



AUSTRALIAN AND NEW ZEALAND
COLLEGE OF VETERINARY SCIENTISTS

AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS
ABN 50 000 894 208

CONSTITUTION

THE VETERINARY BEHAVIOUR CHAPTER

1. Title

The Chapter shall be known as the Veterinary Behaviour Chapter of the Australian and New Zealand College of Veterinary Scientists.

2. Definitions

Throughout the Constitution:

"**Chapter**" shall mean the Veterinary Behaviour Chapter of the Australian and New Zealand College of Veterinary Scientists.

"**Executive Committee**" shall mean the executive of the Chapter.

"**College**" shall mean the Australian and New Zealand College of Veterinary Scientists.

"**Member of the Chapter**" shall mean a person having been admitted into the Chapter.

"**Affiliate Member of the Chapter**" shall mean a non-veterinarian member of the Chapter (refer to Section 5 for further details).

The term "**veterinary behaviour**" is used to encompass all fields of veterinary behaviour.

3. Organisation

This Chapter shall be under the general control of the Executive Committee, as delegated by the College Council and shall operate in a manner consistent with the College Constitution, values, policy and procedure.

4. Objects

The objects of the Chapter shall be:-

- a) To advance the science and art of veterinary science as it relates specifically to veterinary behaviour and in particular to encourage and aid recruitment to the discipline, College and the Chapter;
- b) To further the professional education and training of veterinarians with a focus on veterinary behaviour;

- c) To encourage research in veterinary behaviour;
- d) To facilitate the exchange of knowledge between veterinarians with a focus on veterinary behaviour;
- e) To encourage exchange of knowledge with and collaborative work with other scientists working in the field of veterinary behaviour;
- f) To encourage publications in the sphere of veterinary behaviour;
- g) To acquire, maintain, employ and dispose of such real and personal property and to organise such services as will further the above aims.

5. Membership

Members of the Chapter shall be such persons who have been admitted to the Chapter by examination or by invitation from the Chapter to Members and Fellows of the College with experience and expertise relevant to the interest of the Chapter.

The Chapter Executive may invite non-veterinarians to become Affiliate Chapter Members, provided they:

- a) are graduates of an approved University who have had at least three years' experience in science and its application to veterinary behaviour, or
- b) have given distinguished service in a sphere associated with veterinary behaviour.

On payment of an annual subscription, Affiliate Chapter Members shall be entitled only to:

- a) attend and take part in meetings of the Chapter, but not to vote thereat, and
- b) receive a copy of all Chapter news and information.

6. Examinations

The Chapter shall cooperate with the College Board of Examiners in the conduct of examinations for Membership and Fellowship. The Chapter shall assist the Board of Examiners of the College by nominating examiners and in any other way the Board of Examiners may request.

7. Courses of Instruction for College Examinations

Subject to any special requirements of the Board of Examiners the Chapter may prepare courses of instruction for:

- a) Veterinarians who wish to enter the College by examination in subjects relevant to the Chapter
- b) Members of the Chapter who wish to prepare for College Fellowship examinations.

8. Subscription

- a) The Chapter may determine its own subscription for membership, and may determine the fee structure for courses of instruction and meetings.
- b) The Chapter financial year shall be from the first day in March in one year to the last day in February in the next year.
- c) The Annual Subscription shall be payable in advance to the College directly, along with annual College subscriptions.
- d) The Annual Subscription may be waived in the case of:

- i. Life Members or Life Fellows or
- ii. On the grounds of great hardship.
- e) The Annual Subscription fee for Chapter membership may be reviewed at the Annual General Meeting.
- f) Any member in arrears of subscriptions or other dues for longer than three months shall not be entitled to vote, hold office, or receive the notices and publications of the Chapter until all such arrears are paid in full.

9. Executive Committee

- a) The Officers of the Chapter shall constitute the Executive Committee which shall comprise, President, Secretary and Treasurer roles.
- b) All such officers shall be elected at the Annual General Meeting of the Chapter.

