

**CONSTITUTION OF THE NATIONAL VETERINARY CLINICIANS
GROUP OF THE SOUTH AFRICAN VETERINARY ASSOCIATION
AS AT 1ST NOVEMBER 2009**

1. **NAME**

This Group shall be known as the NATIONAL VETERINARY CLINICIANS GROUP (NVCG) of the South African Veterinary Association.

2. **AIMS AND OBJECTIVES**

The aim of this Association is to unite practitioners into a functioning group which will advance the welfare of the entire Veterinary Profession. To honour the Veterinary Profession and its code of ethics. To maintain and uphold high professional and scientific standards. To use our professional knowledge, skills and resources to protect and promote the health and welfare of animals and man. To further the status and image of the Veterinarian and to foster and enrich Veterinary Science. To promote the interests of our Association and fellowship amongst its members.

The Specific Functions being to:

- 2.1 Promote both Veterinary Service and Facilities for diagnosis and treatment in the care of Small animals by encouraging progress and co-operation among all practitioners.
- 2.2 Establish and maintain a standard for the facilities, the equipment, the management, the personnel and the procedures employed.
- 2.3 To foster the exchange of scientific information between small animal veterinary organisations and individuals and to present meetings, courses and seminars in order to promote such.
- 2.4 Co-operate with all schools of Veterinary Medicine in elevating the quality of small animal Veterinary Education.
- 2.5 Promote public awareness of the Professional standard of Veterinary Services and facilities.
- 2.6 Discuss Veterinary political matters, but any decisions shall be implemented through the S.A.V.A. or its Branches.
- 2.7 To further international relationship between all veterinarians and organisations dealing with small animal health and welfare by maintaining membership and representation on the WSAVA.

3. **MEMBERSHIP**

There shall be three classes of members:

3.1 **ORDINARY MEMBER**

- 3.1.1 Membership is open to any person who is a member of the South African Veterinary Association in good standing and is registered with the SAVC.
- 3.1.2 Application shall be in writing and shall be signed by the applicant and by a Proposer and Seconder both of who shall be personally acquainted with the applicant and must be a member of the SAVA in good standing.
- 3.1.3 Application for membership shall be considered by the Committee which has authority to admit the applicant to Ordinary Membership. Notification of admission shall be given to the applicant in writing and to members in the Annual Report of the Committee.
- 3.1.4 Termination of Membership – Resignation shall be in writing and shall be received by the Secretary before the Annual General Meeting. Failure in this regard will render the member liable for membership fees for the current year. Membership of

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3.0 MEMBERSHIP (Continued)

3.1.4 (Continued)

the National Veterinary Clinicians Group shall be terminated if the Practitioner is no longer a member of the SAVA or registered with the SAVC (see 3.1.1). In addition membership of the National Clinicians Group will be terminated if subscriptions are not paid within twelve months of advice of subscriptions due for the current year.

3.2 LIFE MEMBER

3.2.1 Any person recorded as Life Member or Foundation Member at the date of the adoption of this constitution.

3.2.2 Any member who on reaching retirement age of 65 and has been a fully paid up ordinary member for at least 35 years.

3.2.3 Life Members shall not have a voting right.

3.3 HONORARY LIFE MEMBER

3.3.1 Any person recorded as an Honorary Life Member at the date of adoption of this Constitution.

3.3.2 Any ordinary member of the Group who has rendered extraordinary service to the profession and whose nomination for such membership has been approved by a majority vote at an Annual General Meeting.

3.3.3 Honorary Life Members shall not have a voting right.

4.0 APPLICATION PROCEDURES

4.1 Application for membership is open to all veterinarians whose membership of the SAVA is in good standing. Applications shall be made in writing on a form provided for this purpose by the National Veterinary Clinicians Group.

5.0 ADMINISTRATION

5.1 The Committee shall consist of the Chairman, Vice Chairman, Secretary/Treasurer/Course Co-ordinator and Six members, the latter of whom should, if possible be representative of the different regions.

5.2 The Committee shall appoint a Secretary/Treasurer who may

5.3 not be a Veterinarian and if this is the case shall not be entitled to a vote.

5.4 The Committee shall be elected by the members of the Group at an Annual General Meeting and shall hold office for a period of two years. All Committee members shall be eligible for re-election at the end of their term of office.

5.5 In the event of resignation of one of the Committee members, the Committee shall have authority to co-opt a replacement.

5.6 The Committee shall have the authority to co-opt additional members if necessary.

5.7 Provision shall be made for election of office bearers by postal votes if the need should arise.

5.8 The Committee shall manage the affairs of the Group and shall have full power to transact all business and to act in cases of emergency.

5.9 The Committee may appoint a sub-committee for any special purpose. A sub-committee will report in writing to the Committee.

5.10 The Committee shall meet at the discretion of the Chairman or at the request of three or more members of this Committee; such meeting shall be held within seven days of receipt of such request.

