



**Alberta Veterinary Medical Association Bylaws
February 2024**

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BYLAWS OF THE ALBERTA VETERINARY MEDICAL ASSOCIATION

1. DEFINITIONS

In the Bylaws, except as otherwise expressly provided, or the context otherwise requires:

- 1.1. “Act” means the Veterinary Profession Act, R.S.A. 2000, c.V-2 as amended from time to time;
- 1.2. “Animal Health Technology Student Member” means an individual who is enrolled in a Canadian Veterinary Medical Association (CVMA) accredited program of study in animal health technology and who is a member of the Association;
- 1.3. “Association” or “ABVMA” means the Alberta Veterinary Medical Association;
- 1.4. “Council” means the Council of the ABVMA established pursuant to Section 7 of the Act;
- 1.5. “Delegate” is the act by a Registered Veterinarian, in accordance with the bylaws, of assigning a veterinary medical procedure to an appropriately trained, registered, and supervised individual;
- 1.6. “Ex-Officio Member of Council” is an ex-officio member of Council as described in ‘Council Policy – Ex-Officio Members’;
- 1.7. “Final Year Student Member” means a veterinary student who is enrolled in and eligible to begin the final year of a professional degree program in veterinary medicine that is accredited by the Council on Education of the Canadian and American Veterinary Medical Associations;
- 1.8. “In Camera” refers to a closed or private session of Council or other legislated committee of the Association;
- 1.9. “Non-Final Year Student Member” is an individual enrolled in a program of study recognized by Council of the ABVMA leading to a professional degree in veterinary medicine at a level prior to the final year of study, or a final year student in a veterinary program that is not accredited by the Council on Education of the Canadian and American Veterinary Medical Associations;
- 1.10. “Non-Legislated Committee” includes advisory committees, standing committees and task forces;
- 1.11. “Other Member” means a person who is granted membership in the Association who is not a Registered Veterinarian or a Registered Veterinary Technologist;
- 1.12. “Public Member of Council” is a voting member of Council as described in section 8(1) (c) of the Act;
- 1.13. “Registered Veterinarian” means a Restricted Veterinarian or an Unrestricted Veterinarian. Registered Veterinarians are entitled to engage in the practice of veterinary medicine;
- 1.14. “Registered Veterinary Technologist” means an individual who is registered with the Association as a technologist in accordance with the Veterinary Profession General Regulation section 8, and is entitled to engage in the practice of veterinary medicine;

- 1.15. "Regulated Member" means all members of the Association, including registered members and permit holders;
- 1.16. "Regulation" or "General Regulation" means the Veterinary Profession General Regulation in force under the Act;
- 1.17. "Responsible Veterinarian" is the unrestricted registered veterinarian appointed by the VPE owner who has the ultimate authority over the VPE including being appropriately informed with respect to all aspects of the veterinary practice. The Responsible Veterinarian provides overall guidance to the operation of the VPE ensuring compliance with the Veterinary Profession Act, General Regulation, ABVMA Bylaws and all Guidelines, is the overall decision-maker with respect to the operations of the VPE and has taken responsibility and signed the PIPS documentation, verifying its accuracy to the ABVMA. The Responsible Veterinarian is responsible for all aspects of the practice of veterinary medicine of a permit holder.
- 1.18. "Restricted Veterinarian" means an individual who holds a certificate of registration to engage in the practice of veterinary medicine under the Act and whose class or category of registration is designated by the Regulations as restricted;
- 1.19. "Supervision" is the degree of oversight and responsibility that veterinarians undertake when they delegate a veterinary medical procedure to a registered individual who does not possess entitlement to the entire scope of veterinary practice, such as registered veterinary technologists, restricted registered veterinarians and supervised limited practice registered veterinarians.
- 1.20. "Unrestricted Veterinarian" means an individual who holds a certificate of registration and an annual certificate to engage in the practice of veterinary medicine under the Act and whose class or category of registration is not designated by the Regulations as restricted;
- 1.21. "Veterinarian Member of Council" is a member of Council as described in section 8(1) (a) of the Act and who is elected in accordance with the bylaws;
- 1.22. "Veterinary Technologist Member of Council" is a member of Council as described in section 8(1) (b) of the Act and who is elected in accordance with the Bylaws;
- 1.23. "Veterinary Practice Entity (VPE)" is the total of buildings, equipment and supplies, registered veterinarians, registered veterinary technologists, support personnel and necessary documents that exist for the purpose of supplying veterinary services, regardless of whether or not the operation has a fixed geographic address and location to which the public attends;
- 1.24. "Voting Member" means an individual member of the Association who is given the right by the Bylaws to vote;
 - 1.24.1. Veterinarian Voting Members of the Association include:
 - General Practice Registered Veterinarian
 - Time Limited Registered Veterinarian
 - Unsupervised Limited Practice Registered Veterinarian
 - Non-Practicing Veterinarian Member

- 1.24.2. Veterinary Technologist Voting Members of the Association include:
General Practice Registered Veterinary Technologist
Limited Practice Registered Veterinary Technologist
Non-Practicing Veterinary Technologist Members

2. ABVMA – CORPORATION

- 2.1. The ABVMA is a corporation pursuant to s.5 of the Act and has the responsibility to govern the practice of veterinary medicine in Alberta.

3. GOVERNANCE OF THE ABVMA–THE COUNCIL

Roles, Powers and Duties of Council

- 3.1. The Council is established by s.7 (1) of the Act as the governing body of the Association. Council shall manage and conduct the business and affairs of the Association and exercise the powers of the Association in the name of and on behalf of the Association.

Composition of Council

- 3.2. Council shall, in accordance with section 8 of the Act, consist of:
- 3.2.1. Eight Registered Veterinarians who shall be elected in accordance with the provisions of the Bylaws,
 - 3.2.2. Two Registered Veterinary Technologists who shall be elected in accordance with the provisions of the Bylaws, and
 - 3.2.3. Two members of the public appointed pursuant to s.8 (1) (c) of the Act.
 - 3.2.4. Council may appoint to Council such non-voting ex officio members as it deems appropriate, according to Council Policy – Ex-Officio Members.

Nomination of Council Members

- 3.3. Nomination of Veterinarian Members of Council
- 3.3.1. Each Unrestricted Registered Veterinarian in good standing shall be eligible for election as a Veterinarian Member of Council, with exceptions according to the Bylaws.
 - 3.3.2. Council shall publish criteria for knowledge, experience and attributes that are desirable for members seeking election as a Veterinarian Member of Council.
 - 3.3.3. Council shall establish a Nomination Committee.
 - 3.3.4. No later than four months prior to the next scheduled Annual General Meeting, Council

shall in writing call for nominations from eligible members of the Association to fill the terms of Veterinarian Members of Council whose terms are scheduled to end at the conclusion of the next Annual General Meeting. Such call for nominations shall be made to the eligible members of the Association by one of the following: mail, facsimile, electronic means, publication in the Association's newsletter or such other means as Council may deem appropriate.

- 3.3.5. Nominations shall remain open for no less than 30 days from the issuance of the written call for nominations.
- 3.3.6. Nominations shall be in writing. The person nominated for Veterinarian Member of Council must be nominated by two eligible members. Each person nominated shall consent in writing to their nomination. Each nomination and consent must be received by the Nomination Committee on or prior to the date that nominations close.
- 3.3.7. If, upon the closing date for nominations for Veterinarian Members of Council:
 - 3.3.7.1. fewer nominations are received than the number of positions becoming vacant, Council may nominate an Unrestricted Registered Veterinarian, according to the Bylaws,
 - 3.3.7.2. the number of nominated candidates is equal to the number of positions becoming vacant, the nominated persons shall be acclaimed as a Veterinarian Members of Council commencing at the conclusion of the next Annual General Meeting;
 - 3.3.7.3. the number of nominations exceeds the number of positions becoming vacant; Council shall conduct an election for the Veterinarian Member of Council, as set out in sections 3.4.7 to 3.4.14 herein, to elect a Veterinarian Member(s) of Council.

3.4. Nomination of Veterinary Technologist Members of Council

- 3.4.1. Each Registered Veterinary Technologist in good standing shall be eligible for election as a Veterinary Technologist Member of Council, with exceptions according to the Bylaws.
- 3.4.2. Council shall publish criteria for knowledge, experience and attributes that are desirable for members seeking election as a Veterinary Technologist Member of Council.
- 3.4.3. No later than four months prior to the next scheduled Annual General Meeting, Council shall in writing call for nominations from eligible members of the Association to fill the terms of Veterinary Technologist Members of Council whose terms are scheduled to end at the conclusion of the next Annual General Meeting. Such call for nominations shall be made to the eligible members of the Association by one of the following: mail, facsimile, electronic means, publication in the Association's newsletter or such other means as Council may deem appropriate.
 - 3.4.3.1. Nominations shall remain open for no less than 30 days from the issuance of the written call for nominations.
 - 3.4.3.2. Nominations shall be in writing. The person nominated for Veterinary Technologist

Member of Council must be nominated by two eligible members. Each person nominated shall consent in writing to their nomination. Each nomination and consent must be received by the Nominations Committee on or prior to the date that nominations close.

