holder, facility or other entity offering veterinary services to the public shall, prior to the use of any practice name which the person, permit holder, facility or entity wishes to use, have the practice's name approved by the Practice Inspection and Practice Standards Committee.
- 4.8.2 The Practice Inspection and Practice Standards Committee may refuse to grant permission to use any practice name that in its opinion:
- 4.8.2.1 is misleading;
  - 4.8.2.2 is in bad taste, self laudatory, or otherwise contrary to the honour and dignity of the veterinary profession;
  - 4.8.2.3 potentially abuses the trust of members of the public;
  - 4.8.2.4 claims any superiority or guarantee;
  - 4.8.2.5 unless the Registered Veterinarian in the facility is registered as a specialist pursuant to s. 5.1 of the General Regulation, suggests a specialty in the practice of veterinary medicine.
- 4.8.3 Council may from time to time develop and publish such guidelines with respect to the naming of the veterinary practices as it deems appropriate.
- 4.8.4 A Registered Veterinarian, permit holder, facility, or other entity offering veterinary services to the public, may appeal a decision of the Practice Inspection and Practice Standards Committee under this section to Council. Notice of such appeal shall be in writing, which shall set out the basis of the appeal. The appellant and a representative of the Practice Inspection and Practice Standards Committee may, in the discretion of

Council, may make oral representations to Council with the respect to the appeal, upon Council granting leave to do so.

## **SECTION 5 - NON-LEGISLATED COMMITTEES**

### **Roles and Responsibilities**

#### 5.1

- 5.1.1 Council may establish such Non-Legislated Committees as it deems appropriate.
- 5.1.2 The terms of reference for each Non-Legislated Committee shall be set by Council. A Non-Legislated Committee is responsible and accountable to Council.
- 5.1.3 Council may request a Non-Legislated Committee to provide reports to it from time to time and to provide a report to the membership at the Annual General Meeting.

### **Non-Legislated Committee Composition**

#### 5.2

- 5.2.1 Council may appoint such members of the Association as it deems appropriate to a Committee. Council shall appoint a chair and vice-chair for each Committee.
- 5.2.2 Council may in its discretion appoint one or more members of the public to a Committee as it deems appropriate.
- 5.2.3 Members of Non-Legislated Committees shall be appointed for a term of three years and may serve a maximum of two consecutive terms. Council may in its discretion establish such other term for members of a Non-Legislated Committee as it deems appropriate in the circumstances.
- 5.2.4 Council may appoint one or more members of Council to be a member of a Committee. Such Council member may, in the discretion of Council, be appointed as Chair or Vice-Chair of a Committee.
- 5.2.5 A person appointed to a Committee established by Council shall serve in accordance with the Committee's Terms of Reference and related Association policies.
- 5.2.6 A Committee member may be removed from a Committee by Council.

**SECTION 6 - MEETINGS OF THE MEMBERSHIP****Annual General Meeting**

## 6.1

- 6.1.1 An Annual General Meeting of the Voting Members of the Association shall be held at least once every calendar year not later than the last day of June.
- 6.1.2 Subject to 6.1.1, the time and place of the Annual General Meeting shall be determined by Council.
- 6.1.3 Voting Members of the Association in good standing are entitled to receive notice of, attend and vote at an Annual General Meeting. In addition, Council may in its discretion invite such guests as it deems appropriate to the Annual General Meeting, but such guests shall not be entitled to vote at the Annual General Meeting.
- 6.1.4 Two months notice of an Annual General Meeting shall be given to Voting Members by one of the following methods:
  - 6.1.4.1 letter posted by ordinary mail to the address shown for the member in the Register;
  - 6.1.4.2 publication in the Association Newsletter; or
  - 6.1.4.3 any other means considered appropriate by Council.
- 6.1.5 The notice shall specify the place of the meeting, the date of the meeting, and the time that the meeting will be called to order.
- 6.1.6 The Agenda of the Annual General Meeting shall include:
  - 6.1.6.1 Call to order;
  - 6.1.6.2 Presentation of approved minutes of the preceding Annual General Meeting;
  - 6.1.6.3 Business arising from the minutes;
  - 6.1.6.4 President's report;
  - 6.1.6.5 Registrar's report;
  - 6.1.6.6 Secretary/Treasurer's report;
  - 6.1.6.7 Committee reports;
  - 6.1.6.8 Unfinished business;