10. Functions of the Executive Committee

The Executive Committee shall:

- a) Co-ordinate activities of the Chapter;
- b) Act as an authoritative body of reference;
- c) Keep regional sections informed on Chapter matters;
- d) Exercise general control over the finances of the Chapter;
- e) Acquire by purchase, gift, bequest, or any other means such property real or personal and other assets as may concern the Chapter as a whole and dispose of same;
- f) Act as a contact point between the Chapter and the College office;
- g) Promote the interests of the Chapter and its members;
- h) Establish a Subject Standards Committee (SSC) and a Subject Examination Committee (SEC), and advise the College Office annually, following the Annual General Meeting of the Chapter, on the membership of these committees;
- i) Appoint and instruct other subcommittees as may be required.

11. Meetings

a) Chapter

- i. The Annual General Meeting of the Chapter shall be held in such place and at such time as the Executive Committee may determine. The Executive Committee shall inform the College Office of the date, time and venue of the Annual General Meeting.
- ii. An Ordinary Meeting may be called by the Executive Committee in such place and at such time as the Executive Committee may determine.
- iii. A special Meeting of the Chapter may be called by the President as required, or at the request of not less than five members of the Chapter.
- iv. A quorum for all meetings of the Chapter shall be four (4).

Notice of meetings

For all meetings of the Chapter, the following must be sent to all financial members at least 30 days prior to the meeting:

- i. An agenda
- ii. Details of all motions to be voted upon, and any supporting documentation (for example: explanatory notes relating to a motion)

- iii. A proxy form; and
- iv. An absentee voting form allowing the member to vote for or against all motions to be considered at the meeting if that person is not going to be present at the meeting or does not allocate a proxy to vote for them.

b) Executive Committee

- i. The Executive Committee shall meet at such times as the President may determine.

12. Amendments to the Constitution

Amendments to the Constitution of the Chapter shall be proposed by a majority vote at a Chapter AGM, or made by the Council. The amendments will be ratified if accepted by Council.

13. Voting

- a) All financial Members of the Chapter, apart from Affiliate Members of the Chapter, shall be entitled to vote at the Annual General Meeting, Ordinary Meetings and at Special Meetings.
- b) A completed proxy form or a completed absentee voting form must be received by the President (or other person nominated on the forms) before the meeting. All forms may be sent electronically.
- c) The President or another member of the executive will act as Chair of all meetings.
- d) The Executive Committee may prescribe an electronic voting process for any type of meeting, including to amend the Constitution, provided the system gives all Members of the Chapter a reasonable opportunity to participate, and is reasonably consistent with any processes set out for voting in this Constitution.
- e) The Chair of all meetings shall have a deliberative and a casting vote.

14. Finance

- a) The College shall open an account in the name of the Veterinary Behaviour Chapter, Australian and New Zealand College of Veterinary Scientists in which all funds shall be deposited and from which duly authorised disbursements shall be made.
- b) The Secretary/Treasurer and another designated member of the Executive Committee shall be authorised to operate this account subject to the approval of the Executive Committee.
- c) The Secretary/Treasurer shall prepare an annual budget to be adopted by the Chapter Executive.
- d) A Treasurer's report shall be submitted to the Annual General Meeting of the Chapter and forwarded to the Honorary Treasurer of the College at least one day before the Annual General Meeting of the College.
- e) The Chapter shall report to the College quarterly in relation to the input tax credit and GST liabilities of the Chapter
- f) Should the Chapter disband, all remaining assets shall remain the property of the College.

15. Other

- a) Where an Officer of the Chapter or any committee member indicates that they will be unable to fulfil their duties, or has been absent from fulfilling their duties without Executive Committee approval for more than 8 weeks, the President may appoint another person to fill that position until the next annual general meeting.

- b) Where the President is the person unable to, or absent from fulfilling their duties, an appointment is to be made by the unanimous vote of the remainder of the Executive Committee; or if it is unable to do so, by the College Council.
- c) The Executive Committee must at all times comply with all policies, procedures, rules, guidelines or directions of the College, including only expending or receiving funds in accordance with a Chapter Budget approved by the College Council.