- 3.4.3.3. If, upon the closing date for nominations for Veterinary Technologist Members of Council:
 - 3.4.3.3.1. fewer nominations are received than the number of positions becoming according to the Bylaws;
 - 3.4.3.3.2. the number of nominated candidates is equal to the number of positions becoming vacant, the nominated persons shall be acclaimed as a Veterinary Technologist Members of Council according to the Bylaws, commencing at the conclusion of the next Annual General Meeting;
 - 3.4.3.3.3. the number of nominations exceeds the number of positions becoming vacant, Council shall conduct an election for the Veterinary Technologist Member of Council, as set out in sections 3.4.7 to 3.4.14 herein, to elect a Veterinary Technologist Member(s) of Council.

Council Elections

- 3.4.4. In the event that an election is required pursuant to 3.3.6.3 or 3.4.6.3 hereof, at or before 60 days prior to the Annual General Meeting, the Registrar shall provide by mail or electronically to each Voting Member of the Association:
 - 3.4.4.1. a ballot paper or a ballot in an electronic format deemed appropriate by the Council containing in alphabetical order the names of all candidates in the election for Veterinarian Member of Council and/or Veterinary Technologist Member of Council, and may include biographical information about the candidates for election;
 - 3.4.4.2. instructions respecting marking of the paper or electronic ballot and its return to the Association;
 - 3.4.4.3. a ballot envelope; and mailing envelope (if appropriate).
- 3.4.5. The accidental omission to mail or electronically deliver the material referred to in subsection 3.4.7 to, or the non-receipt of the material by any voting member, does not invalidate an election.
- 3.4.6. The Registrar may issue a replacement paper or electronic ballot to any Voting Member who informs the Registrar in writing that their ballot has been misplaced or spoiled or has not been received.
- 3.4.7. Council shall appoint a person or persons to supervise the opening and counting of the paper or electronic ballots and a person to retain custody of the ballots following counting of the ballots.
- 3.4.8. A member's vote is valid and will be counted if and only if it is properly marked in accordance with the instructions provided by Council and is received by the Association

office no later than the deadline set for receipt of paper or electronic ballots.

- 3.4.9. The candidate receiving the most number of votes shall be declared the elected Veterinarian Member of Council or Veterinary Technologist Member of Council as appropriate. In the event of an equality of votes between candidates, a deciding vote shall be cast by the President of the Association.
- 3.4.10. Council shall retain the paper or electronic ballots cast and the record of paper or electronic ballots cast for no less than 60 days following counting of the ballots.
- 3.4.11. Council may establish such further additional procedures with respect to the conduct of an election, as it in its discretion deems appropriate.

3.5. Term of Office

- 3.5.1. Veterinarian Members of Council and Veterinary Technologist Members of Council are elected for a term of three years. The term of an elected member of Council commences at the conclusion of the next Annual General Meeting following that member's election or acclamation to Council and ends at the conclusion of the Annual General Meeting three years later.
- 3.5.2. Notwithstanding 3.5.1, if a Veterinarian Member of Council is elected as Vice-President in their third year on Council, their term shall be extended for two years.
- 3.5.3. A Veterinarian Member of Council elected as Vice-President in their third year on Council is expected to serve as President-Elect in their fourth year and President in their fifth year with the ongoing approval and election by Council under section 3.6.

Officers of the Association

- 3.6. Council shall elect annually from the Veterinarian Members of Council, a President, a President-Elect, a Vice-President, and such other Officers as Council deems advisable for the efficient administration of the Association.

President

- 3.7. The President shall:
 - 3.7.1. preside at the Annual General Meeting and any Special General meetings of the Association, subject to the following provisions:
 - 3.7.1.1. the President is empowered to call to the chair the President-Elect, Vice-President, if present or any other member of Council as they may see fit.
 - 3.7.1.2. in the event that the President is not present at a meeting of the Association within 20 minutes after the hour for which the meeting is called, the President-Elect, if present, shall call the meeting to order and chair the meeting. In the event that the President, President-Elect and Vice-President are absent, the members may elect a chairperson for the meeting.
 - 3.7.2. deliver an Annual Report at the Annual General Meeting;

- 3.7.3. chair all meetings of Council, subject to the following provisions:
 - 3.7.3.1. the President is empowered to call to the chair the -President-Elect, Vice-President, if present or any other member of Council as they may see fit;
 - 3.7.3.2. in the event that the President is not present at a meeting of Council within 20 minutes after the hour for which the meeting is called, the President-Elect, if present, shall call the meeting to order and chair the meeting. In the event that the President, President-Elect and Vice-President are absent, the members of Council may elect a chairperson for the meeting.
- 3.7.4. be a non-voting, ex-officio member of all committees of the Association, with the exception of the Hearing Tribunal, the Complaint Review Committee and the Practice Review Board.

President-Elect

- 3.8. The President-Elect shall:
 - 3.8.1. perform the duties of the President as acting President in the event that the President is absent from the jurisdiction, temporarily unable to perform the duties of President, or if requested to do so by the President;
 - 3.8.2. if the President resigns, or is unable to continue in office, complete the President's unexpired term as President, if the President-Elect consents to so doing;
 - 3.8.3. become, with the ongoing approval of and election by Council under section 3.6, the President for the year immediately following their term as President-Elect.

Vice-President

- 3.9. The Vice-President shall:
 - 3.9.1. perform the duties of the President as acting President in the event that the President and President-Elect are absent from the jurisdiction, temporarily unable to perform the duties of President, or if requested to do so by the President;
 - 3.9.2. if the President-Elect resigns, or is unable to continue in office, complete the President-Elect's unexpired term as President-Elect, if the Vice-President consents to so doing;
 - 3.9.3. become, with the ongoing approval of and election by Council under sec. 3.6, the President-Elect for the year immediately following their term as Vice-President.

Past President

- 3.10. The Past President shall be a non-voting, ex-officio member of Council. The Past President will assist the incoming President, President-Elect, Vice-President and Council members as necessary.

3.11. Council Meetings

- 3.11.1. Council shall hold at least four Council meetings in each calendar year.
- 3.11.2. Council meetings shall be held by order of the President or at the request of a majority of Council members.
- 3.11.3. Council meetings shall be held at such time and place as may be directed by Council and, in the absence of such direction, at such time and place as the President shall designate. In addition to in-person meetings, Council meetings may be held by telephone or other electronic means, by order of the President or at the request of a majority of Council members.
- 3.11.4. The rules of order and procedure at Council meetings shall be the most current edition of Robert's Rules of Order governing meetings of a like nature, except where inconsistent with the Bylaws or any special rules of order that Council may adopt.
- 3.11.5. The voting on matters by Council may be conducted:
 - 3.11.5.1. at any in-person meeting of Council; or
 - 3.11.5.2. with the authorization of the President, by mail, facsimile, telephone, videoconference, electronic or any other acceptable means.
- 3.11.6. A quorum of Council is six of its voting members.
- 3.11.7. A decision of Council shall be made by a majority of those eligible Council members participating in a vote. In the event of an equality of votes, the President shall have the deciding vote.
- 3.11.8. Upon request, the Registrar shall provide to any Regulated Member
 - 3.11.8.1. the details of the time and place of a Council meeting; and
 - 3.11.8.2. a copy of the agenda, and Council meeting package of materials excluding In Camera items for such meeting.
- 3.11.9. Any Regulated Member is entitled to attend to observe a meeting of Council, with the exception of any In Camera discussions of Council. For the purposes of this subsection and s. 3.10.7, any discussion or agenda item with respect to an individual or any matters which Council in its discretion deems to be of a sensitive or personal nature, shall be considered In Camera. Matters discussed In Camera are private and not for public discussion.
- 3.11.10. Any Regulated Member may request that they be allowed to make representations to Council at a Council meeting provided reasonable notice in advance of the meeting is provided of such request. A request to make representations to Council shall not be unreasonably denied by Council.

3.12. Appeals to Council – VPA Part 5

- 3.12.1. Notwithstanding section 3.10.5 with respect to quorum, the Council may specifically delegate its authority to conduct its responsibilities in accordance with sections 44, 44.1 and 45 of the Act to a Committee of Council composed of three Veterinarian or Veterinary Technologist Members of Council and one Public Member of Council as defined in section 3.2 herein.
- 3.12.2. Notwithstanding section 3.10.5 with respect to quorum, the Council may specifically delegate the authority to conduct an appeal from a decision or order of the Practice Review Board (section 12 of the Act) or a review of a decision of the Registration Committee, (section 18 of the Act) or a review from a decision of the Complaint Review Committee, (section 34.1 of the Act) to a Committee of Council composed of three Veterinarian or Veterinary Technologist Members of Council and one Public Member of Council as defined in section 3.2 herein.