- 6.1.6.9 New business;
- 6.1.6.10 Financial report and appointment of Auditor for the coming year;
- 6.1.6.11 Adjournment;
- 6.1.6.12 Such further and other agenda items that Council deems appropriate.

6.1.7 The rules of order and procedure at the Annual General Meeting shall be the most current edition of Roberts Rules of Orders governing meetings of a like nature, except where inconsistent with these Bylaws, or any special rules of order adopted at the Annual General Meeting.

### **Proxy Voting**

#### 6.1.8

- 6.1.8.1 A Voting Member at an Annual General Meeting may act as a proxy for another Voting Member at such meeting. No such person shall vote as proxy for more than two other Voting Members.
- 6.1.8.2 All persons voting by proxy must sign a proxy form approved by the Association, which form must be presented to the chairperson of a meeting prior to the conduct of the vote.

### **Quorum**

6.1.9 A Quorum for an Annual General Meeting is the Voting Members present at the meeting.

### **Special General Meetings**

#### 6.2

- 6.2.1 Upon receipt of a request in writing signed by 5% of the total Registered Veterinarian members, Council shall conduct a mail vote of the Voting Members to determine whether or not a Special General Meeting of the Association shall be convened.
- 6.2.2 If a majority of the Voting Members responding to the mail vote, vote in favour of a Special General Meeting, then such Special General Meeting shall be convened within such reasonable time as Council deems appropriate.
- 6.2.3 In addition to the process set out in paragraphs 6.2.1 and 6.2.2 hereof, Council may in its discretion call a Special General Meeting.

- 6.2.4 Council shall provide a minimum of one month's notice of any Special General Meeting to all Voting Members of the Association. The notice shall be provided in one of the methods as set out in paragraph 6.1.4 hereof.
- 6.2.5 Paragraphs 6.1.7 and 6.1.8 apply to Special General Meetings.
- 6.2.6 At a Special General Meeting, only the business for which the meeting is called shall be discussed.
- 6.2.7 A quorum for a Special General Meeting is the Voting Members present at such meeting.

### **Mail Votes**

#### 6.3

- 6.3.1 A matter or a resolution may be voted upon by mail if Council, in its sole discretion, determines that any matter or resolution should be the subject of a mail vote.
- 6.3.2 When Council decides that a matter or resolution should be the subject of a mail vote, it shall be sent by postal service, prepaid to each Voting Member at that person's recorded mailing address and shall indicate the following:
  - 6.3.2.1 the subject of the vote;
  - 6.3.2.2 the information that Council deems appropriate with respect to the matter;
  - 6.3.2.3 such direction as to voting which Council deems appropriate;
  - 6.3.2.4 the date and time specified by Council for the closing and receipt of the mail vote.
- 6.3.3 Mail votes not received on or before the closing date shall be deemed spoiled and shall not be counted.
- 6.3.4 Immediately following the date specified for the closing of a mail vote, one or more scrutineers appointed by Council shall count the mail votes and provide the results of the vote to the President who shall notify all persons entitled to vote in writing within 30 days of being so advised.
- 6.3.5 In the event of a tie vote, the President shall cast the deciding vote.
- 6.3.6 All mail votes shall be retained for at least 60 days following the date specified for the closing of the mail vote, following which they may be destroyed by the Registrar.

### **Electronic or Website Votes**

#### 6.4

- 6.4.1 Council, upon being satisfied that such a vote can be held without adversely affecting the integrity of any voting results, may conduct a vote of the Voting Members by electronic means or through its website.
- 6.4.2 Council shall, at least two months prior to the conduct of such vote, publish to the Voting Members of the Association the process to be followed in the conduct of such vote.

