

NOVEMBER 2010  
**BYLAWS OF**  
**THE PRINCE EDWARD ISLAND VETERINARY MEDICAL ASSOCIATION**

Preamble:

While the Prince Edward Island Veterinary Medical Association has opted to use the male personal pronoun out of convenience and to facilitate the readability of this document, it is intended that she and he or her and his are completely interchangeable.

1. DEFINITIONS

In these bylaws:

Act

Association

Hospitalization

Licensed Member

Member

Registered

Registrar

Secretary-Treasurer

(a) "Act" means the Veterinary Profession Act;

(b) "Association" means the Prince Edward Island Veterinary Medical Association;

(c) "Hospitalization" means the confinement of a patient in a veterinary facility;

(d) "Licensed Member" means a member licensed by the Licensing Board of the Association to practice clinical veterinary medicine;

(e) "Member" means member of the Association;

(f) "Registered" means duly registered as a member of the Association;

(g) "Registrar" means Registrar of the Association;

(h) "Secretary-Treasurer" means Secretary-Treasurer of the Association.

2. OFFICERS

2.1 The Officers of the Association shall be the President, the Vice-President, the Secretary-Treasurer, and the Registrar.

3. COUNCIL

3.1 The Association shall be governed by a council consisting of the four officers and three other Council members and the Association's representative on the Canadian Veterinary Medical Association council, all to be elected or appointed in conformity with the Act and with these Bylaws.

Qualifications

3.2 No person is eligible to be elected a member of the Council unless he is a regular member of the Association, resident in Prince Edward Island, and unless his fees are fully paid.

4. ELECTIONS

Nomination of candidates for reelection to Council

4.1 The following procedures shall be followed in the nomination of candidates for election to Council:

(a) The Council shall appoint annually a Nominating Committee consisting of at least three members whose duty it shall be to select a list of proposed candidates for election as Council members and as officers and to ascertain the willingness of such proposed candidate to accept nomination;

	(b)	the names of all candidates so nominated shall be placed before a general meeting;
	(c)	the chairman of the meeting shall then call for further nominations from the floor of the meeting;
	(d)	the Chairman of the meeting shall declare nominations closed following three unanswered calls for further nominations;
	(e)	all candidates properly nominated who are in attendance shall be formally presented to the meeting immediately prior to balloting.
Voting procedure	4.2	Voting shall be by secret ballot and every member of the Association is entitled to vote for the number of officers and other Council members to be elected and a ballot marked for any greater number shall be declared void.
Scrutineer	4.3	The meeting shall appoint two persons to act as scrutineer.
Tie ballots	4.4	If two or more candidates for any one office receive an equal number of votes, another secret ballot shall be taken to determine which of those candidates who tied on the first ballot can receive a majority of the votes.
Taking office after election	4.5	New members of the Council shall take office at the conclusion of the general meeting at which they are elected.
Vacancy on Council	4.6	Upon the death, resignation, or removal from Prince Edward Island of a member of the Council the Council shall appoint some other member of the Association to fill the vacancy until the next election.
Suspension from Office	4.7	Any elected Council member may be suspended from office by written notice at the discretion of Council for non-attendance at three or more consecutive meetings of the Council without sufficient excuse for being absent.
	5.	COUNCIL MEETINGS
Meeting s o f Council	5.1	The Council shall hold regular meetings and such special meetings as the interests of the Association may require; special meetings may be called by the President, at his own discretion or on the request of three or more Council members.
Order of Business	5.2	The Council shall prescribe its own order of business.
Notice of meetings	5.3	In the case of regular meetings of Council, two weeks' notice by letter shall be given by the Secretary-Treasurer to all members of Council.
	5.4	In the case of special meetings of Council, all members of Council shall be notified by the most appropriate means as indicated by the degree of emergency of the meetings.
	6.	MANAGEMENT
Management by Council	6.1	Subject to these bylaws and to the will of general meetings of the members of the Association, the Council shall direct and manage the affairs of the Association.
	7.	REMUNERATION
	7.1	There shall be paid to any member of the Licensing Board who is not registered under the Act such stipends and such remunerations for approved travelling expenses as may from time to time be fixed by resolution of the Council.