Removal of Council Members

3.13. Veterinarian and Veterinary Technologist Members of Council

- 3.13.1. An elected Member of Council automatically ceases to be a member of Council if they cease to be a member of the ABVMA in good standing.
- 3.13.2. Membership on Council shall be terminated upon:
 - 3.13.2.1. receipt of the member's written resignation from the Association;
 - 3.13.2.2. suspension of the member's registration;
 - 3.13.2.3. cancellation of the member's registration.
- 3.13.3. If an elected Member of Council is absent from three consecutive regularly scheduled Council meetings without such excuse as Council in its discretion finds reasonable, Council may, by majority vote, remove such member from Council.
- 3.13.4. If an elected Member of Council resigns or is otherwise unable to retain their office, Council may, in its discretion:
 - 3.13.4.1. appoint another Registered Veterinarian or Registered Veterinary Technologist as appropriate to fill the office for the remainder of that member's term;
 - 3.13.4.2. conduct a vote by the Association membership as described in sections 3.4.7 to 3.4.14 according to the Bylaws, to elect a new Member of Council; or
 - 3.13.4.3. leave the position vacant for the balance of that member's term.

4. LEGISLATED COMMITTEES

General Provisions – Legislated Committees

- 4.1. The Council shall establish such Legislated Committees as are required from time to time by the Act or Regulations. Without limiting the generality of the foregoing, Council shall establish the following legislated committees:
 - 4.1.1. the Registration Committee;
 - 4.1.2. the Practice Review Board;
 - 4.1.3. the Complaint Review Committee;
 - 4.1.4. the Hearing Tribunal; and
 - 4.1.5. the Practice Inspection and Practice Standards Committee.

- 4.2. The following provisions apply to each legislated committee established by the Act or Council:
 - 4.2.1. Registered members shall be appointed by Council;
 - 4.2.2. Registered members shall be appointed for a term of three years, or thereafter until a successor is appointed, and may serve a maximum of two consecutive terms;
 - 4.2.3. no more than one elected member of Council shall be a voting member of such committee at one time;
 - 4.2.4. each committee shall elect a Chair and a Vice-Chair from among its members at the first regularly scheduled committee meeting of each calendar year with appointments to take effect immediately;
 - 4.2.5. in the event of a vacancy in the Chair or Vice-Chair positions, each committee may elect from its members a person to complete any vacant unexpired term as Chair or Vice-Chair;
 - 4.2.6. the Registrar shall be a non-voting, ex-officio member of each such committee;
 - 4.2.7. Council may remove any member of such committee for sufficient cause, including, but not limited to, repeated absences from meetings;
 - 4.2.8. each committee shall meet at least annually or more frequently at the request of the Chair or a majority of members;
 - 4.2.9. each committee shall report to Council upon its request.

4.3. Registration Committee

- 4.3.1. The Registration Committee shall carry out the duties and responsibilities for registration of all members assigned to it in the Act and Regulations.
- 4.3.2. The Registration Committee shall consist of no fewer than five Registered Veterinarians and no fewer than two Registered Veterinary Technologists.
- 4.3.3. All members of the Registration Committee are voting members and the majority of the voting members on the committee shall be Registered Veterinarians.
- 4.3.4. A quorum of the Registration Committee shall be four, or 50% of its members, whichever is greater; the majority of which must be Registered Veterinarians.

4.4. Practice Review Board

- 4.4.1. The Practice Review Board is established by the Act and has the duties and responsibilities set out in the Act.
- 4.4.2. The Practice Review Board shall consist of no fewer than seven Registered members as follows:
 - 4.4.2.1. no fewer than five Registered Veterinarians, and
 - 4.4.2.2. no fewer than two Registered Veterinary Technologists, and
 - 4.4.2.3. one member of the public as described in section 10(1) (c) of the Act
- 4.4.3. All members of the Practice Review Board are voting members and the majority of the voting members on the committee shall be Registered Veterinarians.
- 4.4.4. A quorum of the Practice Review Board shall be four, or 50%, of its members, whichever is greater; the majority of which must be registered veterinarians.
- 4.4.5. In the event that the term of a member or members of the Practice Review Board would otherwise expire prior to completion of a review of a practice, the appointment of such member may continue until the completion of such review.

4.5. Complaint Review Committee

- 4.5.1. The Complaint Review Committee is established by the Act and has the duties and responsibilities set out in the Act.
- 4.5.2. The Complaint Review Committee shall consist of:
 - 4.5.2.1. no fewer than five Registered Veterinarians appointed by Council from the membership list established pursuant to section 9.3(1) of the Act, and
 - 4.5.2.2. no fewer than two Registered Veterinary Technologists appointed by Council from the membership list established pursuant to section 9.3(1) of the Act, and

- 4.5.2.3. that number of members of the public required to total at least 25% of the number of the Veterinarian and Veterinary Technologist Members of the Complaint Review Committee;
- 4.5.3. All members of the Complaint Review Committee are voting members and the majority of the voting members on the committee shall be Registered Veterinarians.
- 4.5.4. The Complaint Review Committee shall conduct itself in accordance with the provisions of Part 5 of the Act.
- 4.5.5. Subject to the Act, a quorum for the Complaint Review Committee shall be four, or 50%, of its members, whichever is greater; the majority of which must be registered veterinarians.
- 4.5.6. In the event that the term of a member or members of the Complaint Review Committee would otherwise expire after that member has commenced review of an investigator's report with respect to a complaint but prior to completion of such review, such member's term may continue until the completion of the review of the investigator's report.

4.6. Hearing Tribunal

- 4.6.1. The Hearing Tribunal is established by the Act and has the duties and responsibilities set out in the Act.
- 4.6.2. Hearing Tribunal members are appointed to sit for a given hearing by the Hearings Director from the list of members approved by Council in accordance with sections 9.3 and 9.4 of the Act.
- 4.6.3. In a hearing regarding a Registered Veterinarian, the Hearing Tribunal shall consist of no fewer than three Registered Veterinarians plus that number of members of the public required to total at least 25% of the number of members of the Hearing Tribunal.
- 4.6.4. In a hearing regarding a Registered Veterinary Technologist, the Hearing Tribunal shall consist of no fewer than two Registered Veterinary Technologists and one Registered Veterinarian plus that number of members of the public required to total at least 25% of the number of Veterinarian and Veterinary Technologist members of the Hearing Tribunal.
- 4.6.5. All members of the Hearing Tribunal are voting members.
- 4.6.6. The Hearing Tribunal shall conduct itself in accordance with the provisions of Part 5 of the Act.
- 4.6.7. In the event that the term of a member or members of the Hearing Tribunal would otherwise expire prior to completion of a hearing with respect to which that member is a member of the panel, such member's term shall continue until the completion of that hearing, including the rendering of any decision.

Practice Inspection and Practice Standards Committee

- 4.7. The Practice Inspection and Practice Standards Committee is established and continued by the Bylaws.
 - 4.7.1. The Practice Inspection and Practice Standards Committee inspects veterinary practice entities (VPEs) pursuant to Part IV of the General Regulation.
 - 4.7.2. The Practice Inspection and Practice Standards Committee shall consist of no fewer than five Registered Veterinarians and no fewer than two Registered Veterinary Technologists.
 - 4.7.3. All members of the Practice Inspection and Practice Standards Committee are voting members and the majority of the voting members on the committee shall be Registered Veterinarians.
 - 4.7.4. A quorum of the Practice Inspection and Practice Standards Committee shall be four, or 50%, of its members, whichever is greater; the majority of which must be registered veterinarians.
 - 4.7.5. The minimum practice standards to which a VPE will be held are set out in the Practice Inspection and Practice Standards Bylaws.
 - 4.7.6. The Practice Inspection and Practice Standards Committee has the authority to inspect all VPEs. A veterinarian or permit holder who refuses to cooperate with an inspector or permit the inspection of a VPE will be reported to the Practice Review Board.
 - 4.7.7. The Practice Inspection and Practice Standards Committee shall determine the manner in which inspections of VPEs shall be carried out. Such inspections may be done on an unscheduled and unannounced basis.
 - 4.7.8. Practice inspectors may be contracted by the ABVMA to carry out inspections of VPEs. The practice inspectors shall be approved by Council. Where possible, practice inspectors shall be familiar with the type of practice to be inspected.
 - 4.7.9. The Practice Inspection and Practice Standards Committee shall make its best efforts to have inspections of each VPE carried out at least once in every three year period.
 - 4.7.10. The Practice Inspection and Practice Standards Committee, as part of its inspection process, may require a VPE to provide to it a written authorization addressed to such pharmaceutical companies, biological suppliers, drug wholesalers and drug distributors that the committee deems fit, directing that the practice purchase records for the appropriate time period be provided to the committee to be reconciled with the facility sales records for that same period.
 - 4.7.11. A Registered Veterinarian or permit holder to whom a Practice Inspection Report has been forwarded shall respond to the Practice Inspection and Practice Standards Committee with respect to any stated deficiencies within one month of receiving the report, stating that any deficiency has been corrected and how it has been corrected, and if it has not been corrected the reasons for not so doing. Failure to do so will result in the PIPS committee reporting the matter to the Practice Review Board.