## **SECTION 7 - MEMBERSHIP**

### **Privileges of Membership – Registered Veterinarians**

7.1 Subject to paragraphs 7.2.5 and 7.3.2, each Registered Veterinarian who is in good standing with the Association is entitled to:

- 7.1.1 all privileges of membership in the Association applicable to his or her category of Membership;
- 7.1.2 nominate and be nominated for election as a member of Council in the Association;
- 7.1.3 vote in elections for membership on Council;
- 7.1.4 receive notice of, attend and vote at the Annual General Meeting or any Special General Meeting of the Association;
- 7.1.5 vote in a mail vote conducted by the Association;
- 7.1.6 eligibility to serve on Legislated and Non-Legislated Committees of the Association;
- 7.1.7 receive a summary of Annual General Meetings, Special Meetings, Council Meetings (except minutes of in camera portions of Council Meetings), Association newsletters, and Minutes of the immediate previous Annual General Meeting.

### **Categories of Membership - Unrestricted Veterinarians**

7.2 The following categories of membership for Unrestricted Veterinarians are hereby continued or established:

#### **General Practice Licences**

- 7.2.1 General Practice Licencee – a General Practice Licencee is a Registered Veterinarian who is licensed to engage in the full scope of veterinary practice without restriction. This category applies to a veterinarian who possesses a

Certificate of Qualification, or who is registered pursuant to Part 1 s.5 of the General Regulation.

- 7.2.2 Time Limited General Licencee – a Time Limited General Licencee is a Registered Veterinarian who qualifies for a General Practice Licence, but intends to engage in practice less than full time. This individual is licensed to engage in the full scope of veterinary practice in an unrestricted manner for a maximum of 100 practice days in any calendar year. The 100 days need not be consecutive. Documentation of date, time and location of employment must be presented at the end of the calendar year. If the 100 days of practice is exceeded, the member will be subject to a charge for the remainder of a full membership fee and a financial penalty imposed by the Registration Committee. This limitation is placed as a concession to a reduction in membership fees.

### **Limited Practice Licencees**

- 7.2.3 Limited Practice Licencee – a Limited Practice Licencee is a Registered Veterinarian who does not qualify as a General Practice Licencee because he or she does not possess a Certificate of Qualification, yet demonstrates appropriate credentials to qualify to practise in a limited scope of veterinary medicine. This person is licensed to practice veterinary medicine pursuant to s. 3 of the General Regulation with such limitations and on such terms as Council deems appropriate notwithstanding that the applicant has not been issued a Certificate of Qualification. A Limited Practice Licencee shall only practise veterinary medicine in accordance with the limitations and terms imposed by Council.
- 7.2.4 Without restricting the generality of s. 7.2.3, registration as a Limited Practice Licencee may be approved in the following circumstances:
- (a) A veterinarian recognized by the Association as a specialist pursuant to s. 5.1 of the General Regulation. A person registered in this circumstance may engage in independent unsupervised veterinary practice limited to his or her specialty, and may independently own and operate a veterinary facility, with limitations set forth by the PIPS committee consistent with his or her specialty;
  - (b) A veterinarian recognized by Council as having advanced credentials and who is a holder of an academic appointment of professional rank and such appointment does not require a General Practice Licence. A person registered in this circumstance may practise veterinary medicine only within the scope and duties of his or her appointment;
  - (c) A veterinarian recognized by Council as having advanced credentials and whose scope of practice is limited to that defined by his or her employment as a veterinarian by either a federal or provincial government agency or department, and such employment does not require a General Practice Licence. A person registered in this circumstance may practise veterinary

medicine only within the scope and duties of his or her employment with the said government agency or department;

