

**CONSTITUTION OF THE SOUTH AFRICAN EQUINE
VETERINARY ASSOCIATION (SAEVA)**

A group of the South African Veterinary Association

1. Name

- 1.1 The organisation hereby constituted will be called the ***South African Equine Veterinary Association***
- 1.2 Its shortened name will be ***SAEVA***
- 1.3 It is a special interest group of the ***South African Veterinary Association***.

2. Interpretations

In the interpretation of this Constitution and unless contrary to or excluded by the subject or context:

- 2.1 Any word herein signifying:
 - 1.1.1. The singular shall include the plural and vice versa;
 - 1.1.2. The masculine shall include the feminine and the neuter;
 - 1.1.3. Any word herein which is defined in the Nonprofit Organisations Act, 71 of 1997 and is not defined in this Constitution shall bear that statutory meaning;
- 2.2 Each term, power or authority herein shall be given the widest possible interpretation;
- 2.3 “The Association” means the South African Equine Veterinary Association (SAEVA);
- 2.4 “The Chairperson” shall mean the Chairperson of the Federal Council, the Board of Directors for the time being of the Association elected in terms of this Constitution;
- 2.5 “Constitution” shall mean the Constitution of the Association for the time being in force, as contained in this constitution;
- 2.6 “The Council” means the SA Veterinary Council (SAVC);
- 2.7 “CPD” shall mean the Continuing Professional Development policy of the Association and the Council;

- 2.8 "Graduate" shall mean a person who has successfully completed a relevant training course at any one of the recognized training facilities in South Africa and has received an appropriate degree and is thus qualified as a recognized veterinarian in the RSA;
- 2.9 "General meeting" shall mean any general meeting of the Association or any adjournment thereof, including an annual general meeting convened in terms of Clause 13 as the case may be;
- 2.10 "Member" shall mean a person, at the relevant time, is a properly admitted Member in any one of the classes of Membership stated in Clause 8 of this Constitution;
- 2.11 "Member in good standing" means a person who is not in breach of this Constitution;
- 2.12 "The office" shall mean the registered office for the time being of the Association;
- 2.13 "Ordinary Resolution" shall mean a resolution where the majority of those members entitled to vote and present at the meeting, vote in favour of the proposed resolution;
- 2.14 "Person" shall include any natural person, Association or body corporate, a statutory body, a partnership or an association of persons, as the case may be;
- 2.15 "'The Republic" shall mean the Republic of South Africa;
- 2.16 Register shall mean the register of members kept by the Association as provided for in this Constitution.
- 2.17 "Secretary" shall mean a person appointed to perform the duties of a Secretary of the Association in accordance with the Policies and Procedures of the Association.
- 2.18 "Sign" shall include the reproduction of signature by lithography, printing with an india-rubber stamp or any other mechanical or electronic process including partly the one and partly the other process and "signature" has the corresponding meaning;
- 2.19 "Writing" shall include printing, typewriting, lithography or any other mechanical or electronic process, or partly one and partly the other.

3. Objectives of SAEVA

The **SAEVA** is a group of veterinarians who are dedicated to improve the health and welfare of the equid through professional development of its members, providing leadership and resources in matters pertaining to the equine industry.

4. Income and Property

- 4.1 SAEVA will keep record of everything it owns;
- 4.2 SAEVA may not give any of its money or property to its members or office bearers. It may only remunerate a member or office bearer for work that has been done for the Association. Payment for work must be reasonable for the amount of work that has been done;
- 4.3 A member of office bearer may only claim money back for expenses that has been paid for or on behalf of the Association;
- 4.4 Members or office bearers of the Association do not have rights over the property of the Association.

5. Membership

- 5.1 **Ordinary Members** must be veterinarians registered with the SAVC and be members of the South African Veterinary Association (SAVA).

A candidate for ordinary membership of the **SAEVA** shall be proposed and seconded by two ordinary members in good standing. A completed application form, stating that the candidate will abide by the constitution of the **SAEVA**, shall be submitted to the Secretary together with the subscription for the current year. The names of the proposed new members will be published in following issue of the **SAEVA** newsletter and will be finally approved by the Board of Directors (BoD) thereafter. The BoD will exercise the election by a show of hands or by ballot, a simple majority being required. A candidate until accepted shall remain a provisional member and will be accorded the facilities of membership with the exception of voting rights.