- 4.7.12. Upon satisfactory completion of the inspection and consideration of the inspector's report by the Practice Inspection and Practice Standards Committee, a Certificate of Quality Assurance which states the basis and limitations of the practice shall be forwarded to the responsible veterinarian who shall then be required to acknowledge and agree in writing to any limitations, if applicable. Further particulars shall be posted in a prominent place available for public viewing within the practice.
- 4.7.13. In the event that a veterinary practice does not meet the minimum practice standards as set out in the Practice Inspection and Practice Standards Bylaws, the Practice Inspection and Practice Standards Committee may refuse to issue a Certificate of Quality Assurance, all practice of veterinary medicine by the veterinary practice entity shall immediately cease, and/or the Practice Inspection and Practice Standards Committee may report the matter to Practice Review Board.

4.8. Names of Practices

- 4.8.1. A Registered Veterinarian, permit holder, facility or other entity offering veterinary services to the public shall, prior to the use of any practice name which the person, permit holder, facility or entity wishes to use, have the practice's name approved by the Practice Inspection and Practice Standards Committee.
- 4.8.2. The Practice Inspection and Practice Standards Committee may refuse to grant permission to use any practice name that in its opinion:
 - 4.8.2.1. is misleading;
 - 4.8.2.2. is in bad taste, self-laudatory, or otherwise contrary to the honour and dignity of the veterinary profession;
 - 4.8.2.3. potentially abuses the trust of members of the public;
 - 4.8.2.4. claims any superiority or guarantee;
 - 4.8.2.5. unless the Registered Veterinarian in the facility is registered as a specialist pursuant to s. 5.1 of the General Regulation, suggests a specialty in the practice of veterinary medicine.
- 4.8.3. In the event the Practice Inspection and Practice Standards Committee refuses to grant permission, it shall provide a written decision with reasons
- 4.8.4. Council may from time to time develop and publish such guidelines with respect to the naming of the veterinary practices as it deems appropriate.
- 4.8.5. A registered veterinarian, permit holder or other entity that intends to offer veterinary services who has submitted a name for approval, may request a review of a decision of the Practice Inspection and Practice Standards Committee under this section to Council. Notice of such a request for review shall be in writing and received within 30 days of the receipt of the decision which shall set out the basis of the review. The registered veterinarian, permit holder or other entity and a representative of the Practice Inspection and Practice Standards Committee may, at

the discretion of Council, make written and/or oral representations to Council with respect to the review, upon Council granting leave to do so.

- 4.8.6. Council shall provide a written decision with reasons with respect to the review.

5. NON-LEGISLATED COMMITTEES

5.1. Roles and Responsibilities

- 5.1.1. Council may establish such non-legislated committees as it deems appropriate.
- 5.1.2. The terms of reference for each non-legislated committee shall be set by Council. A non-legislated committee is responsible and accountable to Council.
- 5.1.3. Council may request a non-legislated committee to provide reports to it from time to time and to provide a report to the membership at the Annual General Meeting.

5.2. Non-Legislated Committee Composition

- 5.2.1. Council may appoint such Regulated Members of the Association as it deems appropriate to a committee.
- 5.2.2. Each committee shall elect a Chair and a Vice-Chair from among its members at the first regularly scheduled committee meeting of each calendar year with appointments to take effect immediately.
- 5.2.3. Council may in its discretion appoint one or more members of the public to a committee as it deems appropriate.
- 5.2.4. Members of non-legislated committees shall be appointed for a term of three years and may serve a maximum of two consecutive terms.
- 5.2.5. Council may in its discretion establish such other term for an individual member of a non-legislated committee as it deems appropriate in the circumstances.
- 5.2.6. Council may appoint one or more Members of Council to be a member of a committee. Such Member of Council may, in the discretion of Council, be appointed as Chair or Vice-Chair of a committee.
- 5.2.7. A person appointed to a committee established by Council shall serve in accordance with the committee's Terms of Reference and related Association policies.
- 5.2.8. Council may remove any member of such committee for sufficient cause, including, but not limited to, repeated absences from meetings.

5.3. Council-Appointed Task Force

- 5.3.1. Upon identifying specific topics that Council needs direction on, members of advisory committees may be asked to participate with Council members and other resource persons on a Task Force or Working Group.
- 5.3.2. The selection of a Task Force shall be based on the specific expertise and experience of the volunteer.
- 5.3.3. Each Task Force will be given a specific mandate, terms of reference and time frame for reporting to Council.
- 5.3.4. The Task force will be considered dissolved upon completion of their mandate and submission of their final report to Council.

6. MEETINGS OF THE MEMBERSHIP

6.1. Annual General Meeting

- 6.1.1. An Annual General Meeting of the Regulated Members of the Association shall be held at least once every calendar year not later than the last day of June.
- 6.1.2. Subject to 6.1.1, the time and place of the Annual General Meeting shall be determined by Council.
- 6.1.3. All Regulated Members of the Association in good standing, with the exception of Non-Final Year Student Members and Animal Health Technology Student Members, are entitled to receive notice of, attend, participate in and make motions at an Annual General Meeting.
- 6.1.4. Only voting members of the Association in good standing are entitled to vote at an Annual General Meeting, according to the Bylaws.
- 6.1.5. Council may in its discretion invite such guests as it deems appropriate to the Annual General Meeting, but such guests shall not be entitled to vote at the Annual General Meeting.
- 6.1.6. Minimum of two months' notice of an Annual General Meeting shall be given to Regulated Members by one of the following methods:
 - 6.1.6.1. letter posted by ordinary mail to the address shown for the member in the Register;
 - 6.1.6.2. publication in the Association newsletter; or
 - 6.1.6.3. by other means considered appropriate by Council.
- 6.1.7. The notice shall specify the place of the meeting, the date of the meeting, and the time that the meeting will be called to order.
- 6.1.8. The Agenda of the Annual General Meeting shall include:

- 6.1.8.1. call to order;
 - 6.1.8.2. presentation of approved minutes of the preceding Annual General Meeting;
 - 6.1.8.3. business arising from the minutes;
 - 6.1.8.4. president's report;
 - 6.1.8.5. registrar's report;
 - 6.1.8.6. secretary/treasurer's report;
 - 6.1.8.7. committee reports;
 - 6.1.8.8. unfinished business;
 - 6.1.8.9. new business;
 - 6.1.8.10. financial report and appointment of Auditor for the coming year;
 - 6.1.8.11. adjournment;
 - 6.1.8.12. such further and other agenda items that Council deems appropriate.
- 6.1.9. The rules of order and procedure at the Annual General Meeting shall be the most current edition of Roberts Rules of Orders governing meetings of a like nature, except where inconsistent with the Bylaws, or any special rules of order adopted at the Annual General Meeting.

Proxy Voting

- 6.1.10. A Voting Member at an Annual General Meeting may act as a proxy for another Voting Member at such meeting. No such person shall vote as proxy for more than two other Voting Members.
- 6.1.11. All persons voting by proxy must sign a proxy form approved by the Association, and which must be presented to the chairperson or their designate of a meeting prior to the conduct of the vote.

Quorum

- 6.1.12. A quorum for an Annual General Meeting is the Voting Members present at the meeting.

6.2. Special General Meetings

- 6.2.1. Subject to the definition of Voting Member of the Association in the Bylaws, upon receipt of a request in writing signed by 5% of the total Voting Members, Council shall conduct a mail vote of the Voting Members to determine whether or not a Special General Meeting of the Association shall be convened.

- 6.2.2. If a majority of the Voting Members responding to the mail vote, vote in favor of a Special General Meeting, then such Special General Meeting shall be convened within such reasonable time as Council deems appropriate.
- 6.2.3. In addition to the process set out in paragraphs 6.2.1 and 6.2.2 hereof, Council may in its discretion call a Special General Meeting.
- 6.2.4. Council shall provide a minimum of one month's notice of any Special General Meeting to all Voting Members of the Association. The notice and agenda shall be provided in one of the methods as set out in paragraph 6.1.6 hereof.
- 6.2.5. Paragraphs 6.1.9 and 6.1.10 through 6.1.12 apply to Special General Meetings.
- 6.2.6. At a Special General Meeting, only the business for which the meeting is called shall be discussed.
- 6.2.7. A quorum for a Special General Meeting is the Voting Members present at such meeting.

6.3. Mail or Electronic Votes

- 6.3.1. A matter or a resolution may be voted upon by mail or electronically if Council, in its sole discretion, determines that any matter or resolution should be the subject of a mail or electronic vote.
- 6.3.2. Council shall, at least two months prior to the conduct of such vote, publish to the Voting Members of the Association the process to be followed in the conduct of such vote.
- 6.3.3. When Council decides that a matter or resolution should be the subject of a vote, it shall be sent by postal service prepaid or electronically to each Voting Member, at that person's recorded mailing or email address and shall indicate the following:
 - 6.3.3.1. the subject of the vote;
 - 6.3.3.2. the information that Council deems appropriate with respect to the matter;
 - 6.3.3.3. such direction as to voting which Council deems appropriate;
 - 6.3.3.4. the date and time specified by Council for the closing and receipt of the vote.
- 6.3.4. Mail or electronic votes not received on or before the closing date shall be deemed spoiled and shall not be counted.
- 6.3.5. Immediately following the date specified for the closing of a vote, one or more scrutinizers appointed by Council shall count/verify the votes and provide the results of the vote to the President who shall notify all persons entitled to vote in writing within 30 days of being so advised.
- 6.3.6. In the event of a tie vote, the President shall cast the deciding vote.