- (d) A veterinarian recognized by Council as having advanced credentials. A person registered in this circumstance may engage in independent unsupervised veterinary practice limited to his or her area of expertise as approved by Council;
- (e) A graduate veterinarian who has qualified to enter the National Examining Board process to obtain a Certificate of Qualification. This individual may practise under immediate or direct supervision of a General Practice Licencee for the purpose of gaining instruction. No independent practice activity is allowed. A member registered in this circumstance may practise for a period of not more than 6 months, which period may be extended by the Registration Committee upon the receipt of a written request for one or more further periods totalling not more than 18 additional months;
- (f) A veterinarian who is an appointee to an internship, residency or graduate studies program recognized by Council. A veterinarian registered in this circumstance may practise veterinary medicine within the scope and duties of his or her appointment under indirect supervision. A member registered in this circumstance may practise for a period of not more than 6 months, which period may be extended by the Registration Committee, upon the receipt of a written request, for such further periods of 6 months as it deems appropriate;
- (g) A veterinarian whose scope of practice is limited to specifically defined employment duties, as approved by Council, having regard to his or her qualifications. A member registered in this circumstance may practise veterinary medicine only within the scope and duties of his or her employment and with such supervision as directed by Council and for a period of not more than 6 months which period may be extended by the Registration Committee, upon the receipt of a written request, for such further periods as it deems appropriate.

7.2.5 Notwithstanding paragraphs 3.3.1 and 7.1 hereof, a Limited Practice Licencee who is registered in the circumstances set out in sub paragraphs 7.2.4(e), (f) or (g) shall not be entitled to the privileges set out in paragraphs 7.1.2 through 7.1.7.

### **Categories of Membership - Restricted Veterinarians**

#### 7.3

7.3.1 The following categories of membership for Restricted Veterinarians are hereby continued:

7.3.1.1 Temporary Registered Member – this is a Registered Veterinarian who was granted registration as a temporary Registered Veterinarian pursuant to s. 6(1) of the General Regulation.

7.3.1.2 Short Term Member – this is a Registered Veterinarian who is granted registration as a short term Registered Veterinarian pursuant to s. 6.1 of the General Regulation.

7.3.2 Notwithstanding paragraphs 3.3.1 and 7.1 hereof, a Restricted Veterinarian shall not be entitled to the privileges set out in paragraphs 7.1.2 through 7.1.7.

### **Privileges of Membership – Other Members**

7.4 Each Other Member who is in good standing with the Association is entitled to all privileges and rights of membership in the Association applicable to his or her category of membership.

### **Categories of Membership - Other Members**

#### 7.5

7.5.1 The following categories of membership for Other Members are hereby continued:

7.5.1.1 Non-Practicing Veterinarian Member;

7.5.1.2 Final Year Student Member;

7.5.1.3 Non-Final Year Student Member;

7.5.1.4 Honorary Memberships and Recognitions;

7.5.1.5 Animal Health Technologist Member

7.5.2 Council may from time to time establish such additional categories of membership for Other Members as it deems appropriate.

### **Non-Practicing Veterinarian Member**

#### 7.6

- 7.6.1 This category of membership is available to any person who has been an Unrestricted Veterinarian member of the AVMA in good standing and who has elected to become a Non-Practicing Veterinarian Member of the Association.
- 7.6.2 A Non-Practicing Veterinarian Member is not a Registered Veterinarian as defined by the Act and is not entitled to practice veterinary medicine in Alberta but is a Non-Practicing Veterinarian Member of the Association.
- 7.6.3 A Non-Practicing Veterinarian Member of the Association is entitled to:
  - 7.6.3.1 vote in elections for membership on Council;
  - 7.6.3.2 receive notice of, attend and vote at the Annual General Meeting or any Special General Meeting of the Association;
  - 7.6.3.3 vote in a mail vote conducted by the Association;
  - 7.6.3.4 eligibility to serve on Non-Legislated Committees of the Association;
  - 7.6.3.5 receive a summary of Annual General Meetings, Special Meetings, Council Meetings (except minutes of in camera portions of Council Meetings), Association newsletters, and Minutes of the immediate previous Annual General Meeting.
- 7.6.4 A Non-Practicing Member may be reinstated as Registered Veterinarian upon such terms and conditions as stipulated by Council.

