



CONSTITUTION OF THE CARIBBEAN VETERINARY MEDICAL ASSOCIATION

NOVEMBER 5, 2014
CAYMAN ISLANDS



Caribbean Veterinary Medical Association Constitution 2014

	Chapter I Name of the Society
Article I Definition	The Caribbean Veterinary Medical Association hereinafter called the CbVMA, is an Association of Veterinarians functioning in the English-speaking Caribbean and bordering territories of Guyana, Belize and others as may be designated from time-to-time.
Article II Mission Statement	The CbVMA seeks to serve the Caribbean and its neighbours by uniting the Members of the regional Veterinary fraternity through promotion of educational prospects, more and powerful integration into human health and food security, animal welfare, and appreciation and preservation of our natural resources.
Article III Vision	The CbVMA pursues a united group of Veterinary practitioners with common ideals and educational aspirations who act with the highest ethical standards and competence.
	Chapter II Objectives of the CbVMA
Article IV Objectives	<p>The CbVMA seeks to fulfil its Mission by the following means:</p> <ul style="list-style-type: none"> a) the promotion of the welfare of Veterinarians. b) fostering on-going education to keep members abreast of technology and advances in Veterinary Science and its practice. c) exchanging information on matters of importance in safeguarding the health of animals and thereby the health of the human population in the region. d) facilitation of improved methods of breeding, feeding and management of livestock. e) supporting research and development activities aimed at increasing production and productivity and providing nutrients for the region's population. f) encouraging humane methods of dealing with the region's animal population, minimising cruelty and pain. g) guarding against the possible extinction of valuable species of animal life. h) promoting public education and awareness of the work of Veterinarians and to uplift the image of the profession.



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	<ul style="list-style-type: none"> i) promoting inter-disciplinary activities amongst agricultural, medical and other scientific and technical associations for the purpose of sharing and advancing knowledge. j) liaising with international Veterinary Medical Associations and their members and promoting technology transfer and interaction to mutual benefit. k) fostering social interaction between Veterinarians, their families, friends and contemporaries as well as the public at large.
	Chapter III Membership
Article V General Membership	The membership shall comprise the members of National Veterinary Associations and Organizations, Regional Groupings and individual Veterinarians. The main Association, Organization or Geographically definable Group in each country shall be the accredited Association, Organization or Group entitled to act as the Representative on the CbVMA's Executive Council for the purpose of carrying on its business.
Article VI	The membership, at the Annual or Biennial General Meeting of members, can, by a majority of two-thirds of the eligible voters present at a meeting constituting a quorum, admit or affiliate any other Association, Organization or Grouping in the region to one of the categories of Membership, for which the entity may be considered to be qualified on condition that such admission or affiliation is deemed to be of benefit to promote the objectives of CbVMA.
	Categories of Membership
Article VII Categories of Membership	There shall be four categories of membership: <ul style="list-style-type: none"> i. Full membership ii. Associate membership iii. Honorary membership iv. Observer status
Article VIII Full Membership	Full membership shall be accorded the National Veterinary Associations and Organizations, Regional Groupings or individuals eligible from those countries or territories defined in Article I .
Article IX Associate Membership	Associate members shall include National and International Associations and Organizations or Groupings and individuals that have an interest in furthering the cause of Veterinary Science. Such membership shall be by way of invitation of the General Membership, or by application. Such application should be received by the Executive Council. The application must be