- 6.3.7. All votes shall be retained for at least 60 days following the date specified for the closing of the vote, following which they may be destroyed by the Registrar.

6.4. Member Resolutions

- 6.4.1. Member Resolutions presented to the membership at an Annual General Meeting or a Special General Meeting or a Mail or Electronic Vote must comply with Council Policy on Resolutions Presented to an Annual General Meeting.
- 6.4.2. Any resolution (Council or Member) passed by the voting members at an Annual General Meeting or a Special General Meeting or a Mail or Electronic Vote is advisory to Council.
- 6.4.3. Council shall consider all member resolutions passed by the voting members at an Annual General Meeting or a Special General Meeting or a Mail or Electronic Vote at the next meeting of Council.

7. MEMBERSHIP

Privileges of Membership – All Regulated Members

- 7.1. Each Regulated Member, except Non-Final Year Veterinary Student Members and Animal Health Technology Student Members, who is in good standing with the Association is entitled to:
 - 7.1.1. attend to observe a meeting of Council, with the exception of any In Camera discussions of Council. For the purposes of this subsection and s. 3.10.8, any discussion or agenda item with respect to an individual or any matters which Council in its discretion deems to be of a sensitive or personal nature shall be considered In Camera;
 - 7.1.2. request that they be allowed to make representations to Council at a Council meeting provided reasonable notice in advance of the meeting is given of such request. A request to make representations to Council shall not be unreasonably denied by Council;
 - 7.1.3. receive notice of, attend, participate in and make motions at an Annual General Meeting or any Special General Meeting of the Association;
 - 7.1.4. receive a summary of Annual General Meetings, Special General Meetings, Council Meetings (except minutes of In Camera portions of Council Meetings), Association newsletters, and minutes of the immediate previous Annual General Meeting of the Association.
 - 7.1.5. eligibility to serve on non-legislated committees of the Association.

Privileges of Membership – Registered Veterinarians

- 7.2. Each Registered Veterinarian, except Temporary Registered Veterinarians and Restricted Veterinarians, who is in good standing with the Association is entitled to:
 - 7.2.1. all privileges of membership in the Association applicable to their category of membership;
 - 7.2.2. nominate and be nominated for election as a Veterinarian Member of Council in the Association;
 - 7.2.3. nominate eligible veterinary technologists as Veterinary Technologist Members of Council;
 - 7.2.4. vote in elections for Members of Council;
 - 7.2.5. receive notice of, attend and vote at the Annual General Meeting or any Special General Meeting of the Association;
 - 7.2.6. vote in a mail or electronic vote conducted by the Association;
 - 7.2.7. serve on legislated and non-legislated committees of the Association in accordance with the Bylaws;
 - 7.2.8. delegate a veterinary medical procedure and remains ultimately responsible for the procedure. The registered veterinarian must ensure the individual to whom the procedure or task is delegated is competent to perform the procedure or task.

Categories of Membership – Unrestricted Veterinarians

- 7.3. The following categories of membership for Unrestricted Veterinarians are hereby continued or established:

General Practice Registered Veterinarians

- 7.3.1. General Practice Registered Veterinarian – a General Practice Registered Veterinarian is a Registered Veterinarian who is licensed to engage in the full scope of veterinary practice without restriction. This category applies to a veterinarian who possesses a Certificate of Qualification, or who is registered pursuant to Part 1 s.5 of the General Regulation.
- 7.3.2. Time Limited Registered Veterinarian – a Time Limited Registered Veterinarian is a Registered Veterinarian who qualifies for registration as a General Practice Registered Veterinarian, but intends to engage in practice less than full time. This individual is licensed to engage in the full scope of veterinary practice in an unrestricted manner for a maximum of 100 practice days in any calendar year. The 100 days need not be consecutive. Documentation of date, time and location of employment must be presented at the end of the calendar year. If the 100 days of practice is exceeded, the member will be subject to a charge for the remainder of the General Practice Registered Veterinarian fee and may be subject to an administration fee. This limitation is placed as a concession to a reduction in membership fees.

Limited Practice Registered Veterinarians

- 7.3.3. Limited Practice Registered Veterinarian – a Limited Practice Registered Veterinarian is a Registered Veterinarian who does not qualify as a General Practice Registered Veterinarian because they do not possess a Certificate of Qualification, yet demonstrates appropriate credentials to qualify to practice in a limited scope of veterinary medicine. This person is registered to practice veterinary medicine pursuant to s. 3(2) of the General Regulation with such limitations and on such terms as Council deems appropriate notwithstanding that the applicant has not been issued a Certificate of Qualification. A Limited Practice Registered Veterinarian shall only practice veterinary medicine in accordance with the limitations and terms imposed by Council.

Unsupervised Limited Practice Registered Veterinarian

- 7.3.3.1. Without restricting the generality of s. 7.3.3, registration as a Unsupervised Limited Practice Registered Veterinarian may be approved in the following circumstances:
- a. A veterinarian recognized by the Association as a specialist pursuant to section 5.1 of the General Regulation. A person registered in this circumstance may engage in independent unsupervised veterinary practice limited to their specialty, and may independently own and operate a veterinary facility, with limitations set forth by the Practice Inspection and Practice Standards Committee consistent with the specialty.
 - b. A veterinarian recognized by Council as having advanced credentials and who is a holder of an academic appointment of professional rank and such appointment does not require registration as a General Practice Registered Veterinarian. A person registered in this circumstance may practice veterinary medicine only within the scope and duties of their appointment.
 - c. A veterinarian recognized by Council as having advanced credentials and whose scope of practice is limited to that defined by their employment as a veterinarian by either a federal or provincial government agency or department, and such employment does not require registration as a General Practice Registered Veterinarian. A person registered in this circumstance may practice veterinary medicine only within the scope and duties of their employment with the said government agency or department.
 - d. A veterinarian recognized by Council as having specific or advanced credentials. A person registered in this circumstance may engage in independent unsupervised veterinary practice limited to their area of expertise as approved by Council.

Categories of Membership - Restricted Veterinarians

- 7.4. The following categories of membership for Restricted Veterinarians are hereby continued or established:

Temporary Registered Veterinarian

- 7.4.1. Temporary Registered Veterinarian – this is a Registered Veterinarian who was granted registration as a Temporary Registered Veterinarian pursuant to s. 6(1) of the General Regulation.

- 7.4.1.1. The Registration Committee may approve the registration for a temporary period of an applicant who meets the requirements of section 2, and who

- a. is a graduate of a professional degree program in veterinary medicine at a university recognized by the Canadian Veterinary Medical Association, is registered with the National Examining Board, and has successfully completed the Basic and Clinical Sciences Examination of the National Examining Board.

OR

- b. A veterinarian who is an appointee to an internship, residency or graduate studies program recognized by Council. A veterinarian registered in this circumstance may practice veterinary medicine within the scope and duties of their appointment under indirect supervision. A member registered in this circumstance may practice for a period of not more than six months, which period may be extended by the Registration Committee, upon the receipt of a written request, for such further periods of six months as it deems appropriate.

- 7.4.1.2. Notwithstanding paragraphs 3.3.1 and 7.2 hereof, a Temporary Registered Veterinarian who is registered in the circumstances set out in paragraphs 7.4.1.1 a. or b. shall not be entitled to the privileges set out in paragraphs 7.2.1 through 7.2.8.

- 7.4.1.3. A person who is registered pursuant to subsection 7.4.1.1.a:

- a. shall be categorized as a Temporary Registered Veterinarian,
- b. shall only practise veterinary medicine under the supervision of an unrestricted veterinarian,
- c. is expected to make progress through the NEB examination sequence,

- d. may practise for a period of not more than one (1) year, which period may be extended by the Registration Committee on the receipt of a written request for an extension for a further period of not more than 3 years, and
 - e. shall pay such fees as are determined by the bylaws for a Temporary Registered Veterinarian.
- 7.4.1.4. The Registration Committee may restrict the practice of a Temporary Registered Veterinarian.
- 7.4.1.5. The Registration Committee may designate the type of animal in respect of which a Temporary Registered Veterinarian may practise.
- 7.4.1.6. The Registration Committee may determine the degree to which a Temporary Registered Veterinarian shall be supervised by an unrestricted veterinarian.
 - a. A veterinarian who has successfully passed the Basic Clinical and Sciences Examination (BCSE) shall practice under no less than immediate supervision. This level of supervision may not be reduced without further progress through the exam sequence.
 - b. A veterinarian who has successfully passed the BCSE and the North American Veterinary Licensing Exam (NAVLE) may apply for administrative approval to practice under no less than direct supervision. This level of supervision may not be reduced without further progress through the exam sequence.
 - c. A veterinarian who has passed the BCSE, the NAVLE, the Pre-Surgical Assessment (PSA) and is eligible to sit the Clinical Proficiency Examination with the NEB may apply to the Registration Committee to have their level of supervision reduced to indirect supervision by the Registration Committee after 1 year of direct supervision.
 - d. A veterinarian who is registered in the Evaluated Clinical Experience option with the NEB and who has completed the assessment and certificate program to enter the clinical year may practice under indirect supervision.
 - e. The minimum level of supervision shall be indirect supervision.
 - f. The level of supervision shall be determined by the unrestricted veterinarian supervising the work of the Temporary Registered Veterinarian, which shall not be less than that required in a. through e. above or as determined by the Registration Committee.
- 7.4.1.7. The Registration Committee shall assign an unrestricted veterinarian who shall be responsible for supervising the work of the Temporary Registered Veterinarian and who shall ensure adherence to the terms and conditions of the temporary registration.

