

# The North of Ireland Veterinary Association



## RULES

### 1. Title

The Association shall be known as “The North of Ireland Veterinary Association” (NIVA).

The North of Ireland Division of the British Veterinary Association shall be an integral part of this association and will consist of all members who hold British Veterinary Association (BVA) membership.

The Executive Officers of the North of Ireland Veterinary Association (NIVA) shall hold corresponding offices in the Division (see Rule 17 (a))

### 2. Objects

The Association was inaugurated on 25<sup>th</sup> January 1907 for the promotion and advancement of veterinary and allied sciences, and for the furtherance of the status and prestige of the veterinary profession.

The purpose of the Association remains unchanged today.

### 3. Constitution

The Association shall consist of -

- (i) Ordinary Members
- (ii) Ordinary Associate Members
- (iii) Senior Members
- (iv) Honorary Members
- (v) Honorary Associates

### 4. Council

The Council shall consist of a President, two Vice-Presidents (one of whom shall be the immediate past President), a Treasurer, a Secretary (or Secretaries), a Press Officer, and nine other members, all of whom shall be elected.

The Association of Veterinary Surgeons Practising in Northern Ireland (AVSPNI), the British Small Animal Veterinary Association (N I Region) and the Veterinary Officers Association may each nominate one member to serve on Council.

In addition, NIVA members on Royal College of Veterinary Surgeons (RCVS) Council, the British Veterinary Association Council, or the Veterinary Products Committee may be *ex officio* members of the NIVA Council (see also Rule 17).

### 5. Ordinary Membership

Each candidate for admission to Ordinary Membership of the Association shall hold a qualification registerable with the Royal College of Veterinary Surgeons and shall be proposed by a member at a general meeting.

Such candidate whose name is duly seconded shall be declared elected at the same meeting of the Association if no other member raises an objection to his election.

In the event of a ballot being taken, a two-thirds majority will suffice to declare his election.

The Secretary shall inform the candidate of his/her election and furnish him/her with a copy of the Rules of the Association.

## **6. Ordinary Associate Membership**

Ordinary Associate Membership may be offered to those who are not veterinarians.

Each candidate for admission to Ordinary Associate Membership shall be proposed by an Ordinary Member at a general meeting. Such candidate whose name is duly seconded shall be declared elected at the next meeting of the Association if no other member raises an objection to the election.

In the event of a ballot being taken a two-thirds majority will suffice to declare his/her election.

The Secretary shall inform the candidate of his/her election and furnish them with a copy of the Rules of the Association.

Conditions applying to Ordinary Associate Membership –

- (a) Subscriptions shall be payable at the same rate and under the same conditions as for Ordinary Members (Rule 11).
- (b) Ordinary Associate Members shall not have any voting rights and may take no part in the administration of the Association. They may however participate in all scientific and social sections of the Association's activities.
- (c) Ordinary Associate Members shall not in normal circumstances be eligible for nomination to Council but may be co-opted on an annual, *ex officio* basis in accordance with Rule 17 (g).

## **7. Senior Membership**

Ordinary members who have reached the age of 65 or who have retired from full-time active veterinary work shall of right be granted the title of Senior Member.

Such members, having notified the Treasurer in writing, shall pay 20% of the Ordinary Membership subscription but shall retain all the rights and privileges of Ordinary Membership.

## **8. Honorary Membership**

Such eminent professional and scientific persons and others who have rendered distinguished service to the Association or to the veterinary profession, or to the advancement of veterinary science may be elected Honorary Members by a General Meeting of the Association on the recommendation of the Council.

Non-veterinary Honorary Members shall not in normal circumstances be eligible for nomination to Council but may be co-opted on an annual, *ex officio* basis in accordance with Rule 17 (g).

Honorary Members who are veterinarians will be eligible for election to Council, if nominated and agreed by the Association at an Annual General Meeting in accordance with Rule 17 (a), (b), (d) & (e).

Conditions attaching to Honorary Membership -

Honorary Members shall be -

- (a) nominated in writing for election. This nomination must be submitted to Council for consideration and approval before being offered for election at a general meeting.
- (b) entitled to the privileges, rights and powers possessed by Ordinary Members of the Association. However the annual subscription will not be payable.
- (c) distinguished by the title "Honorary Member of the North of Ireland Veterinary Association".

## 9. Honorary Associate-ship

- (a) Honorary Associate-ship may be offered to such eminent professional and scientific persons and others, who in the opinion of the Council, will confer honour on or advance the interests of the Association.

Such individuals may, on the recommendation of the Council, be elected Honorary Associates by an Annual General Meeting, until the conclusion of the next AGM of the Association.

Every such Honorary Associate shall on the recommendation of the Council be eligible for re-election as an Honorary Associate at the next Annual General Meeting of the Association, following his/her appointment or re-appointment.