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	approved by the General Membership with an affirmative vote of two-thirds of the eligible members present at the Annual or Biennial General Meeting.
Article X Honorary Membership	Honorary members shall include individuals who are deemed by the General Membership to be of exemplary character and to have made an outstanding contribution to the development of their respective countries, expanded knowledge, advanced science and technology and contributed to the good of mankind in general and to the region in particular. Such persons should be recommended to the Executive Council at least three (3) months prior to an Annual or Biennial General Meeting to allow the Executive Council to consider the recommendation for the agenda of the Annual or Biennial General Meeting. The general membership shall consider the application, which must be approved by an affirmative vote of two-thirds of the eligible members present.
Article XI Observer Membership	<p>Observers shall be drawn from:</p> <ol style="list-style-type: none"> The student body pursuing recognised courses in Veterinary and related sciences. Commercial organizations, agencies or traders who relate to or service Veterinary Science in some clearly defined way. Scientists and Technologists who are admitted to General Meetings, Seminars and Conferences out of general interest. Other persons as determined from time to time by the General Membership or the Executive Council acting on the behalf of the General Membership <p>The Executive Council or the General Membership shall have the right to suspend observer status when deemed necessary.</p>
	Rights, Privileges and Obligations
Article XII Full Members' Rights	<ol style="list-style-type: none"> Full members shall have the right to attend as the Official Representatives of their National Veterinary Associations, Organizations or Regional Groupings to the Annual or Biennial General Meetings, conferences or seminars in such instances where an executive member of the respective National Veterinary Association, Organization or Regional Grouping is not represented. They possess the right to be heard; and to vote on such matters as are required. They shall comply with the rules and regulations, promote good order and abide by decisions of the General Membership. They shall pay such dues and carry out such obligations and duties as may from time to time be assigned to them by the General Membership or Executive Council.



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Associate Members' Rights	b. Associate members shall have a right to attend Annual or Biennial General Meetings, conferences or seminars and to participate in meetings, conferences or seminars. They have a right to be heard without the right to vote. An exception may be made where such an Associate Member has been accepted by the General Membership as a host or co-host of meetings, conferences, seminars or other specified activity. In such cases, an Associate Member may only vote on matters directly affecting him/her.
Honorary Members' Rights	c. Honorary members have a right to attend Annual or Biennial General Meetings, conferences or seminars and any other functions arranged from time to time. They have a right to be heard without the right to vote.
Observers' Rights	d. Observers may attend such meetings, conferences, seminars and other appropriate functions to which they have been specifically invited. They have no right to be heard or to vote. However, where it is considered that the Observer may have some special knowledge to impart, the Chairman of the meeting may, at his discretion, allow comments on the specific topic.
	Dues
Article XIII Dues	Each full member shall pay such dues as determined by the General Membership from time to time. Determination of the dues shall be by resolution on the agenda of an Annual or Biennial General Meeting.
Article XIV Funds of the CbVMA	The funds of the CbVMA shall be kept in a Commercial Bank in the name of the Association and shall be disbursed for the Association's business only, under the signature of two persons one of whom must be the Secretary/Treasurer.
Audit	The accounts shall be audited annually by auditors appointed at an Annual or Biennial General Meeting; and audited statements shall be presented at the Annual or Biennial General Meetings.
	Discipline
Article XV Disciplinary Procedures	The General Membership, after due recommendation by the Executive Council, may take disciplinary action against any National Veterinary Association, Organization, Regional Grouping or individual. Such action may range from a discreet reprimand to suspension or expulsion, depending on the circumstances.
Article XVI Cessation of Membership	Any National Veterinary Association, Organization, Regional Grouping or individual, on electing to sever ties with CbVMA, must convey such decision in writing to the Executive Council, indicating the reason or reasons for so



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	doing. The matter is to be placed before the immediate succeeding Annual or Biennial General Meeting.
	Chapter IV The Governing Bodies
Article XVII Governing Bodies	CbVMA's governing bodies shall be: <ul style="list-style-type: none"> • The General Membership • The Executive Council
	The General Membership
Article XVIII General Membership	The General Membership is the highest governing body of the CbVMA. It shall be constituted of delegates of each National Veterinary Association, Organization, Regional Grouping and individuals who are not members of any National Veterinary Association, Organization or Regional Grouping. The delegates shall comprise the Officers of the General Membership who preside at the Annual or Biennial General Meetings following the agenda presented by the Executive Council save for the Chairman, who is the President of the Executive Council.
Officers	The Officers of the General Membership shall be chosen solely for presiding at the Annual or Biennial General Meetings and shall be: <ul style="list-style-type: none"> • The Vice-chairman • The Secretary • Committee Chairman where applicable <p>Officers shall be elected at the Annual or Biennial General Meetings.</p>
Article XIX Vote on Non-Policy Matters	A free vote can be allowed by the Chairman of each function on matters that require a non-policy decision only.
Article XX Voting on Policy Matters	On matters of policy, each delegation must name a head or alternate and shall have the right to one vote only per National Veterinary Association, Organization or Regional Grouping named in Article VIII .
Policy Matters	Specific matters of policy include: <ol style="list-style-type: none"> i. Election of the Executive of the CbVMA for two years, or until the next regular Annual or Biennial General Meeting is held. ii. Determination of the venue of the Annual or Biennial General Meeting.