- 7.4.1.8. The Registrar shall cancel the registration of any person registered as a Temporary Registered Veterinarian when directed to do so by the Council.
 - 7.4.1.9. In the event that the Registration Committee cancels or fails to renew temporary registration, or in the event that the applicant wishes to have reviewed or to appeal the terms and conditions of the temporary registration, the applicant may ask for a review of the decision or appeal the decision in accordance with section 18 of the Act.
 - 7.4.1.10. A Temporary Registered Veterinarian shall not be entitled to receive notice of, attend at or vote at any general meeting or special general meeting of the members of the Association.
- 7.4.2. A Temporary Registered Veterinarian who is registered in the circumstances set out in paragraphs 7.4.1.1 a. or b. shall not be entitled to provide supervision.

Short Term Registered Veterinarian

- 7.4.3. Short Term Registered Veterinarian – this is a Registered Veterinarian who is granted registration as a Short Term Registered Veterinarian pursuant to s. 6.1 of the General Regulation.
- 7.4.4. Notwithstanding paragraphs 3.3.1 and 7.2 hereof, a Restricted Veterinarian shall not be entitled to the privileges set out in paragraphs 7.2.1 through 7.2.8.
- 7.4.5. Notwithstanding 7.4.3, a Restricted Veterinarian is entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Privileges of Membership – Registered Veterinary Technologist Members

- 7.5. Each Registered Veterinary Technologist Member, who is in good standing with the Association is entitled to:
 - 7.5.1. all privileges of membership in the Association applicable to their category of membership;
 - 7.5.2. nominate and be nominated for election as a Veterinary Technologist Member of Council in the Association;
 - 7.5.3. nominate eligible veterinarians for election as a Veterinarian Member of Council;
 - 7.5.4. vote in elections for Members of Council;
 - 7.5.5. receive notice of, attend and vote at the Annual General Meeting or any Special General Meeting of the Association;
 - 7.5.6. vote in a mail or electronic vote conducted by the Association;

- 7.5.7. serve on legislated and non-legislated committees of the Association in accordance with the Bylaws;

Categories of Membership - Registered Veterinary Technologists

- 7.6. The following categories of Veterinary Technologist Members are hereby continued or established:

- 7.6.1. General Practice Registered Veterinary Technologist

- 7.6.2. Limited Practice Registered Veterinary Technologist

- 7.7.

General Practice Registered Veterinary Technologist

- 7.7.1. A General Practice Registered Veterinary Technologist is a Registered Veterinary Technologist who is:

- 7.7.1.1. a graduate of a program in animal health technology accredited by the Canadian Veterinary Medical Association (CVMA) or the American Veterinary Medical Association (AVMA), and has received a passing score on the examination as described in the Regulation section 8(2)(a)(ii)(B) Veterinary Technician National Examination (VTNE) in accordance with the Regulation section 8(2); or

- 7.7.1.2. a graduate of a non-accredited program of animal health technology substantially equivalent to a CVMA or AVMA accredited program, and has successfully completed an assessment approved by Council and has received a passing score on the examination as described in the Regulation section 8(2.01)(b) (VTNE) in accordance with the Regulation section 8 (2.01); or

- 7.7.1.3. a Registered Veterinary Technologist in good standing with a veterinary professional regulatory body pursuant to an Act of another province or a territory of Canada to perform without restriction the practice of veterinary medicine that in the opinion of Council is substantially equivalent, in terms of scope of practice and competencies, to that of a General Practice Registered Veterinary Technologist Member registered under section 7.7.1.1 hereof, in accordance with the Regulation section 5.01.

- 7.7.2. A General Practice Registered Veterinary Technologist is eligible to practice veterinary medicine in Alberta within a certified veterinary practice entity under no less than indirect supervision of a responsible Registered Veterinarian, except a Supervised Limited Practice Registered Veterinarian, or a Restricted Veterinarian in accordance with the Act, General Regulation, Bylaws and Council Guidelines.

Limited Practice Registered Veterinary Technologist

- 7.7.3. A Limited Practice Registered Veterinary Technologist is a Registered Veterinary

Technologist who is a graduate of a non-accredited program of Animal Health Technology substantially equivalent to a CVMA or AVMA accredited program and has successfully completed an assessment approved by Council with respect to only one category or species of animal (for example, either large animal or small animal) and has received a passing score on the VTNE in accordance with the Regulation section 8 (2.01);

- 7.7.4. A Limited Practice Registered Veterinary Technologist is eligible to practice veterinary medicine in Alberta within a certified veterinary practice entity under no less than indirect supervision of a responsible Registered Veterinarian, except a Supervised Limited Practice Registered Veterinarian, or a Restricted Veterinarian in accordance with the Act, General Regulation, Bylaws and Council Guidelines, provided however that such practice shall be limited to the species or category of animal with respect to which the member has successfully completed the assessment approved by Council.

Privileges of Membership – Non-Registered Members

- 7.8. Each Non-Registered Member who is in good standing with the Association is entitled to all privileges and rights of membership in the Association applicable to their category of membership.

Categories of Membership – Non-Registered Members

7.9.

- 7.9.1. The categories of Non-Registered Members are hereby continued or established:

- 7.9.1.1. Non-Practicing Veterinarian Member
- 7.9.1.2. Non-Practicing Veterinary Technologist Member
- 7.9.1.3. Final Year Veterinary Student Member
- 7.9.1.4. Non-Final Year Veterinary Student Member
- 7.9.1.5. Animal Health Technology Student Member
- 7.9.1.6. Provisional Veterinary Technologist Member
- 7.9.1.7. Honourary Memberships
- 7.9.1.8. Life Memberships (inactive category)

- 7.9.2. Council may from time to time establish such additional categories of Non-Registered Members as it deems appropriate.

Non-Practicing Veterinarian Member

7.10.

- 7.10.1. This category of membership is available to any person who has been an Unrestricted Veterinarian Member of the ABVMA in good standing, except Supervised Limited Practice Registered Veterinarian and who has elected to become a Non-Practicing Veterinarian Member of the Association.
- 7.10.2. A Non-Practicing Veterinarian Member is not a Registered Veterinarian as defined by the Act and is not entitled to practice veterinary medicine in Alberta but is a Non-Practicing Veterinarian Member of the Association.
- 7.10.3. A Non-Practicing Veterinarian Member who engages in the practice of veterinary medicine will have their membership revoked and will be required to re-apply in the event the member wishes to transfer to their former Unrestricted Veterinarian Member Category.
- 7.10.4. A Non-Practicing Veterinarian Member of the Association is entitled to:
 - 7.10.4.1. nominate eligible veterinarians for election as a Veterinarian Member of Council;
 - 7.10.4.2. nominate eligible veterinary technologists for election as an Veterinary Technologist Member of Council;
 - 7.10.4.3. vote in elections for Members of Council;
 - 7.10.4.4. receive notice of, attend and vote at the Annual General Meeting or any Special General Meeting of the Association;
 - 7.10.4.5. vote in a mail or electronic vote conducted by the Association;
 - 7.10.4.6. serve on non-legislated committees of the Association;
 - 7.10.4.7. receive a summary of Annual General Meetings, Special Meetings, Council Meetings (except minutes of In Camera portions of Council Meetings), Association newsletters, and minutes of the immediate previous Annual General Meeting.

Non-Practicing Veterinary Technologist Member

7.11.

- 7.11.1. This category of membership is available to any person who has been a General Practice Registered Veterinary Technologist or Limited Practice Registered Veterinary Technologist in good standing and who has elected to become a Non-Practicing Veterinary Technologist Member.
- 7.11.2. A Non-Practicing Veterinary Technologist Member is not a Registered Veterinary Technologist as defined in the Regulations and is not entitled to practice veterinary medicine in Alberta but is a Non-Practicing Veterinary Technologist Member of the

Association.

7.11.3. A Non-Practicing Veterinary Technologist Member who engages in the practice of veterinary medicine will have their membership revoked and will be required to re-apply in the event the member wishes to transfer to their former Registered Veterinary Technologist Category.