Failing such re-election he/she shall cease to be an Honorary Associate at the conclusion of that AGM.

Honorary Associates shall not in normal circumstances be eligible for nomination to Council but may be co-opted on an annual, *ex officio* basis in accordance with Rule 17 (g).

- (b) when elected, an Honorary Associate shall not pay a membership fee, shall not have any voting rights and shall take no part in the administration of the Association.

Honorary Associates may however take an active part in all scientific and social sections of the Association's activities.

- (c) the individual shall be distinguished by the title "Honorary Associate of the North of Ireland Veterinary Association".

## 10. Addresses

For all purposes of the Association, the name and address of every member may be kept in a book by the Treasurer. It may also be noted in the book, which members hold membership of the British Veterinary Association.

Names and addresses of members may also be kept on a computer file to be used for the preparation of addressed labels necessary for Association correspondence.

## 11. Subscription

- (a) The annual subscription shall be payable in full by the 31<sup>st</sup> March each year, ordinarily by Direct Debit drawn down from the 1<sup>st</sup> March following the AGM .

- (b) Membership and associated Fees shall be related to the year beginning with the AGM

- (c) Members paying Fees by Direct Debit shall be entitled to a 5% reduction on the Annual (non-concessionary) Rate

- (d) Full NIVA members who are also currently fully paid up members of AVSPNI shall be eligible for a 10% discount on their membership fees on a year-by-year basis.

- (e) Practice Principals paying for Practice Associates etc shall list all individuals covered by such payment at the time of payment

- (f) Such written notification may be treated as a formal proposal for Ordinary Membership (in terms of Rule 5) and shall in such cases be considered at the General Meeting following receipt

- (g) The Honorary Treasurer shall from time to time report to the Council any member who is in arrears with his / her subscription, and the Council shall take whatever action is deemed advisable.

- (h) Any member whose subscription is two years in arrears shall automatically cease to be a member, and shall not be eligible for re-election until such arrears have been paid.

- (i) Where membership is not fully paid by the day before the AGM, membership shall be suspended.

(j) "Suspended" members shall be eligible for circulation with all relevant NIVA mailings etc; but shall not be eligible to participate in any Proceedings of the Association (including the AGM).

(k) Non members, and those whose membership is suspended, shall contribute to the cost of any CPD meetings attended at the rate of 33% of the current membership fee per session.

(l) Where membership is suspended, it shall cease completely if not fully paid (including all arrears) by the day before the following AGM

(m) None of the rules (h) through (l) shall apply to members qualified prior to 1960.

## **12. Resignation**

Any member wishing to resign from the Association shall give written notice of his intention prior to the Annual General Meeting held in January. Such resignation shall be read at that meeting.

## **13. Expulsion**

The Association shall, by a majority of at least three-fifths of the votes of those present and upon recommendation of the Council, call upon any member to resign. Any member so called upon and failing to do so within one month, shall cease to be a member of the Association.

## **14. Dates of Meeting**

Four general meetings of the Association shall be held each year, these to be held in the Spring, Summer, Autumn and Winter.

They will be convened by circular indicating the time and place of the meeting, the paper to be considered, and such other business as may be put forward for consideration.

Such circulars shall be posted at least 10 days prior to the meeting (see also Rule 19)

## **15. Order of Business**

The Order of Business will normally be –

- (a) Reading the Minutes of the last General Meeting;
- (b) Signing the Minutes by the President, if approved;
- (c) Reading an account of the business at the most recent Council Meeting(s);
- (d) Correspondence;
- (e) Election of New Members and Proposed New Members;
- (f) Any Other Business;
- (g) The introduction and consideration of any other matter at the discretion of the President;
- (h) Reading of Paper, followed by discussion and examination of exhibits, if any.

## **16. Time of Elections**

The Winter Meeting shall be considered the Annual General Meeting, at which election of Officers and Council shall take place.

## **17. Election of Officers and Council Members**

- (a) There shall be elected annually a President-Elect, who shall be Junior Vice President during his year of election, and shall become President the following year.  
The election of an Honorary Treasurer, an Honorary Secretary, an Honorary Press Officer and three members of Council will also take place each year.  
It is obligatory for the Association's Executive Officers to be members of the British Veterinary Association.
- (b) Nominations, in writing, must be transmitted to the Honorary Secretary not less than two days prior to the Annual General Meeting.
- (c) The Secretary, Press Officer and Treasurer shall be eligible for re-election each year.
- (d) Members of Council will serve for the three years following their election and are then ineligible for re-election until one year has passed.
- (e) All the above elections shall take place by ballot.
- (f) Members of Council nominated by the three associations mentioned in Rule 4 must be members of the North of Ireland Veterinary Association and shall be nominated annually, subject to the provisions of Rule 17 (d). Such nominations shall be notified in writing.
- (g) Council may co-opt from time to time additional *ex officio* member(s), if the expertise of the said member(s) is considered necessary to execute Council business effectively.

