

ROYAL COUNTIES VETERINARY ASSOCIATION

(Inaugurated November 16th 1883)

RULES

The Association is a territorial division of the British Veterinary Association. Where hereinafter the term Association is used, it refers to the Royal Counties Veterinary Association.

The objects of the Association are:

- i. The advancement of Veterinary Science.
- ii. The promotion and establishment of goodwill and understanding among its members.
- iii. The discussion of subjects relating to the theory and practice of veterinary medicine and surgery and the consideration of any matter concerning the welfare of the veterinary profession.

Membership

- (1)Full Members. A person eligible for Full Membership of the Association must be a member of the Royal College of Veterinary Surgeons and a member of the British Veterinary Association.
- (2)Associate Members. A person otherwise eligible under (1) above, but who is not a member of the British Veterinary Association, may become an Associate member.
- (3)Affiliate Members. A person who is not a member of the Royal College of Veterinary Surgeons, but who has an interest in veterinary matters, may become an Affiliate member.
- (4)Student Members. Veterinary and veterinary nursing students may be elected to student membership, without payment of fees or subscription. Student members become eligible for Full, Associate or Affiliate membership on 1st January following completion of their studies.

Members and Associate members shall be entitled to attend all meetings. Affiliate members and Student members shall normally be entitled to attend all meetings, but council reserves the right to exclude Student or Affiliate membership groups from specific meetings and from voting under exceptional circumstances.

Only full members are allowed to hold office, or to vote on any matter affecting the British Veterinary Association, or to represent the Association at British Veterinary Association Council meetings. Members from all membership categories may be elected to council.

Officers

- (5) The Officers of the Association shall consist of the President, Junior and Senior Vice-Presidents, an Honorary Secretary and an Honorary Treasurer. The President will normally be in post for a period of two years. The other Officers shall be elected annually at the Annual General Meeting. The Senior Vice-President shall be the immediate past President, and the Junior Vice-President shall be the President elect.

Council

- (6) The Council of the Association shall consist of thirteen Members, five of whom shall be the officers of the Association alongside eight other elected Members.

There may in addition be further Council appointments as required from time to time. These posts may be filled from within Council or by co-opting from the general membership.

In the event of a vacancy occurring in Council of the Association between elections, Council shall have power to co-opt a Member to fill the vacancy until the next Annual General Meeting. (If applicable, this person should be the defeated candidate who gained the highest number of votes at the last election).

The Council shall have the management of the affairs of the Association and may meet as occasion may require. Not less than 5 shall be a quorum. Notice of each Council meeting shall be sent to every Member of the Council, seven clear days before such meeting.

Election to Membership

- (7) Candidates for membership shall have been duly proposed and seconded by Full Members of the Association, on a nomination form to be obtained from the Honorary Secretary or down-loaded from the web-site, and countersigned by the candidate. The election shall be by a show of hands at the next Ordinary General Meeting.

- (8) The association shall have the power to add to their number by the election of Honorary Life Members and Honorary Associate Members, but no one shall be elected except under the following conditions:

- a) They shall be persons who occupy a distinguished position and who have assisted in the progress of Veterinary Science, or they shall be persons who have given exceptional service to this Association
- b) They shall be nominated, proposed and seconded by the same proceedings as for members. The election shall be by a show of hands at the next Annual General Meeting.
- c) When elected, Honorary Associates shall be entitled to attend all meetings, but shall be ineligible to hold office.

- d) Honory Life Members, being paid up Full Members at the time of their election, shall not be required to pay a subscription and shall continue to enjoy full privileges of membership.

Election to Council

- (9) When giving notice of the last meeting of each year, the Secretary shall invite members to submit nominations for Office and for Council. Nomination forms to be obtained from the Secretary or down-loaded from the web-site. Nominations, duly proposed and seconded, and with the prior consent of the nominee, should be lodged with the Secretary. The election shall be by a show of hands at the next Annual General Meeting.

Subscriptions

- (10) An annual subscription of an amount proposed and agreed by a majority of the members present at the preceding Annual General meeting, to be due on the 1st January. In the case of members elected after the first of November the initial subscription may be waived at the discretion of the honorary treasurer.

Resignations

- (11) A member wishing to resign shall give notice in writing to the Secretary, who shall read such notice at the next meeting of the Association. The member so resigning shall be liable for the payment of the annual subscription for the current year and any arrears up to the date of tendering resignation.