### **Final Year Student Member**

#### 7.7

- 7.7.1 A person who meets the definition of “Student” in the Act, and whose application or membership has been approved pursuant to s. 7 of the General Regulation, is eligible for membership in the category of Final Year Student Member;
- 7.7.2 Upon acceptance of his or her registration, a final year student member may practice veterinary medicine under the direct daily supervision of an unrestricted veterinarian in accordance with the General Regulation and the Council Guidelines.

### **Non-Final Year Student Member**

#### 7.8

- 7.8.1 A student enrolled in a recognized educational program leading to a degree in veterinary medicine (other than a final year student) may apply to the Registrar for registration in this category.
- 7.8.2 The application must contain the information required by General Regulation 7(2)(a) to (e) and such other information as may be required by the Registration Committee.
- 7.8.3 A student whose registration has been approved by the Registrar in this category may participate in veterinary practice for the purpose of receiving instruction as outlined in the Council Guidelines, but may not practice veterinary medicine.

### **Honorary Memberships**

7.9 Council may grant Honorary Life Memberships to members of the Association or other persons who have made outstanding contributions to Association affairs, or outstanding achievements in the field of veterinary science. Petitions for Honorary Life Recognition shall be signed by five members of the Association and submitted to Council. Recognition is granted upon unanimous approval of such a petition by Council.

### **Long Service Recognitions**

#### 7.10

- 7.10.1 All persons who have been granted Life Membership in the Association at the time of the coming in force of this Bylaw shall continue to be recognized as Life Members.
- 7.10.2 Each member who has been a Registered Veterinarian for 35 years, or has been a Registered Veterinarian or Non-Practicing Veterinarian Member for a total of 35 years, may be granted a 35 Year Member Recognition Award.
- 7.10.3 Upon retirement, a person who has been granted a 35 Year Member Recognition Award shall be granted the privileges of a Non-Practicing Veterinarian Member and all future fees for his or her membership shall be waived by the Association.

### **Animal Health Technologist Members**

#### 7.10A

- 7.10A.1 In this section “AHT Member” or “AHT Members” means Animal Health Technologist Member or Animal Health Technologist Members, as the case may be.

7.10A.2 The Registrar shall maintain a register of AHT Members in accordance with the General Regulation.

7.10A.3 An AHT Member is entitled to:

7.10A.3.1 receive notice of and attend at the Annual General Meeting or any Special General Meeting of the Association in a non-voting capacity;

7.10A.3.2 eligibility to serve on Legislated Committees of the Association as an ex-officio non-voting member;

7.10A.3.3 eligibility to serve on Non-Legislated Committees of the Association as a voting member;

7.10A.3.4 receive a summary of Annual General Meetings, Special General Meetings, Council Meetings (except minutes of in camera portions of Council Meetings), Association newsletters, and Minutes of the immediate previous Annual General Meeting of the Association.

7.10A.4 The following categories of AHT Members are hereby established:

7.10A.4.1 General AHT Member

7.10A.4.2 Limited AHT Member

7.10A.4.3 Provisional AHT Member

7.10A.4.4 Non-Practising AHT Member

7.10A.4.5 Student AHT Member

**General AHT Member**

7.10A.5 A General AHT Member shall be:

7.10A.5.1 a graduate of a minimum two year program in Animal Health Technology accredited by the Canadian Veterinary Medical Association (CVMA) or the American Veterinary

Medical Association (American VMA), or an equivalent recognized by the Council of the Association, and shall have received a passing score in the Veterinary Technician National Examination (VTNE); or

7.10A.5.2 a graduate of a non accredited program of Animal Health Technology equivalent to a two year CVMA or American VMA accredited program, have successfully completed an assessment approved by Council and have received a passing score on the VTNE; or

7.10A.5.3 registered and in good standing with a professional regulatory body pursuant to an Act of another province or a territory of Canada to perform without restriction a practice of veterinary medicine that in the opinion of Council is substantially equivalent, in terms of scope of practice and competencies, to that of a General AHT Member registered under section 7.10A.5.1 hereof.

