

## **Constitution and Rules of The Society**

1. The Society shall be known as the Society of Practising Veterinary Surgeons.
2. The objects of the Society shall be:
  - (a) to protect and promote the status and privileges of veterinary surgeons who earn their living as practising veterinary surgeons;
  - (b) to provide members with the facilities for increasing their knowledge and expertise in all matters relating to veterinary practice.

### Membership

3. Full membership of the Society shall be open to the following:
  - (a) Veterinary surgeons who are engaged in veterinary practice in the United Kingdom\*.
  - (b) At the discretion of the Society's Council, veterinary surgeons who were in veterinary practice in the United Kingdom\* but are now retired.
  - (c) Those who were full members of the Society prior to the Annual General Meeting of 2011.
  - (d) Other persons whose membership categories, terms and subscription rates shall be determined annually by the Society's Council.
  - (e) Members of the veterinary profession or others deemed suitable by the Council of the Society to become Honorary Members.
4. Associate Membership of the Society shall be open to the following:
  - (a) Veterinary surgeons working in veterinary practice but not resident in the United Kingdom\*.
  - (b) Non-veterinarians who are currently, or have spent a substantial proportion of their career, working in veterinary practice. Non-veterinarians applying for Associate Membership shall provide a curriculum vitae. Applications shall be submitted to Council for approval before becoming effective.
  - (c) Other persons whose membership categories, terms and subscription rates shall be determined annually by the Society's Council.

Associate Membership privileges and benefits will be determined by Council from time to time. Any changes will apply to new and existing members. Associate members may not hold office, be members of Council or vote at Annual or Extraordinary General Meetings. Individual exceptions may be otherwise agreed by the Society's Council.

5. Honorary Membership may be granted by the Society's Council to any person deemed deserving of this honour.
6. Advisers may be appointed, on an annual basis, by the Society's Council. Such Advisers may derive benefits from the Society as may be approved by Council.
7. A candidate for election to membership shall have his/her name submitted to a meeting of the Society's Council or at the Annual General Meeting. Membership shall not be valid until approved by that meeting and the subscription paid.
8. Council shall receive a report on the state of the membership, including outstanding subscriptions and resignations. Council will determine the protocols to follow based on the laws of natural justice.

## Officers

9. The Officers of the Society, who will all be members of the British Veterinary Association, shall number no more than nine in total. Their roles and descriptions may be altered from time to time at the discretion of Council. A member must have served on Council since the previous AGM before becoming eligible for an Officer post.

1. President
2. Senior Vice President
3. President Elect
4. Junior Vice President
5. Honorary Secretary
6. Honorary Treasurer
7. Honorary Public Relations Officer
8. Honorary Editor
9. CPD Chair and Member Support Officer

10. Officers shall be elected annually at the Annual General Meeting and shall constitute the Trustees and Executive Committee responsible to Council. Officers shall serve for a maximum period of nine consecutive years. The President may remain on Council for one year after his/her term as Senior Vice President and must then retire from Council, irrespective of time already served as a non-officer, but may seek re-election subject to Rule 13 below.

11. The Honorary Secretary shall be informed in writing of all nominations for officers duly proposed and seconded at least fifteen days before the Annual General Meeting.

12. On the occurrence of any vacancy among the Officers, at the next meeting the Council shall elect a successor who shall continue in office until the next Annual General Meeting.

## Council:

13. The Council of the Society shall consist of not more than twenty four members, including the Officers. Twelve Council members shall constitute a quorum at a meeting of Council. Voting at Council meetings may be by show of hands or by secret ballot, at the discretion of the President who will abstain from the vote but may apply a casting vote in the event of a tie. Council members shall be elected at the Annual General Meeting for a period of three years, and following retirement, shall be eligible for re-election. They shall serve for a maximum period of nine consecutive years subject to re-election. Time spent serving as an Officer of the Society shall not be regarded as contributing to this nine year maximum. Members may be elected to Council only after they have been members of the Society for at least one calendar year. Council members are required to make a written declaration of interests to the Honorary Secretary before the first Council meeting of each year. This information will be circulated to members of Council.

14. The Honorary Secretary shall be notified in writing of all nominations, duly proposed and seconded, for membership of Council at least fifteen days before the Annual General Meeting. Such nominations shall contain the signature of the nominees and their proposers and seconders. All proposers and seconders must be members of the Society.