5.11 Proceedings of all meetings shall be recorded in Minutes showing clearly the decisions taken.

- 5.12 The Committee shall elect one of its members and one Alternate to be the Group Representative to the Federal Council Meetings of the South African Veterinary Association. Such Group Representative shall hold office for one year to coincide with the term of office of the annually elected Council members.

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5.0' **ADMINISTRATION (Continued)**

- 5.13 The Committee shall elect a member of the Group to be its representative on the World Small Animal Veterinary Association. Such elected member must report on all WSAVA activities to the Committee. The National Clinicians Group should strive to ensure that its representative is sponsored to attend the annual Assembly Meetings of the WSAVA.
- 5.14 In all affairs of the Group the Chairman shall have an ordinary vote plus a casting vote should the need arise.

6. **FINANCES**

- 6.1 The financial year of the Group shall be from 1 March to the 28 February of each year.
- 6.2 Subscriptions as decided by the Annual General Meeting shall be payable on receipt of a Statement sent out by the Secretary/Treasurer.
- 6.3 A member whose subscription falls one year in arrears shall automatically cease to be a member.
- 6.4 All subscriptions and other money shall be deposited in a Bank Account in the name of the Group.
- 6.5 **Signing Powers** The Chairman, Treasurer and a nominated Committee Member shall have power to sign all documents on behalf of the Group. Only two signatures shall be required. The Chairman shall be authorized to effect internet banking.
- 6.6 The Annual Financial Statements shall be signed by an Auditor as deemed necessary by the Committee
- 6.7 Upon dissolution of the Group, after the satisfaction of all its liabilities, the remaining assets will become the property of the South African Veterinary Association.

7. **MEETINGS**

- 7.1 The Committee will meet as and when determined by the Chairman at a time and place agreed by the Committee. Ideally 3 telephonic and one general meeting annually.
- 7.2 Five Veterinary members of the Committee will form a quorum for all Committee meetings.
- 7.3 **Annual and Special General Meetings**
- 7.3.1 The Annual General Meeting shall be held within six calendar months of the Financial year end.
- 7.3.2 Notice of the Annual General Meeting shall be posted to all members at least twenty one days before the date of the meeting.
- 7.3.3 A Special General Meeting may be convened by the Committee at its discretion or within twenty one days of receipt of a written application by fifteen or more members in good standing. Such application shall state the reason for the meeting and the resolutions to be moved there at.

- 7.3.4 Notice for a Special General Meeting shall be as for an Annual General Meeting and shall contain the reason for the meeting and the resolutions to be moved there at.
- 7.3.5 At an Annual General Meeting or Special Meeting, a quorum shall consist of TEN PER CENT of fully paid up members of the Group. Proxy Votes will be taken into consideration as part of the quorum.
- 7.3.6 At a General Committee Meeting a quorum shall consist of five elected or co-opted Veterinary members.
- 7.3.7 At an Annual General Meeting if a quorum by person or proxy is not present within fifteen minutes of the appointed time, the meeting shall stand adjourned for fifteen minutes following which the members present shall form a quorum and shall be empowered to deal with the business of the meeting and notified on the Agenda.
- 7.3.8 At a Special General Meeting, if a quorum by person or proxy is not present within fifteen minutes after the appointed time the meeting shall be declared null and void.
- 7.3.9 Voting rights of Membership Meetings shall be restricted to members in good standing.

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8. ALTERATIONS TO THE CONSTITUTION

- 8.1 or a Special General Meeting called for that purpose.
 - 8.1.2 Notice of such a meeting shall be in writing and posted to all members not less than twenty one days before the date appointed and must contain the alterations proposed.
 - 8.1.3 No alteration to the Constitution or rescission of a resolution taken at an Annual General meeting or Special Meeting will be valid unless ten per cent of the total membership cast their votes and at least two thirds of the votes cast are in favour of the resolution. Members may vote by proxy.

8.2 DISOLUTION OF THE GROUP

- 8.2.1 The Group shall be dissolved if at least two thirds of the members present and voting at a General Meeting of members convened for the purpose of considering such a matter are in favour of dissolution. Not less than twenty one days notice of such a meeting shall be given (item 7.4.4) and the notice shall state clearly that the question of dissolution of the Group and the disposal of its assets will be considered.
- 8.2.2 If there is no quorum at such a General Meeting, the meeting shall stand adjourned without further notice to the same time and day in the following week when the business set down shall be proceeded with irrespective of whether a quorum is present or not.
- 8.2.3 Upon dissolution of the Group all Minute Books, records and other assets will be secured and handed over to the Federal Council at the South African Veterinary Association (see item 6.7.)

9. APPROVAL AND ACCEPTANCE BY THE GROUP

CHAIRMAN: DR. K.P. STEVENS

SIGNATURE: _____

SECRETARY: MRS.T.OGILVIE

SIGNATURE: _____

DATE: 1ST NOVEMBER 2009