## **18. Scientific Papers**

Persons who read Papers to the Association may be asked by the Association to furnish a written account of the Paper for publication.

## **19. Special Meetings**

The President shall instruct the Secretary to convene a special meeting of the Association when he deems it necessary, and at all times on the requisition of ten members.

## **20. Council Meetings**

Meetings of the Council shall be held at the discretion of the President and Secretary, at such a time and place as they may determine.

## **21. Quorums**

At a meeting of the Council five shall constitute a quorum, while twenty-five shall be a quorum for general and other meetings of the Association.

## **22. Duties and Authority of the President**

The duties of the President shall be to declare the meetings open, preside thereat, regulate all proceedings of the Association and Council, state and put questions, maintain order, see to the execution of the provisions of the Rules of the Association, and adjourn or close the meeting on the conclusion of the proceedings. It shall be his duty to deliver introductory or valedictory addresses at meetings. The President may also give an address at the Annual General Meeting if he so desires (see also Rules 4, Council; 15 (b) & (g), Order of Business; 16, Business at the Annual General Meeting; 19, Special Meetings; 20, Council Meetings; 23, Voting; & 25 – 29, Conduct of Debate).

## **23. Voting**

When a vote is taken the President shall in cases of equality have a casting vote, in addition to his vote as a member.

#### **24. Occupation of the Chair at Meetings**

In the absence of the President, one of the Vice-Presidents, or in their absence a member, shall be selected to take the chair, and he shall be invested with all the powers of the President during such occupancy.

#### **25 – 29. Conduct of Debate**

25. The ruling of the President in all subjects under discussion shall be considered final; but he may, should he consider fit, or should such a course be proposed and seconded by any members present, take the feeling of the meeting on any question of controversy.

26. A member in the act of addressing the Association shall rise and first address the President, who shall obtain and maintain for him an orderly and impartial hearing. It shall be the duty of each member to strive earnestly to render these meetings not only agreeable and profitable, but intellectual and scientific.

27. In the event of two or more members rising at the same time to address the meeting in discussion, the President shall name the member who is to receive the attention of the meeting.

28. The President can at any time call upon a member to conclude his remarks, should he in the President's opinion be trespassing on the time of the meeting, or should his language or the substance of his remarks be considered by the President in any way irrelevant or objectionable. If any member finds himself aggrieved at any remark uttered by a member during debate, the attention of the President may be called to same; who shall, if he deem it of sufficient importance, request a withdrawal.

29. No motion shall be discussed until it has been seconded.

#### **30. Treasurer's Duties**

The duties of the Treasurer shall be: -

- (a) to receive the subscriptions of the members and keep a record thereof;
- (b) to pay the Association's accounts;
- (c) to notify any member of the subscription due by him;
- (d) to give notice of defaulters in payment of their subscription to Council;
- (e) to provide an Interim Statement of Account at the Summer General Meeting, and present a final, audited statement at the Annual General Meeting;
- (f) to deposit the funds of the Association as approved by Council;
- (g) to keep a complete list of all the Members & Associates of the Association, and of the N I Division of the BVA, which shall be revised annually.

(See also Rules 6, Senior membership; 11, Subscription; 12, Resignation; 13, Expulsion; & 31, Gratuitous Payments.)

#### **31. Gratuitous Disbursements**

No gratuities shall be paid out of the funds of the Association except on the approval of the Secretary and Treasurer who must explain any such payments at the next Council meeting

#### **32. Duties of Secretary**

The duties of the Secretary shall be -

- (a) to keep books, furnished by the Association, in which shall be entered (1) the Rules of the Association; (2) the minutes of every meeting, including the names of attendant members and the titles of subjects discussed;
- (b) to convene all meetings;
- (c) to carry on the correspondence of the Association, retaining copies for reference.

(See also Rules 5, Election of members; 10, Official Register; 12, Resignation of Members, 14, General meetings; 15, Order of Business; 17, Election of council; 18, Report of Meetings; 19, Special Meetings; 20, Council Meetings; 31, Gratuitous Payments; 34, Alteration(s) of Rules; & 35, Notifying members re Rule 34.)

### **33. Visitors and Guests**

Visitors and guests shall only be members of the veterinary profession, or others introduced by permission of the President.

### **34 & 35. Alteration of the Rules**

34. The alteration or rescinding of any of these rules, or the promulgation of a new Rule, shall take place only at the Annual General Meeting; of which alteration etc, fourteen days' notice shall be given in writing to the Secretary, who when convening the meeting, shall place same on the agenda.

35. In the event of a rule being rescinded or altered, or a new rule added, a printed slip of such alteration shall be forwarded by the Secretary to each member.

### **Notes**

Last Amended 25-01-07