15. The President shall call at least three meetings annually of the Council as he/she thinks necessary and at least fifteen days' notice of these shall be given in writing to members of the Council.

16 Council members shall retire automatically if they have failed to attend two consecutive meetings of Council, unless Council shall direct otherwise.

17. Council may, at its discretion:

- (a) Elect one of its members to assist any of the Officers.
- (b) Co-opt temporary replacements to maintain its number until the next Annual General Meeting, if a vacancy occurs between Annual General Meetings
- (c) Set up working parties, committees or specialist groups as will further the objects of the Society.
- (d) Co-opt additional Council members for the Society's year.

### Representation

18. Representatives to the Council of the British Veterinary Association shall be elected from the Council of the Society annually at the Annual General Meeting. Such representatives must be members of the British Veterinary Association. In matters affecting outside bodies the Society shall where appropriate consult the parent body, the British Veterinary Association, about its intended actions.

### Meetings

19. Meetings of the Society shall be held at times and venues determined by the Society's Council.

20. The Annual General Meeting shall be held on a day each year between 1st April and 1st July. In exceptional circumstances, Council may choose a date outside this period but must give requisite advance notice of the date and reason for its change. The Honorary Secretary shall give notice of the Annual General Meeting to the members at least thirty days previously. At an Annual General Meeting fifteen members of the Society shall constitute a quorum.

21. Notice of a resolution to the Annual General Meeting may be made by any voting member, duly seconded, but has to reach the Honorary Secretary thirty days before the due date.

22. The President shall call Extraordinary General Meetings if requested by not less than 5% of the Society's membership. Such requests shall be made in writing to the Honorary Secretary giving at least thirty days' notice of the proposed date. The request shall state the business for which the meetings are to be called, and the meetings shall deal with no other business other than that stated in the requisition.

23. Those eligible to vote in person at an Annual or Extraordinary General Meeting are those defined as full members in paragraph 3 or members of Council. Voting may be by show of hands or by secret ballot, at the discretion of the President who will abstain from the vote but may apply a casting vote in the event of a tie.

### Finance

24. Each category of membership of the Society shall pay an annual subscription as decided at the Annual General Meeting.

25. The income and property of the Society shall be used solely for the promotion of the objects of the Society as set forth.

26. An annual balance sheet and profit and loss account of the Society shall be drawn up prior to the

Annual General Meeting and a report shall be presented by the Honorary Treasurer for approval by those present and eligible to vote.

27. The Honorary Treasurer shall employ the services of a professional Chartered Accountant for the preparation of the statement of accounts, but he/she shall seek the prior approval of the Society's Council in the selection of the accountant employed.

28. The Society's Bank shall be such as the Council may decide.

29. All or any of the accounts of the Society shall be open to inspection by any member on written request to the President.

30. Reasonable and proper remuneration or payment to any Officer, Council, Society member or servant shall be paid out of the Society's funds for any time, travel, accommodation or out of pocket expenses incurred whilst acting on behalf of the Society. Claims shall be made to the Honorary Treasurer with supporting documentation. The rates will be determined annually by the Society's Council.

31. (a) Any two or more of the Officers of the Society shall have the power to enter into such guarantees and indemnities, limited or unlimited, of all kinds in relation to the affairs of the Society and its income or property as the Society's Council shall consider appropriate, as are necessary to enable the collection of members' subscriptions by direct debit. (b) The Officers of the Society shall be entitled to be indemnified out of the Society's income and property against liability under any guarantees or indemnities referred to in 31(a) above.

32. The SPVS Educational Trust is a registered charity (number 286572), the Trustees of which shall be a Chairman and five others appointed annually by the Society's Council. The President and President Elect shall also be 'ex officio' Trustees. The management of the Trust shall be governed by the Trust Deed approved by the Council of the Society dated 29th December 1982. The Chairman of the Trustees shall be responsible for reporting to the Society's Council all matters relating to the activities of the SPVS Educational Trust.

### Rules

33. The Constitution and Rules of the Society may be altered or amended only at an Annual General Meeting provided that two-thirds of those members present and entitled to vote do so in favour of the proposed alterations or amendments. Notice of proposed alterations and amendments shall be sent to all members at least thirty days before the Annual General Meeting.

34. Any matter not provided for in the foregoing rules shall be left to the discretion of the Society's Council

\* United Kingdom refers to England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man.