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	<p>iii. Nominating the Regional Representative to the Commonwealth Veterinary Association for two years or until the next regular Annual or Biennial General Meeting is held.</p> <p>iv. Nominating the Regional Representative to other international bodies or events for specified periods.</p> <p>v. Such matters as require the commitment of National Veterinary Associations, Organizations or Regional Groupings.</p>
Article XXI Quorum for General Non-Policy Vote	A quorum for the purpose of a non-policy vote shall be one-third of the delegates registered at the particular meeting. Decisions shall be by simple majority unless otherwise stated. The Chairman shall have a casting vote.
Article XXII Quorum for General Policy Vote	A quorum for the purpose of a policy decision shall be two-thirds of the delegations listed in Article VIII . The Chairman will determine whether voting will be by secret ballot or by show of hands and shall have a casting vote.
Article XXIII Chairman and Casting Vote	The Chairman of the Annual or Biennial General Meeting shall be the President of the Executive Council. In his or her absence, the Vice-President or other senior member of the Executive Council shall chair. The Chairman shall have a casting vote.
Article XXIV Nominations to Executive Council	The General Membership shall be responsible for receiving nominations from delegations listed in Article VIII , of individuals to serve on the Executive Council. Each geographical location listed in Article VIII will have one representative on the Executive Council. However, where there is duplication, the duplicate will have no vote.
Article XXV Voting by Proxy	The official Executive Council delegate, if unable to attend the Annual or Biennial General Meetings, may delegate his or her duties by proxy to a third person or cast his or her vote by mail or email.
Article XXVI Timing, Venue of Annual or Biennial General Meetings' Alternate Venues	Annual or Biennial General Meetings will be held at any time between one to approximately two years from the date of the prior Meeting, at a place to be determined by the General Membership or the Executive Council in consultation with the host country. An alternate site in the event of unforeseen circumstances will be sought by the Executive Council in consultation with delegates. Extraordinary General Meetings may be called from time to time as the Executive Council sees fit. Travel and subsistence to such meetings will be the responsibilities of the respective delegations.
	Chapter VI The Executive Council
Article XXVII	The Executive Council shall be made up of a committee chosen by Policy Vote at the Annual or Biennial General Meeting charged by the General



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Membership of the Executive Council	Membership to manage the affairs of the CbVMA for the period between Meetings.
Article XXVIII Tenure of Membership	Executive Council members shall serve for two years or until the next regular Annual or Biennial General Meeting in extraordinary circumstances. Members will be eligible for re-election providing their delegation re-nominates them at the Annual or Biennial General Meetings.
Article XXIX President	The President shall be elected at the Annual or Biennial General Council Meeting. Such person will assume the Presidency of CbVMA for the ensuing two years or until the next regular Annual or Biennial General Meeting is held.
Article XXX Vice-President	A Vice-President shall be elected. Such person will carry out specific duties as determined by the Executive Council, and shall act as President in the President's absence.
Article XXXI Immediate Past-President	The Immediate Past-President shall be an ex-officio member of the Executive Council for two years or until the next Annual or Biennial General Meeting is held in extraordinary circumstances.
Article XXXII Other Members of the Executive Council	<p>Members of the Executive Council should also include:</p> <ul style="list-style-type: none"> • Secretary • Treasurer • Public Relations Officer • Elected delegates from each delegation listed in Article VIII <p>With the exception of the elected delegates that are chosen by the individual delegations, the other Members of the Executive Council shall be chosen by Policy Vote at the Annual or Biennial General Meeting and must, including President and Vice-President consist of delegates from no less than three (3) distinct delegations listed in Article VIII.</p>
Article XXXIII Functions of the Executive Council	<p>The Executive Council's functions are:</p> <ol style="list-style-type: none"> a. to ensure that the necessary administrative steps are taken to achieve the objectives stated in Article II. b. to enhance the level of communication between the CbVMA's entities so as to improve the effectiveness of the Association. c. to manage the assets and income of the CbVMA. d. to set annual or biennial dues. e. to seek financing and subventions.