7.10A.6 A General AHT Member is eligible to practice veterinary medicine in Alberta within a certified veterinary practice entity under supervision of a responsible Registered Veterinarian in accordance with the Act, General Regulation, Bylaws and Council Guidelines.

### **Limited AHT Member**

7.10A.7

7.10A.7.1 A Limited AHT Member shall be a graduate of a non accredited program of Animal Health Technology equivalent to a two year CVMA or American VMA accredited program but shall have successfully completed an assessment approved by Council with respect to only one category or species of animal (for example, either large animal or small animal) and shall have received a passing score on the VTNE.

7.10A.7.2 A Limited AHT Member is eligible to practice veterinary medicine in Alberta within a certified veterinary practice entity under the supervision of a responsible Registered Veterinarian in accordance with the Act, General Regulations, Bylaws and Council Guidelines, provided however that such practice shall be limited to the species or category of animal with respect to which the member has

successfully completed the assessment approved by Council.

**Provisional AHT Member**

7.10A.8 A Provisional AHT Member shall be:

7.10A.8.1 a graduate of an accredited Animal Health Technology program who has commenced but not completed the examination process leading to a General or Limited AHT Membership; or

7.10A.8.2 a graduate of a non accredited Animal Health Technology program equivalent to a two year CVMA or American VMA accredited program who has commenced but not completed an assessment approved by Council.

7.10A.8.3 A Provisional AHT member may practice for a period of not more than 6 months, which period may be extended by the Association on the receipt of a written request for one or more further extensions totaling not more than 18 additional months.

7.10A.8.4 A Provisional AHT Member may receive direct instruction and experience in veterinary practice through his or her volunteering or employment in a certified veterinary practice entity under the immediate or direct supervision of an Unrestricted Veterinarian or a General or Limited AHT Member. No veterinary procedure may be delegated to a Provisional AHT Member.

7.10A.8.5 Upon successful completion of the requirements set out in 7.10A.5, a Provisional AHT Member shall have his or her membership transferred to the General AHT Member category or the Limited AHT Member category, as the case may be.

**Student AHT Member**

## 7.10A.9

- 7.10A.9.1 A student enrolled in an Animal Health Technologist program recognized by the Council of the Association may be registered as a Student AHT Member.
- 7.10A.9.2 A Student AHT Member may receive direct instruction and experience in veterinary practice through his or her volunteering or employment in a certified veterinary practice entity under the immediate or direct supervision of an Unrestricted Veterinarian or a General or Limited AHT Member. No veterinary procedure may be delegated to a Student AHT Member.

**Non-Practising AHT Member**

## 7.10A.10

- 7.10A.10.1 A General or Limited AHT Member of the Association in good standing may elect to become a Non-Practising AHT Member.
- 7.10A.10.2 A Non-Practising AHT Member is not entitled to practise veterinary medicine in Alberta but is entitled to the other membership rights of AHT Members.
- 7.10A.10.3 A member who has been a Non-Practising AHT Member for less than five (5) years and who has maintained his or her membership may have his or her membership category transferred to a General or Limited AHT Member category subject to completing such continuing education credit hours as may be determined pursuant to s. 8.6 of these Bylaws.
- 7.10A.10.4 A member who has been a Non-Practising AHT Member for more than five (5) years, or whose membership in the Association has ceased, may reapply for membership as a General or Limited AHT Member. Upon such application the Registration Committee shall determine any appropriate requirements to be completed prior to, or as a condition of, granting such application.

## **Fees**

7.11 Council shall determine the annual fees for all categories of membership. Annual fees shall be due on the first day of January each year.

7.12 Council may direct the cancellation of the registration of any member or permit holder who fails to pay any fee, due or levy within the time set out in s. 25 of the Act.