Removal from list of Members

Arrears of Subscription

- (12) Any member failing to pay his subscription within 6 months of the beginning of each financial year, viz 1st January, shall receive notification of the same and if such subscription be not paid by 1st January following, their name may be struck off the list of members by the direction of the Council.

Complaint against a Member

- (13) A Member having a complaint to bring against a fellow Member, may lay the same before the Council, which shall investigate and if the complaint is found to be justified, the Council shall have power to recommend to a General Meeting of the Association, that the offender's name be removed from the list of Members.

Annual General Meeting

- (14) The annual General meeting shall be held in the first quarter of each year at which the President shall deliver an address.

Business to be transacted at:

(15)The business of the Annual General Meeting shall be:

- a) To have agreed the Minutes of the last Annual General Meeting
- b) To receive the Balance Sheet and the Annual Report
- c) Correspondence
- d) To agree any alteration to the annual subscription for the following year
- e) To confirm any proposed alteration of the Rules
- f) The election or nomination of Members
- g) The election of Officers (who shall be Full Members)
- h) The election of Members of Council
- i) Address by the retiring President
- j) Installation of the new President and taking of office by the other Officers and Members of Council
- k) Any other business, of which due notice has been given to the chairman.

Meetings

(16)The Ordinary Meetings of the Association shall be held at least three times a year.

Business to be transacted at:

(17)The Ordinary meetings shall be convened by circular, the Secretary giving each Member seven days clear notice. The business of the Ordinary Meeting shall be:

- a) To agree the minutes of the preceding meeting
- b) Correspondence, reports and other association business
- c) Nomination for membership and election of Members and conducting of other formal business.
- d) The discussion of professional subjects, introduced by a paper, or discussion on subjects that may be introduced by permission of the President or acting Chairman.

Chairman

(18)In the absence of the President or a Vice-President, the Secretary shall ask the Members to appoint a Chairman.

Procedure at:

(19)A member wishing to address the meeting shall rise and first address the President, who shall obtain and maintain for him an orderly and impartial hearing.

(20) If a Member feels himself aggrieved at any remark uttered by another Member during debate, the attention of the president may be called to the same, who shall, if he deems it of sufficient importance, request a withdrawal.

Visitors at:

(21) Any Members, having obtained permission from the President, may introduce a visitor who may take part in the discussion and whose name shall be entered in the Minutes of the Association, but they shall have no power to vote.

Extraordinary General Meetings

(22) The President shall have the power of convening an Extraordinary Meeting whenever he/she may deem it necessary and shall call such a meeting on request of Council or, on the request in writing of six members. The Honorary Secretary shall notify members of the nature of business to be transacted – such notification to be given at least seven days prior to any such a meeting. Only the specified business may be transacted at an extraordinary general meeting.

Duties of the President

(23) The President shall:

- a) Occupy the chair at all meetings attended
- b) Deliver an address at the Annual General Meeting following that at which he was elected
- c) Be an ex-officio member of all Committees.

Vice-President

(24) In the absence of the President, the Senior Vice-President attending shall occupy the chair and shall be vested with all the powers of the President during such occupancy.

Duties of the Honorary Secretary

(25) The duties of the Secretary shall comprise attendance at all business meetings and the keeping of a record of:

- a) The Rules of the Association
- b) A complete list of the members of the Association, which shall be revised annually and displayed at the Annual General Meeting. The Secretary may, with the consent of Council, co-opt an Assistant Secretary.
- c) Any association business conducted at the Meeting. Business Minutes should be recorded and circulated as required, including the names of attending Members and titles of the subjects discussed. Minutes will be agreed at the next meeting.
- d) The secretary may be called on by the chairman at the commencement of each meeting to read any business notices of the association.

Duties of the Honorary Treasurer

- (26)The Treasurer shall receive the subscriptions of the Members and all other monies payable to the division and keep an account thereof. The Treasurer shall monitor and pay all demands on the Association when ordered to do so by Council and produce all books and documents relative to the property and money of the Association, and render a full and detailed account at each audit and whenever required by resolution of the Association or Council. The Treasurer shall be an ex-officio member of all committees, but shall not be entitled to vote.

Alteration of Rules

- (27)No alteration or rescinding of any of these rules shall take place except at the Annual General Meeting. Notice of motion to alter the rules of the Division shall be given at the previous ordinary or extraordinary meeting and a draft of the proposed alterations shall be incorporated in the circular calling the meeting at which they are to be discussed. The quorum for this purpose shall be fifteen and a majority of those present and voting shall be necessary to alter the rules. Normally only full members and associate members will be eligible to vote on this matter.