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	<ul style="list-style-type: none"> f. to propose rules and regulations to facilitate the management of the CbVMA's affairs. g. to propose the dates and places of Annual or Biennial General Meetings and other meetings of members. h. to disburse the funds of the CbVMA, acquire equipment, literature and other supplies, establish necessary offices and have the accounts of the CbVMA audited annually. i. to elect, appoint and employ such officers, agents, employees, and sub-committees as the Executive Council shall deem necessary or desirable and to delegate such powers as may lawfully be delegated.
Article XXXV Executive Council Meetings	The Executive Council shall meet within 24 hours of being constituted by the General Membership for the purpose of plotting its strategies for the term. A quorum shall be two-thirds of those nominated at the Annual or Biennial General Meeting. Thereafter, Special Meetings of the Executive Council may be held, at which one-third of those nominated, or their alternates will constitute a quorum. Meetings may include any method of immediate visible or audible communication over long-distances, where decisions can be taken instantaneously and the quorum is achieved simultaneously. Notice of meetings shall be given in a manner to be determined by the Executive Council. Voting shall be by simple majority. The President shall have a Casting Vote.
Article XXXVI Vacancies	Vacancies occurring on the Executive Council for whatever reason may be filled by an alternate from the delegation in which the vacancy has occurred for the unexpired portion of the term by vote of the remaining members of the Executive Council, including the President and Vice-President.
	Chapter VII Annual or Biennial General Meetings
Article XXXVII General Meeting of the CbVMA	A General Meeting of the General Membership of the CbVMA shall be held annually or biennially at the CbVMA Conference. All members are entitled to attend.
Article XXXVIII Venue of the Annual or Biennial General Meeting	<p>The venue of the Annual or Biennial General Meetings should be determined at the current Annual or Biennial General Meeting by Policy Vote of the General Membership, or in lieu of such a decision, by the Executive Council.</p> <p>Notice of the Meeting should be given no less than six (6) months prior to the scheduled Meeting.</p>



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Article XXXIX Agenda of the Annual or Biennial General Meeting	The Agenda of the Annual or Biennial General Meeting is the responsibility of the Executive Council, and shall of necessity include the discussion of fees of subscription, proposed changes to the constitution, election of the Executive Council, review of audited annual financials and the choice of venue for the next Annual or Biennial General Meeting and Conference.
Article XL Planning and Execution of the Annual Biennial General Meeting	The succeeding Annual or Biennial General Meeting is to be planned and executed by any delegation which meets the criterion in Article VIII . The delegation should volunteer for this honour, and the decision of venue should be by Policy Vote by General Membership. Where no group volunteers, the Executive Council should choose the next venue. The Executive Council must give special written instruction and permission for the National Veterinary Association or other delegation to plan and execute the Annual or Biennial General Meeting and conference. The previous delegation responsible for having executed the Annual or Biennial General Meeting, must provide all associated information useful to the successive delegation in the planning and execution of the next conference within three (3) months of the end of the last conference.
Article XLI Distribution of Funds Earned at Conference	25% of surplus earned from the hosting of the Annual or Biennial General Meeting and conference should be handed from the host delegation to the Executive Council of the CbVMA for the successful execution of its objectives.

RATIFIED BY THE MEMBERS PRESENT AT THIS GENERAL MEETING OF THE CARIBBEAN VETERINARY MEDICAL ASSOCIATION HELD ON NOVEMBER 5th, 2014 AT THE CAYMAN ISLANDS.

Dr. Paul Crooks
President

Dr. Nigel Elliott
Secretary