7.13 Council may determine such fees for reinstatement of membership as it deems appropriate.

7.14 Each Unrestricted Veterinarian shall be a member of the Canadian Veterinary Medical Association, with the membership fees being paid from the general funds of the Association.

7.15 Each General AHT Member and Limited AHT Member shall be a member of the Canadian Association of Animal Health Technologists and Technicians, and the Alberta Association of Animal Health Technologists.

7.16 Each Non-Practising AHT Member, Student AHT Member, and Provisional AHT Member shall be a member of the Alberta Association of Animal Health Technologists.

## **SECTION 8 - CONTINUING EDUCATION**

8.1 Council may establish, manage, arrange for or approve courses of instruction and training in the science and practice of veterinary medicine.

8.2 Council may assess charges and tuition fees to persons who are participants at any course of training or instruction of veterinary medicine in order to recover all or a part of the costs of any such course.

8.3 Each Registered Veterinarian is required to accumulate a minimum average of 15 credit hours of mandatory continuing education per year. Such hours can be averaged over a two-year period. Each Registered Veterinarian, upon his or her annual renewal of registration, shall certify that he or she has completed not less than 30 credit hours of continuing education within the 24 month period prior to renewal of his or her registration.

8.4 Of the minimum hours set out in 8.1 hereof, 5 hours per year or 10 hours within 24 months may be made up of such other nonscientific continuing education as the Registrar in his or her discretion may approve.

8.5 With respect to categories of membership for Registered Veterinarians other than General Practice Licensees, employer approved formal in-service training courses shall qualify towards the mandatory continuing education requirement in the event that such courses are approved by the Association.

8.6 Each General AHT Member, Limited AHT Member and Provisional AHT Member shall complete such continuing education credit hours as may be mutually agreed upon, from time to time, by the Board of Directors of the Alberta Association of Animal Health Technologists and the Council of the Association.

## **SECTION 9 - ADMINISTRATION OF THE ASSOCIATION**

### **General**

#### 9.1

- 9.1.1 Council shall appoint a Registrar, Secretary-Treasurer, Complaints Director, Hearings Director, and such other personnel as it from time to time deems appropriate for the efficient operation of the Association.
- 9.1.2 Council may appoint such persons as it deems appropriate to discharge the duties of such persons appointed pursuant to 9.1.1 during the absence, disability, or vacancy in the office of such person. Such persons shall be designated the “Acting” or “Deputy” of the said position.
- 9.1.3 The salary, benefits and terms of office of the Registrar and Secretary-Treasurer shall be established by Council and shall be reviewed annually in conjunction with a formal performance appraisal.

### **Duties of Registrar/Secretary-Treasurer**

9.2 The separate duties of Registrar and of Secretary-Treasurer may, at Council’s discretion, be carried out from time to time by one person assuming the duties of both positions.

9.3 The Registrar/Secretary-Treasurer as Registrar shall:

- 9.3.1 generally act as the Chief Executive Officer of the Association;
- 9.3.2 maintain in accordance with the Act, Regulations and Bylaws, a Register of Registered Veterinarians, Permit Holders, and Other Members;
- 9.3.3 maintain in accordance with the Regulations, a Register of Technologists;
- 9.3.4 carry out such other duties as Registrar as are set out in the Act, Regulations and Bylaws;
- 9.3.5 on behalf of the Association, employ or contract with such individuals as are necessary for its efficient and prudent management and administration;
- 9.3.6 perform such duties as may be from time to time assigned by Council.
- 9.3.7 be a non-voting, ex officio member of each Legislated and Non-Legislated committee, and the recording and corresponding secretary for each Legislated Committee.

9.4 The Registrar/Secretary-Treasurer as Secretary shall:

- 9.4.1 attend to providing all notices required to be given by the Association and shall keep minutes of all meetings of the Association and Council.