- 5.2 **Associate members** shall be veterinarians or non-veterinarians who have an interest in equine veterinary science. A candidate for associated membership of the **SAEVA** shall be proposed and seconded by two ordinary members in good standing. A completed application form, stating that the candidate will abide by the constitution of the **SAEVA**, shall be submitted to the Secretary together with the subscription for the current year. The names of the proposed new members will be published in following issue of the **SAEVA** newsletter and will be finally approved by the BoD thereafter. The BoD will exercise the election by a show of hands or by ballot, a simple majority being required. Associate members shall be entitled to such privileges as the BoD shall, from time to time, determine but shall have no voting rights. A candidate until accepted shall remain a provisional associate member and will be accorded

the facilities of associate membership with the exception of voting rights. Associate members will not have voting rights.

- 5.3 Student Members** must be pre-graduate students of a veterinary school in South Africa granting degrees accepted for registration by the Veterinary Council and be a member of the SAEVA Young members Group (SAEVA YMG). A candidate for student membership shall be proposed and seconded in writing by two ordinary members in good standing. A completed application form, stating that the candidate will abide by the constitution of the **SAEVA** shall be submitted to the Secretary together with the subscription, if any, for the current year. The names of the proposed new members will be published in the following issue of the **SAEVA** newsletter and will be finally approved at the next executive meeting. The BoD will exercise the election by a show of hands or by ballot, a simple majority being required. Student members shall be entitled to such privileges as the BoD shall, from time to time, determine but shall not have voting rights. A candidate until accepted shall remain a provisional student member and will be accorded the facilities of student membership.
- 5.4 The Young Graduate Members** shall consist of post-graduate members for the first three years post- graduation. Young Graduate Members must be veterinarians registered with the SAVC and be members of the SAVA. A candidate for the Young Graduate Members shall be proposed and seconded in writing by two ordinary members in good standing. A completed application form, stating that the candidate will abide by the constitution of the **SAEVA** shall be submitted to the Secretary/Treasurer together with the subscription, if any, for the current year. The names of the proposed new members will be published in the following issue of the **SAEVA** newsletter and will be finally approved at the next executive meeting. The BoD will exercise the eElection shall be by a show of hands or by ballot, a simple majority being required. Young Graduate Members shall be entitled to such privileges as the BoD shall, from time to time, decide and shall have voting rights. A candidate until accepted shall remain a provisional young graduate member accorded the facilities of young graduate membership with the exception of voting rights.
- 5.5 Affiliate Members** shall be veterinarians who are registered as veterinarians in the country where they reside and/or practice and who are also members of their local veterinary association, if any. Exceptions will only be allowed in the absence of such a body. A candidate for Affiliate Membership of the SAEVA shall be proposed and seconded by 2 ordinary members in good standing. A completed application form, stating that the candidate will abide by the constitution of the SAEVA, shall be submitted to the Secretary together with the subscription for the current year. The names of the proposed new members will be published in the following issue of the SAEVA newsletter and will be finally approved by the BoD thereafter. The BoD will exercise the election by a show of hands or by ballot, a simple majority being required. Affiliate Members shall be entitled to such privileges as the BoD shall, from time to time, determine with the exception of voting rights. A candidate until accepted

shall remain a provisional affiliate member and will be accorded the facilities of affiliate membership with the exception of voting rights.

5.6 Honorary membership. The **SAEVA** shall have the power to elect as honorary members, persons who have performed notable services to the **SAEVA** or its objectives, or to the profession. Such persons shall be proposed and seconded by 2 ordinary members in good standing and the nomination submitted to the Secretary in writing. The BoD of the **SAEVA** will consider proposals and, if approved, the names of the candidate, proposer and seconder will be presented at the next annual general meeting. The BoD will exercise the election by a show of hands or ballot, a simple majority being required. Honorary members shall possess all the rights and privileges of either ordinary membership, or associate membership if such a person is ineligible for the former; but shall be exempt from the payment of the annual subscription fee.

5.7 Life membership. Ordinary or associate members may apply in writing for life membership under the following conditions:

- a. After the age of 60 years with the provision that the person has been a paid-up member of the **SAEVA** for 25 consecutive years or
- b. After being a paid-up member of the **SAEVA** for 35 consecutive years regardless of age or
- c. After the age of 65 regardless of years of membership

Life members shall be accorded full membership privileges but shall be exempt from the payment of the annual subscription and receive discounted registration for the Annual SAEVA Congress.

5.8 Resignations

Any member wishing to resign from the **SAEVA** shall give notice in writing to the Secretary. The member shall be liable for the subscription for the year of resignation. A member resigning from the SAVA shall cease to be an ordinary member of the **SAEVA**.