7.11.4. A Non-Practicing Veterinary Technologist Member is entitled to:

- 7.11.4.1. nominate eligible veterinary technologists for election as a Veterinary Technologist Member of Council;
- 7.11.4.2. nominate eligible veterinarians for election as a Veterinarian Member of Council;
- 7.11.4.3. vote in elections for Members of Council;
- 7.11.4.4. receive notice of, attend and vote at the Annual General Meeting or any Special General Meeting of the Association;
- 7.11.4.5. vote in a mail or electronic vote conducted by the Association;
- 7.11.4.6. serve on non-legislated committees of the Association;
- 7.11.4.7. receive a summary of Annual General Meetings, Special Meetings, Council Meetings (except minutes of In Camera portions of Council Meetings), Association newsletters, and minutes of the immediate previous Annual General Meeting.

Transfer from Non-Practicing Member

7.12. A Non-Practicing Veterinarian Member may transfer back to an appropriate Unrestricted Veterinarian Member category (General Practice Registered Veterinarian, Time Limited General Practice Registered Veterinarian or Unsupervised Limited Practice Registered Veterinarian), and a Non-Practicing Veterinary Technologist Member may transfer back to an appropriate Registered Veterinary Technologist Category (General Practice Registered Veterinary Technologist or Limited Practice Registered Veterinary Technologist) under the following conditions:

7.12.1. Non-Practicing Member Five Years or Less: A member who is registered as a Non-Practicing (Veterinarian or Veterinary Technologist) Member for five years or less will be required to:

- 7.12.1.1. submit an application for transfer,
- 7.12.1.2. acquire the appropriate number of continuing education (CE) hours per non-practicing year for up to five years of CE. The required CE obligation is in addition to the ongoing annual CE requirement,
- 7.12.1.3. practice under the appropriate level of supervision as required by the membership category, until the required CE is completed or beyond if appropriate, and
- 7.12.1.4. comply with any other requirements determined by the Registration Committee or

Council at the time of application.

- 7.12.2. Non-Practicing More Than Five Years: A Member who is registered as a Non-Practicing (veterinarian or veterinary technologist) Member for more than five years will be required to:
- 7.12.2.1. submit an application for transfer which includes evidence satisfactory to the Registration Committee or Council of good moral character,
 - 7.12.2.2. acquire the appropriate number of continuing education (CE) hours per year for five years of CE. The required CE obligation is in addition to the ongoing annual CE requirement,
 - 7.12.2.3. practice under the appropriate level of supervision as required by the membership category, until the required CE is completed or beyond if appropriate,
 - 7.12.2.4. and comply with any other requirements determined by the Registration Committee or Council at the time of application.

Reinstatement of Ceased or Lapsed Membership

7.13.

- 7.13.1. Ceased or Lapsed Membership: A Member (veterinarian or veterinary technologist), whose membership in the Association has ceased or lapsed, may apply for reinstatement to their former registration category within five years of cancellation, as appropriate under the following conditions:
- 7.13.1.1. submit an application for re-instatement,
 - 7.13.1.2. acquire the appropriate number of CE hours per year for up to five years of CE. This CE obligation is in addition to the ongoing annual CE requirement,
 - 7.13.1.3. practice under the appropriate level of supervision as required by the membership category, until the required CE is completed or beyond if appropriate,
 - 7.13.1.4. attend an ABVMA Registration Day, and
 - 7.13.1.5. comply with any other requirements determined by the Registration Committee or Council at the time of application.
- 7.13.2. A member whose registration has ceased or lapsed for a period of more than five years may make a new application for registration as a Registered Veterinarian or Veterinary Technologist.

Final Year Veterinary Student Member

7.14.

- 7.14.1. A person who meets the definition of "Student" in the Act, and who has received

consent of the Registrar pursuant to s. 7 of the General Regulation, is eligible for membership in the category of Final Year Student Member;

- 7.14.2. Upon acceptance of their application, a Final Year Student Member may practice veterinary medicine under the direct daily supervision of an Unrestricted Veterinarian, except Limited Practice Licensee – Supervised, in accordance with the General Regulation and the Council Guidelines.
- 7.14.3. A Final Year Student Member is entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Non-Final Year Veterinary Student Member

7.15.

- 7.15.1. A student enrolled in a recognized educational program leading to a degree in veterinary medicine (other than a Final Year Student Member), or a final year student in a veterinary program that is not accredited by the AVMA Council on Education (COE) may apply to the Registrar for membership in this category.
- 7.15.2. The application must contain the information required by General Regulation 7(2) (a) to (e) and such other information as may be required by the Registration Committee.
- 7.15.3. A student whose membership has been approved by the Registrar in this category may participate in veterinary practice for the purpose of receiving instruction as outlined in the Council Guidelines, but may not practice veterinary medicine. No veterinary medical procedure may be delegated to a Non-Final Year Student member.
- 7.15.4. Notwithstanding section 7.1, a Non-Final Year Student Member is not entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Animal Health Technology Student Member

7.16.

- 7.16.1. A student enrolled in a CVMA Accredited program in Animal Health Technology may be an Animal Health Technology Student Member.
- 7.16.2. A student enrolled in a program in Animal Health Technology not accredited by the CVMA but recognized by the Council of the Association may be an Animal Health Technology Student Member.
- 7.16.3. An Animal Health Technology Student Member may participate in the practice of veterinary medicine to receive instruction under the immediate or direct supervision of an Unrestricted Veterinarian, except Supervised Limited Practice Registered Veterinarian, or a General Registered Veterinary Technologist or Limited Registered Veterinary Technologist to whom the supervision has been delegated by the responsible veterinarian. No veterinary procedure may be delegated to an Animal Health Technology Student Member.

- 7.16.4. Notwithstanding section 7.1, an Animal Health Technology Student Member is not entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Provisional Veterinary Technologist Member

7.17.

- 7.17.1. Provisional Veterinary Technologist Member is a graduate of:
- 7.17.1.1. an accredited Animal Health Technology program who has commenced but not completed the examination as described in the Regulation section 8(2)(a)(ii)(B) (VTNE); or
 - 7.17.1.2. a non-accredited Animal Health Technology program substantially equivalent to a CVMA or AVMA accredited program who has commenced but not completed the examination as described in the Regulation section 8(2.01)(b) (VTNE) and has not completed an assessment approved by Council.
- 7.17.2. A Provisional Veterinary Technologist Member may practice for a period of not more than six months, which period may be extended by the Association on the receipt of a written request for one or more further extensions totaling not more than 18 additional months.
- 7.17.3. A Provisional Veterinary Technologist Member may participate in the practice of veterinary medicine to receive instruction under the immediate or direct supervision of an Unrestricted Veterinarian, except a Supervised Limited Practice Registered Veterinarian or a Restricted Veterinarian, or a General Practice Registered Veterinary Technologist or Limited Practice Registered Veterinary Technologist to whom the supervision has been delegated by the responsible veterinarian. No veterinary procedure may be delegated to a Provisional Veterinary Technologist Member.
- 7.17.4. Upon successful completion of the requirements set out in section 8(2) or 8(2.01) of the Regulation, a Provisional Veterinary Technologist Member shall have their membership transferred to the General Practice Registered Veterinary Technologist category or the Limited Practice Registered Veterinary Technologist category, as the case may be.
- 7.17.5. Notwithstanding 7.5, a Provisional Veterinary Technologist Member is not entitled to the rights and privileges set out in 7.5.1 through 7.5.7.
- 7.17.6. A Provisional Veterinary Technologist Member is entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Honourary Life Memberships

7.18.

- 7.18.1. Council may grant Honourary Life Memberships to members of the Association or

other persons who have made outstanding contributions to Association affairs, or outstanding achievements in the field of veterinary science. Petitions for Honorary Life Recognition shall be signed by five members of the Association and submitted to Council. Recognition is granted upon unanimous approval of such a petition by Council.

- 7.18.2. Honorary Life Members are entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Life Memberships

7.19.

- 7.19.1. All persons who have been granted Life Membership in the Association at the time of the coming in force of this Bylaw shall continue to be recognized as Life Members.
- 7.19.2. Life Members are entitled to the privileges set out in paragraphs 7.1.1 through 7.1.5.

Long Service Recognition – Veterinarian Members

7.20.

- 7.20.1. Each member who has been a Registered Veterinarian for 35 years, or has been a Registered Veterinarian or Non-Practicing Veterinarian Member for a total of 35 years, may be granted a 35-Year Member Recognition Award.
- 7.20.2. Upon retirement, a person who has been granted a 35-Year Member Recognition Award shall be granted the privileges of a Non-Practicing Veterinarian Member set out in paragraphs 7.10.4.1 through 7.10.4.7 and all future fees for their membership shall be waived by the Association.

Long Service Recognition – Veterinary Technologist Members

7.21.

