



The Constitution of The Shelter and Charity Veterinary Association

1. The Association shall be called "The Shelter and Charity Veterinary Association" (SCVA), founded as "The Association of Charity Vets" (ACV).
2. The Association shall be affiliated to the British Small Animal Veterinary Association.
3. The objects of the Association shall be:
 - a. to share best practice between veterinary surgeons, veterinary nurses and veterinary students working with and for animal welfare charities or in animal rehoming establishments; as well as those providing charitable and pragmatic veterinary care in other settings.
 - b. to organise continuing professional development meetings and resources on topics relevant to members;
 - c. to promote evidence-based charity and shelter veterinary medicine;
 - d. to encourage education and research relevant to veterinary surgeons, veterinary nurses and veterinary students working with and for animal welfare charities or in animal rehoming establishments;
 - e. to provide an information resource for veterinary surgeons veterinary nurses and veterinary students working for, or with an interest in, animal welfare charities or in animal rehoming establishments;
 - f. to provide advice on policies for animal welfare charities and animal rehoming establishments.

Membership

4. There shall be four categories of membership:
 - a. **Ordinary members**
 - i. shall be current Members of the Royal College of Veterinary Surgeons or Registered Veterinary Nurses; or the equivalent in their country of practice.
 - ii. Ordinary members may attend and vote at General Meetings of the Association.
 - iii. There may be different membership subscription rates for veterinary surgeons and veterinary nurses.
 - b. **Honorary members**
 - i. may be nominated by the Committee for election at a General Meeting of the Association.

- ii. Honorary Membership will normally be bestowed on persons, both members and non-members, for services to the benefit of charity and shelter veterinary medicine.
 - iii. Honorary Members may attend and vote at General Meetings of the Association.
 - iv. Honorary Members shall not pay an annual subscription or be elected to the Committee.
 - v. Terms and conditions for honorary membership not covered by this constitution are to be decided by the committee.
- c. **Associate members**
- i. shall be persons who are not members of the veterinary or veterinary nursing professions but who have an interest in shelter medicine.
 - ii. Application for membership shall be approved by the Committee prior to acceptance.
 - iii. Associate members may attend General Meeting of the Association but may not vote.
- b. **Student members**
- i. shall be registered veterinary or veterinary nursing students, including post-graduate students.
 - ii. Student members may attend and vote at General Meetings of the Association.
 - iii. Student members can be elected to the committee.
5. Application for membership shall be made on a form laid down by the Committee and must be accompanied by the appropriate annual membership fee.
6. If any Member has failed to pay the subscription for more than one year, at the discretion of the Committee, it may be considered that his/her membership has lapsed, and their name removed from the membership list. Membership may be terminated at the request of the member. A General Meeting of the Association may terminate a person's membership if a majority of those attending and entitled to vote agree to do so.
7. Student societies with similar objects to the association can be affiliated to the association under terms decided by the committee.

Finance

8. All Members except Honorary Members shall pay an annual subscription. The cost of subscriptions for each category of membership shall be decided annually by the Annual General Meeting of the Association.
9. The Treasurer shall receive, for the use of the Association, all money payable to it which may include sponsorship from commercial companies and from such money shall pay all sums payable by the Association. He/she shall keep account of all such receipts and payments in the manner directed by the Committee. All money received by the Association shall be paid in the name of the Association into such bank as may be decided on by the Treasurer. All cheques shall be signed by the Treasurer or Secretary or by such persons as the Committee shall decide.
10. The accounts shall be examined annually by a person or persons who shall be approved at the Annual General Meeting of the Association.

11. The Treasurer shall prepare a statement of the Association's annual accounts, which shall be circulated to Members and presented at the Annual General Meeting for approval.
12. Every Member of the Association undertakes to contribute to the assets of the Association. In the event of the same being wound up during the time he/she is a Member, or within one year afterwards, Members are liable for payment of the debts or liabilities of the Association contracted before the time at which he/she ceases to be a Member, and of the costs, charges and expenses of winding up the same, such amount as may be required not exceeding five pounds.
13. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property or money whatsoever, the same shall be given or transferred to the BSAVA or some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property amongst its or their Members. Any monies shall not be paid to or distributed among the Members of the Association.

Officers and Committee

14. The Officers of the Association shall be the Chairperson, Secretary and Treasurer who shall all be Ordinary or Honorary members of the Association. Each shall be elected at an Annual General Meeting of the Association and shall serve for a term of three years. They may be re-elected for a further two terms of office.
15. There shall be up to eight members of the Committee, in addition to the Officers, elected from the members at least one each of whom shall be a veterinary nurse member and one a student member. They shall be elected at the Annual General Meeting and serve for a term of three years. They may be re-elected at a subsequent Annual General Meeting without limit.
16. If any Officer or Committee Member prematurely vacates office, an election to fill the vacancy may be held, either by the Committee, or by ballot at the following Ordinary General Meeting; the Member elected by the committee shall fill this office until the next General Meeting; the member elected at a General Meeting will serve a full term of office.
17. The quorum for Committee meetings shall be the greater of three persons or 25% of the Committee including Officers.
18. Officers and Committee Members shall be reimbursed for travel, meal, and other reasonable expenses incurred on behalf of the Association, at the rates agreed by the Committee.
19. Sub-committees may be formed as required. The Terms of Reference for these sub-committees will be approved by the main ACV committee.

Meetings

20. The Association shall hold an Annual General Meeting at least once in every fifteen months.
21. Notice of any General Meeting that is to include an election for Office or Committee or any formal Resolution shall be circulated to all Members at least 42 days before the meeting. The notice shall include a request for nominations. It shall also include a request for Resolutions to be considered at the meeting.

22. The quorum for any General Meeting shall be the lesser of fifteen members or 25% of those entitled to attend and vote.
23. Any vote at any meeting of the Association shall be determined by a simple majority except a Resolution amending the Constitution which shall require a two thirds majority of those attending. In the event of a tied vote the person nominated to chair the meeting shall have a casting vote.

Constitution

24. No amendment shall be made to this Constitution except by two-thirds majority of those voting Members present and voting at a General Meeting of the Association. Notice of a Resolution intending to alter a Rule or Rules shall be given to the Secretary at least 28 days before a General Meeting and the Secretary shall include the Resolution in the notice convening the meeting.
25. The Committee may make, add or alter procedures (not inconsistent with this Constitution) for the conduct and regulation of their meetings and the administration of the Association.

Termination of the Association

26. A proposal to wind up the Association shall be put to a General Meeting of the Association, which may in this case be an Extraordinary General Meeting, called for the specific purpose of considering the termination of the Association. The quorum shall be the same as for an Ordinary Meeting. A resolution to wind up shall be carried by a majority of a least two-thirds of the Ordinary and Honorary Members present and voting. Any surplus funds carried in the name of the Association shall be disposed of as decided by the Committee which is compatible with paragraph 12.