5.9 Suspension

The BoD may suspend for a given period, any member who violates the constitution of the SAEVA

5.10 Termination of membership

5.10.1 The BoD may terminate the membership of any member that brings the **SAEVA** into disrepute;

5.10.2 The BoD may terminate the membership of any member who has failed to pay a subscription by the end of the financial year. In the event that such a member applies for renewal of membership, the member will be liable for any subscription fees in arrears

6. Management

Management of the **SAEVA** shall rest in the hands of the BoD in accordance with the Policies and Procedures of the Association and as referenced in Clause 7 of this Constitution.

7. Board of Directors

- 7.1** The Federal Council shall comprise six regional representatives, as well as co-opted members at the BoD's discretion. The Chairperson of the various subcommittees shall also be a member of the Federal Council (Fedco)
- 7.2** The Board of Directors will comprise of the Chair, Chair-Elect, Immediate past chair, Executive Secretary, Treasurer, 2 regional representatives and 2 committee chairs (both representatives and committee chairs to be elected by Fedco to serve on Board). Total of 9 Board members.
- 7.3** The Chairperson shall hold office for two years and shall preside over and regulate the proceedings of all general meetings of the **SAEVA**, and meetings of the Executive Committee in accordance with the constitution. After those present have confirmed the minutes of each meeting, the Chairperson as a voucher for their accuracy shall sign them.
- 6.3.1. The retiring Chairperson may make himself or herself available for re-election on consequetively
- 7.4** The Executive Secretary and the Treasurer shall hold office for two years and shall be eligible for re-election.
- 7.4.1 The Executive Secretary shall have charge of all documents, including all resolutions passed, relating to the business of the **SAEVA**, shall deal with all correspondence and present it at the meetings, shall draw up the agenda and notify all members of meetings.
- 7.4.2 The Non-Executive Secretary shall prepare and circulate the minutes of meetings within two weeks of such meetings

- 7.4.3 The Non-Executive Secretary shall perform secretarial duties for the SAEVA as determined from time to time by the BoD of SAEVA.
- 7.4.4 The Treasurer shall prepare an audited financial report annually of the general state of the finances of the **SAEVA** for presentation at the annual general meeting.
- 7.4.5 The Treasurer shall receive all fees, subscriptions and other monies payable to the **SAEVA**, or, in the event that an external service provider is appointed to manage same, be responsible for liaison with the service provider and discharge all accounts and pay all sums of money under the direction of the BoD.
- 7.4.6 The Treasurer shall ensure that proper books of accounts with respect to all sums of money received and expended by the **SAEVA**, and the manner in respect of which the receipt and expenditure takes place. An income and expenditure statement to be presented at each executive meeting
- 7.4.7 The Treasurer shall, at the start of each financial year, prepare and submit to the executive committee, a budget of the financial commitments of the **SAEVA**.
- 7.4.8 The Treasurer shall prepare and submit to the **SAEVA** at the annual general meeting an income and expenditure account for the previous year, up to and including the 31 December of that year, and a balance sheet as at the date to which the said income and expenditure account is made up.
- 7.4.9 All sums of money in the hands of the Treasurer, not being required immediately for the use of the **SAEVA**, shall be invested in such a manner as deemed suitable by the Treasurer, and presented for approval to the BoD.
- 7.5** The BoD shall nominate and elect a representative from within their ranks to serve on the SAVA Board of Directors in accordance with MOU between the SAEVA and the SAVA.
- 7.6** In the event of a vacancy occurring on the BoD through resignation or death, this may be filled until the following election, by a member nominated by the Federal Council.
- 7.7** The BoD shall meet 24 hours prior to the annual general meeting to appoint committees and shall meet as required during the year. A meeting of the BoD may be convened (i) by the Chairperson or (ii) by the Executive Secretary, either on the instruction of the BoD, or on receipt of a requisition made and signed by at least 3 ordinary members stating the subject intended to be discussed, not later than 21 days after the receipt of instructions or requisition. At a board meeting, 4 directors shall form a quorum.
- 7.8** The Federal Council shall decide the policies of the **SAEVA**. It shall:

- 7.8.1 Appoint annually, as required, members/Chairpersons of sub-committees and representatives on SAVA committees.
- 7.8.2 Receive reports of the sub-committees and representatives.
- 7.8.3 Have power to co-opt members to the Federal Council for special purposes.
- 7.8.4 Have power to appoint working parties and ad hoc committees.
- 7.8.5 Approve SAEVA awards.
- 7.8.6 Deal with other matters.