- 7.21.1. Each member who has been a Registered Veterinary Technologist for 35 years, or has been a Registered Veterinary Technologist or Non-Practicing Veterinary Technologist for a total of 35 years, may be granted a 35-Year Member Recognition Award.
- 7.21.2. Upon retirement a person who has been granted a 35-Year Member Recognition Award shall be granted the privileges of a Non-Practicing Veterinary Technologist Member set out in paragraphs 7.11.4.1 through 7.11.4.7 and all future fees for their membership with the ABVMA shall be waived by the ABVMA.

Dues and Fees

7.22.

- 7.22.1. Council shall determine the annual dues for all categories of membership. Annual dues shall be payable before the first day of January each year.
- 7.22.2. Council shall determine, on an annual basis, a schedule of administrative fees.
- 7.22.3. Council may direct the cancellation of the registration of any member or permit holder who fails to pay the dues or any fee or levy within the time set out in s. 25 of the Act.
- 7.22.4. Council may determine such dues and fees for reinstatement of membership as it deems appropriate.
- 7.22.5. The ABVMA shall be an organizational member of the Canadian Veterinary Medical Association, with the membership dues being paid from the general funds of the Association.
- 7.22.6. Each Registered Veterinarian shall be a member and enjoy the rights and privileges of membership of the Canadian Veterinary Medical Association resulting from the ABVMA organizational membership.
- 7.22.7. Each registered Veterinarian may elect to rescind membership in the CVMA. No refund of dues will be provided.
- 7.22.8. Each General Practice Registered Veterinary Technologist and Limited Practice Registered Veterinary Technologist shall be a member of the Alberta Veterinary Technologist Association.
- 7.22.9. Each Non-Practicing Veterinary Technologist Member, Animal Health Technology Student Member, and Provisional Veterinary Technologist Member shall be a member of the Alberta Veterinary Technologist Association.

8. CONTINUING PROFESSIONAL DEVELOPMENT

- 8.1. Council may establish, manage, arrange for or approve courses of instruction and training in the science and practice of veterinary medicine.
- 8.2. Council may assess charges and tuition fees to persons who are participants at any course of training or instruction of veterinary medicine in order to recover all or a part of the costs of any such course.
- 8.3. Each registered member is required to comply with the requirements set out in the Continuing Professional Development (CPD) Program.
- 8.4. Each registered member is required to accumulate the required number of hours of CPD per year as defined in the CPD program.
- 8.5. Attendance at Registration Day is a mandatory continuing professional development activity for all new and re-instated members to be completed within the first 18 months of registration.

- 8.6. Employer-approved formal in-service training courses shall qualify towards the mandatory CPD requirement.
- 8.7. The CPD credit hours requirement for Veterinary Technologist Members are determined by mutual agreement, from time to time, by the Board of Directors of the Alberta Veterinary Technologist Association and the Council of the Association.
- 8.8. All members must comply with all conditions including recording, reporting, auditing and any other requirements as described in the Continuing Professional Development (CPD) Program.

9. ADMINISTRATION OF THE ASSOCIATION

9.1. General

- 9.1.1. Council shall appoint a Registrar and a Complaints Director from the Unrestricted Registered Veterinarians.
- 9.1.2. Council shall appoint a Secretary-Treasurer, Hearings Director and such other personnel as it, from time to time, deems appropriate for the efficient operation of the Association.
- 9.1.3. Council may appoint such persons as it deems appropriate to discharge the duties of such persons appointed pursuant to 9.1.1 during the absence, disability, or vacancy in the office of such person. Such persons shall be designated the "Acting" or "Deputy" of the said position.
- 9.1.4. The salary, benefits and terms of office of the Registrar and Secretary- Treasurer shall be established by Council and shall be reviewed annually in conjunction with a formal performance appraisal.

Duties of Registrar/Secretary-Treasurer

- 9.2. The separate duties of Registrar and of Secretary-Treasurer may, at Council's discretion, be carried out from time to time by one person assuming the duties of both positions.
- 9.3. The Registrar/Secretary-Treasurer as Registrar shall:
 - 9.3.1. generally act as the Chief Executive Officer of the Association;
 - 9.3.2. maintain in accordance with the Act, Regulations and Bylaws, a Register of Registered Veterinarians, Veterinary Technologists, Permit Holders and Other Members;
 - 9.3.3. carry out such other duties as Registrar as are set out in the Act, Regulations and Bylaws;
 - 9.3.4. on behalf of the Association, employ or contract with such individuals as are necessary for its efficient and prudent management and administration;
 - 9.3.5. perform such duties as may be from time to time assigned by Council;

- 9.3.6. be a non-voting, ex-officio member of each legislated and non-legislated committee, except the Complaint Review Committee and Hearing Tribunal and the recording and corresponding secretary for each legislated committee, except the Complaint Review Committee and Hearing Tribunal.
- 9.4. The Registrar/Secretary-Treasurer as Secretary shall:
 - 9.4.1. attend to providing all notices required to be given by the Association and shall keep minutes of all meetings of the Association and Council;
 - 9.4.2. keep in safe custody and have charge of all of the records of the Association together with copies of all reports by the Association, Council or committees thereof and such other books and papers as Council may direct.;
 - 9.4.3. be the custodian of all personal property of the Association and shall hold all deeds, documents and other evidence of title to real and personal property of the Association;
 - 9.4.4. perform such other duties as pertaining to the office of Secretary-Treasurer as may be required by Council.
- 9.5. The Registrar/Secretary-Treasurer as Treasurer shall:
 - 9.5.1. have general charge of the finances of the Association;
 - 9.5.2. deposit all money and other valuable effects of the Association in the name of and to the credit of the Association in such banks or other depositories as Council may from time to time designate by resolution;
 - 9.5.3. render to Council whenever directed by Council an account of the financial condition of the Association and all transactions as Treasurer as soon as possible after the end of each fiscal year;
 - 9.5.4. cause the books of the Association to be audited by the Association's auditors;
 - 9.5.5. make and submit to Council a report for each year together with the audited financial statements;
 - 9.5.6. have custody and be responsible for the keeping of books of account of the Association;
 - 9.5.7. perform such other duties as are incidental to the office of Treasurer as requested by Council.

Fiscal Year

- 9.6. The fiscal year of the Association shall be from the 1st day of November of a calendar year to the 31st day of October of the following calendar year, or such other fiscal year as Council may from time to time deem advisable.

9.7. Seal

- 9.7.1. A seal for the Association shall be approved by the Council.
- 9.7.2. The Registrar shall assume responsibility for the safekeeping of the Association's seal which shall contain the words "Alberta Veterinary Medical Association."
- 9.7.3. When the seal of the Association is required to be affixed to a document, the seal shall be accompanied by the signature of any two or more of the Association's authorized signing authorities as set out in 9.8 hereof.

Signing Authority

- 9.8. The Association's authorized signing authorities shall be the President, Vice President, immediate past President, Secretary-Treasurer, Registrar, Deputy Registrar and any other person designated in writing by Council.

Banking

- 9.9. Council shall establish and maintain such accounts with one or more Canadian banks, trust companies or Province of Alberta Treasury Branches, as Council determines appropriate from time to time.
- 9.10. All payments and withdrawals shall be completed by cheque or other negotiable instrument drawn against the monies deposited in accordance with paragraph 9.9, which shall be signed by two of the Association's authorized signing authorities.
- 9.11. Council may, on an annual basis, authorize that payments may be made by automatic debit to specified payees. The records of such payments are reviewed by two of the Association's authorized signing authorities.

Financial Guidelines

- 9.12. Council shall on an annual basis adopt or approve Financial Guidelines for the keeping of the Association's books and records, depositing of funds, recording purchases and expenditures, registering its capital assets, budgeting, investment policy, and such other matters as Council deems appropriate to include in its Financial Guidelines.

Borrowing Powers

- 9.13. The Council may raise money or guarantee or secure the payment of money in the name of the Association, in any manner determined by the Council, in order to carry out the purposes of the Association.

Investments

- 9.14. Council may invest or reinvest funds of the Association not immediately required in:

- 9.14.1. bonds, debentures, or other evidence of indebtedness of, or guaranteed by, the Government of Canada;
- 9.14.2. deposit receipts, deposit notes, certificates of deposits, acceptances or similar instruments issued or endorsed by a bank or trust company which is a member of the Canadian Deposit Insurance Corporation, if the amount invested or reinvested at any one bank or trust company does not exceed the amount guaranteed by the Canadian Deposit Insurance Corporation; or
- 9.14.3. such other financial instruments as are approved by the Financial Guidelines adopted by Council from time to time and as are considered low risk and well secured.

Accounting

- 9.15. The Council shall appoint an accountant to provide audited financial statements of the Association.

10. AMENDMENT OF BYLAWS

- 10.1. The Bylaws may be amended by a majority vote taken at an Annual General Meeting, Special General Meeting or by mail.
- 10.2. The Secretary Treasurer shall send a copy of any proposed amendment to all Voting Members of the Association at least two weeks prior to an Annual General Meeting, Special General Meeting or closing date for a mail vote at which the proposed amendment is to be considered.