- 9.4.2 keep in safe custody and have charge of all of the records of the Association together with copies of all reports by the Association, Council or committees thereof and such other books and papers as Council may direct.
- 9.4.3 be the custodian of all personal property of the Association and shall hold all deeds, documents and other evidence of title to real and personal property of the Association.
- 9.4.4 perform such other duties as pertaining to the office of Secretary-Treasurer as may be required by Council.

9.5 The Registrar/Secretary-Treasurer as Treasurer shall:

- 9.5.1 have general charge of the finances of the Association;
- 9.5.2 deposit all money and other valuable effects of the Association in the name of and to the credit of the Association in such banks or other depositories as Council may from time to time designate by resolution.
- 9.5.3 render to Council whenever directed by Council an account of the financial condition of the Association and all transactions as Treasurer as soon as possible after the end of each fiscal year.
- 9.5.4 cause the books of the Association to be audited by the Association's auditors.
- 9.5.5 make and submit to Council a report for each year together with the audited financial statements.
- 9.5.6 have custody and be responsible for the keeping of books of account of the Association.
- 9.5.7 perform such other duties as are incidental to the office of Treasurer as requested by Council.

#### **Fiscal Year**

9.6 The fiscal year of the Association shall be from the 1<sup>st</sup> day of November of a calendar year to the 31<sup>st</sup> day of October of the following calendar year; or such other fiscal year as Council may from time to time deem advisable.

#### **Seal**

9.7

- 9.7.1 A seal for the Association shall be approved by the Council.
- 9.7.2 The Registrar shall assume responsibility for the safekeeping of the Association's seal which shall contain the words "Alberta Veterinary Medical Association";

- 9.7.3 When the seal of the Association is required to be affixed to a document, the seal shall be accompanied by the signature of any two or more of the Association's authorized signing authorities as set out in 9.8 hereof.

### **Signing Authority**

9.8 The Association's authorized signing authorities shall be the President, Vice President, immediate past President, Secretary-Treasurer, Registrar, Deputy Registrar and any other person designated in writing by Council.

### **Banking**

9.9 Council shall establish and maintain such accounts with one or more Canadian banks, trust companies, or Province of Alberta Treasury Branches, as Council determines appropriate from time to time.

9.10 All payments and withdrawals shall be completed by cheque or other negotiable instrument drawn against the monies deposited in accordance with paragraph 9.9, which shall be signed by two of the Association's authorized signing authorities.

### **Financial Guidelines**

9.11 Council shall on an annual basis adopt or approve Financial Guidelines for the keeping of the Association's books and records, depositing of funds, recording purchases and expenditures, registering its capital assets, budgeting, investment policy, and such other matters as Council deems appropriate to include in its Financial Guidelines.

### **Borrowing Powers**

9.12 The Council may raise money or guarantee or secure the payment of money in the name of the Association, in any manner determined by the Council, in order to carry out the purposes of the Association.

### **Investments**

9.13 Council may invest or reinvest funds of the Association not immediately required in:

- 9.13.1 bonds, debentures, or other evidence of indebtedness of, or guaranteed by, the Government of Canada;
- 9.13.2 deposit receipts, deposit notes, certificates of deposits, acceptances or similar instruments issued or endorsed by a bank or trust company which is a member of the Canadian Deposit Insurance Corporation, if the amount invested or reinvested at any one bank or trust company does not exceed the amount guaranteed by the Canadian Deposit Insurance Corporation; or
- 9.13.3 such other financial instruments as are approved by the Financial Guidelines adopted by Council from time to time and as are considered low risk and well secured.

**Accounting**

9.14 The Council shall appoint an accountant to provide audited financial statements of the Association.

**SECTION 10 - AMENDMENT OF BYLAWS**

10.1 These Bylaws may be amended by a majority vote taken at an Annual General Meeting, Special General Meeting, or by mail.

10.2 The Secretary Treasurer shall send a copy of any proposed amendment to all Voting Members of the Association at least two weeks prior to an Annual General Meeting, Special General Meeting, or closing date for a mail vote at which the proposed amendment is to be considered.