8. Powers of the Association

The BoD may take on the power and authority that it believes it needs to be able to achieve the objectives stated in clause 3 of this constitution. Its activities must abide by the laws of the Republic of South Africa.

- 8.1 The BoD has the power and authority to raise funds or to invite and receive contributions;
- 8.2 The BoD has the power to buy, hire or exchange any property that it needs to achieve its objectives;
- 8.3 The BoD has the right to make by-laws for proper management, including procedures for application, approval and termination of membership;
- 8.4 The Association will decide on the powers and functions of office bearers.

9. Nomination and Election of the Federal Council

- 9.1 Nomination papers together with a list of the Federal Council members, indicating those members that are retiring and those that are available for re-election shall be circulated to members during the last year of office.
- 9.2 The following positions are to be elected to the Federal Council: Chair-Elect, Secretary and Treasurer.

- 9.3** Nominations for the Federal Council shall be in writing, signed by the proposer and seconder who must be ordinary members in good standing of the **SAEVA**, and countersigned by the nominee.
- 9.4** These nominations must be submitted to the Secretary not more than 90 (ninety) days and not less than 40 (forty) days before the annual general meeting of the SAEVA.
- 9.5** The Secretary shall, by notice in writing to the members, call for nominations for the Federal Council and stipulate a date, not less than 40 (forty) days before the annual general meeting, by when such nominations are to be received by him/her.
- 9.6** Such nominations shall comply with the SAEVA Policies and Procedures.

10. Nomination and Election of the Regional Representatives

- 10.1** Nomination papers together with a list of the Regional Representatives, indicating those members that are retiring and those that are available for re-election shall be circulated to members during the last year of office.
- 10.2** Nominations for the Regional Representative shall be in writing, signed by the proposer and seconder who must be ordinary members in good standing of the **SAEVA**, and countersigned by the nominee.
- 10.3** These nominations must be submitted to the Secretary not more than 90 (ninety) days and not less than 40 (forty) days before the annual general meeting of the SAEVA.
- 10.4** The Secretary shall, by notice in writing to the members, call for nominations for the Regional Representatives and stipulate a date, not less than 40 (forty) days before the annual general meeting, by when such nominations are to be received by him/her.
- 10.5** Such nominations shall comply with the SAEVA Policies and Procedures.

11. Nomination and Election of the Board of Directors

- 11.1** The Board of Directors will comprise of the Chair, Chair-elect, Immediate past chair, Secretary, Treasurer, 2 regional representatives and 2 committee chairs

- 11.2** The Chair, Chair-elect, Immediate past chair, Secretary, Treasurer of the Federal Council will automatically be members of the Board of Directors
- 11.3** During the first Federal Council following an expiration of the terms of office, the Federal Council shall elect 2 regional representatives and 2 committee chairs to the Board of Directors
- 11.4** The Board of Directors' cycle shall run concurrently with that of the Federal Council.

12. Sub-committees/representatives

- 12.1** Sub-Committee Chairpersons are elected by the Federal Council and shall serve a period of 2 years.
- 12.2** The Chairpersons of sub-committees shall make their own arrangements for the taking and recording of minutes of each meeting and shall submit a copy of the minutes within three weeks of the meeting, to the Secretary in time for him/her to distribute them to members of the Executive Committee. An annual report of all committees and representatives must also be submitted to the Secretary prior to the annual general meeting, for timeous distribution.
- 12.3** Committees shall have the power to co-opt additional members and to appoint working parties and shall meet at least once a year.
- 12.4** The Chairperson shall, with prior approval of the BoD, be entitled to claim expenses. A detailed account shall be maintained of all expenses, including travelling and subsistence incurred at meetings. These expense claims must be submitted within 3 months of being incurred.

13. Relationship with SAVA

SAEVA shall retain its autonomy as a Special Interest Group within the SAVA structures as formally agreed between SAVA and SAEVA (Refer Annexure 1). To this end, SAEVA shall:

- 13.1** manage its own affairs in accordance with this Constitution;
- 13.2** be entitled to run its own annual congress for the SAEVA members;
- 13.3** be entitled to retain its own banking accounts and internal controls;
- 13.4** adhere to the SAVA MOI and agreed SAVA policies and principles of good corporate governance;

13.5 be entitled to one representative on the SAVA Board of Directors as per Clause 6.8.1 of this Constitution;

13.6 be entitled to one representative to serve on the SAVA Federal Council as per Clause 6.8.1 of this Constitution.

14. Finance

14.1 An accounting officer shall be appointed at the annual general meeting. The duty of the accounting officers is to audit and check the finances of the Association.

14.2 The treasurer must control the day to day finances of the Association and keep proper records thereof. The treasurer shall arrange for all funds to be placed into a bank account in the name of the Association.

14.3 An annual subscription, to be determined by the BoD and approved at the annual general meeting, shall be paid by each member in advance, on receipt of an invoice, by 30 March of each year. New members of all categories shall be liable, on application, for the subscription for the current year. Any member who has failed to pay a subscription by the end of the financial year may, at the discretion of the BoD, cease to be a member and will be liable for arrears in the event of applying for renewal of membership.

14.4 All monies received by the **SAEVA**, shall be made payable to the **SAEVA** and shall be paid into such bank as may be decided by the BoD. Authorisation for payments, including designated signatories shall be in accordance with SAEVA Policies and Procedures as determined by the BoD. Independent auditors shall certify the correctness of the accounts of the **SAEVA** and shall approve them prior to the annual general meeting each year. The auditor's report and the balance sheet shall be presented at the annual general meeting and shall be circulated to members a minimum of two (2) weeks prior to the AGM.

14.5 The officers of the Federal Council and BoD and authorised representatives of the **SAEVA** shall be entitled to claim travelling and subsistence expenses on the **SAEVA's** business, subject to the approval of the Federal Council in accordance with the policy laid down by the Federal Council each year.

14.6 The financial year of the Association ends at 31 december of each year .

14.7 The Association's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the financial year end.

14.8 If the Association has funds that can be invested, the funds may only be invested in registered financial institutions as listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. The Association may also acquire securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985.

15. Meetings

15.1 Annual general meeting

15.1.1 An annual general meeting shall be held each year;

15.1.2 The business shall be to receive and confirm the minutes of the last annual general meeting, to receive and adopt a statement of the accounts to the end of the preceding year, to elect the officers, appoint auditors, deal with any special matter which the Federal Council may desire to bring before the members, and to receive suggestions from the members, for consideration by the Federal Council;

15.1.3 15 (fifteen) Voting members shall form a quorum.

15.2 Special general meetings

15.2.1 A special general meeting of the **SAEVA** may be convened by (i) the Chairperson or (ii) the Executive Secretary either on the instruction of the Federal Council or on receipt of a requisition made and signed by at least eight members stating the subject intended to be discussed, not later than 21 (twenty-one) days after receipt of such instructions or requisition;

15.2.2 No business shall be transacted at a special general meeting other than that for which the meeting is called;

15.2.3 At a special general meeting 21 (twenty-one) voting members shall form a quorum.

16. General

16.1 All general meetings of members shall be convened by notice in the **SAEVA** newsletter or circular to all members, not less than 21 days before the meeting.

16.2 The Chairperson shall preside at all general and Federal Council and Board meetings, or in the absence of the Chairperson, the Chairperson-elect, or any other executive member.

16.3 The conduct of all business transacted shall be under the control of the Chairperson. All remarks must be addressed to the Chairperson in his/her capacity as Chairperson, whose ruling on a point of order or the admissibility of an explanation shall be final and shall not be open to discussion at the meeting at which it was delivered. This rule shall not preclude any member from raising any question upon the ruling of the Chairperson by notice of motion. In case of an equal division of votes, the Chairperson of the meeting may have a second or casting vote.

- 16.4** Business transacted at any general meeting of the **SAEVA** at which a quorum is not present, shall be subject to confirmation at the next annual general meeting.
- 16.5** Members may ordinarily introduce visitors to any general meeting of the **SAEVA**, but the permission of the Chairman must first be obtained.
- 16.6** All members shall be supplied with a copy of these rules in accordance with the SAEVA Policies and Procedures.
- 16.7** The financial records of the **SAEVA** must be available for inspection by any ordinary member on written request.
- 16.8** Resolutions by ordinary members must be submitted in writing to the Secretary, in advance of the distribution of the notice of the annual general meeting.

17. Changes to the Constitution

No alteration shall be made to the constitution except by a two-thirds majority of those voting members in good standing present at the annual general meeting of the **SAEVA**, and then only if notice of intention to alter the clause or clauses of the constitution concerned, have appeared in the notice convening the meeting.

18. Dissolution

- 18.1** Dissolution of the SAEVA can only occur at an annual or a special general meeting and if two-thirds of the voting members present are in favour of it;
- 18.2** When SAEVA closes down, it has to pay of all its debts;
- 18.2** Upon dissolution of the SAEVA, all minute books, records and other assets will be secured and handed over to the South African Veterinary Association.