8. SIGNING OFFICERS
- Signing Officers
- 8.1 The signing officers of the Association are the Secretary-Treasurer, the President, and the Vice-President.
- 8.2 All cheques and formal documents required to be completed by the Association shall be signed by the Secretary-Treasurer and by the President, but in the absence of the President or on his direction, the Vice-President may sign in place of the President.
9. PRESIDENT
- Presides at Council Meetings
- 9.1 The President shall preside at all meetings of the Council and shall have a casting vote in Council.
- Presides at Association Meetings
- 9.2 The President shall preside at all general meetings of the members of the Association and shall have a casting vote in all matters except election of members of Council.
- Signing Officer
- 9.3 The President shall be a signing officer of the Association.
- Calling special meetings
- 9.4 The President shall be empowered to call special meetings of the Council and shall call general meetings of the members of the Association when so directed by the Council.
- 9.5 The President shall act as chairman of the Licensing Board meetings and shall have a casting vote in Licensing Board meetings.
10. VICE-PRESIDENT
- Duties and Powers in absence of President
- 10.1 In the absence of the President or at the request of the President, the Vice-President shall perform the duties of the President and assume the powers normally vested in the President.
11. SECRETARY-TREASURER
- Duties and Powers
- 11.1 The duties and powers of the Secretary-Treasurer are as follows:
- (a) to keep a faithful record of the proceedings of all Council, Licensing Board and general meetings and preserve in proper order all records and documents belonging thereto;
  - (b) to attend to the payment or settlement of all accounts of the Association as authorized or directed by the Council or Licensing Board;
  - (c) to deposit promptly to the credit of the Association in a financial institution all receipts of the Association;
  - (d) to maintain proper books of account together with all vouchers so that they shall be available for audit at any time;
  - (e) to receive all monies and documents to which the association may become entitled from memberships, meetings, conventions, and other approved sources;
  - (f) together with the President or Vice- President, sign all cheques and formal documents required to be completed by the Association;
  - (g) to send by letter, or by publication in the Association's Bulletin, of any proposal or resolution to every member of the association in good

- standing at least thirty days prior to general meetings;
- (h) to notify members of fees payable and of any other requirements that Council or Licensing Board may deem necessary;
- (i) to maintain a current mailing list of all registered members, Licensed members, associates and technicians;
- (j) to receive and present to Council and Licensing Board all applications from new members and associates;
- (k) to account for all monies paid to him and to use such monies as directed by the Council;
- (l) to deliver promptly to his successor in office all books, vouchers, cash on hand, and other property of the Association in his possession or under his control;
- (m) to be responsible for all correspondence related to the business and function of the Association and of Licensing Board.

## 12. REGISTRAR

12.1 The duties and powers of the registrar are as follows:

- (a) to register as a member every person who is entitled to be a member;
- (b) to keep a register of all persons who become members of the Association, or become Associates, and of all animal health technicians employed by such members;
- (c) to prescribe and issue a membership certificate to each new registered member upon payment of the prescribed fees;
- (d) to deposit in the office of the Provincial Secretary, not later than the first day of April of each year, and to publish in such a manner as Council directs, a correct list in alphabetical order according to surnames of members of the Association showing their residence;
- (e) to deliver promptly to his successor in office all books and other property of the Association in his possession or under his control;
- (f) to record and monitor the continuing education courses taken by members and to ensure fulfillment of requirements for licensure as directed by Licensing Board;
- (g) to issue interim licenses as necessary to members of the Association in good standing.

12.2 The Council shall appoint a current member as Acting Registrar when the Registrar is absent or unable to act or when there is a vacancy in the office of the Registrar who shall assume the powers and responsibilities of the Registrar.

## 13. GENERAL MEETINGS

13.1 General meetings of the members of the Association shall be held in accordance with Section 11 of the Act.

13.2 At least fourteen days prior to the date fixed for a general meeting, a written or printed notice of such meeting shall be mailed or caused to be mailed by the Secretary-Treasurer to every member in good standing of the Association, addressed to him at the Post Office address recorded as his in the register of the Association.

13.3 The order of business at general meetings of the Association shall be as follows:

- (a) reading of the minutes;
- (b) reading of communications;

Duties and Powers

Section 11 of Act

Notice to members

Order of business

	(c) reports of committees and auditor's report at the direction of Council;
	(d) unfinished business;
	(e) new business;
	(f) election of members of Council, when applicable.
Procedure	13.4 The procedure to be followed at general meetings shall be based on "Roberts Rules of Procedure."
Quorum	13.5 At any general meeting of the Association twenty percent of the members constitute a quorum.
	14. MEMBERSHIP
Classes of membership	14.1 There shall be the following classes of membership:
	(a) regular - any person admitted to membership according to the Act and Bylaws;
	(b) licensed - any regular member who has a license granted by the Licensing Board in accordance to Section 5(2) of the Act;
	(c) honorary - any person who has rendered outstanding service to the Association or to the veterinary profession in general may, by a two-thirds majority vote of the members present at any general meeting, be elected an honorary member;
	(d) life - any member of the Association who has attained the age of sixty-five years may, by a two-thirds majority vote of the members present at any general meeting, be elected a life member;
	(e) short term - any person eligible for membership in accordance with Section 5(1) of the Act may be granted a short-term membership for a specific time period not to exceed a four-month period. This member is not eligible to hold office.
	(f) retired - any member is eligible for a fifty per cent reduction in membership fees who is over 55 years of age and fully retired from the practice of veterinary medicine
Application Forms	14.2 An applicant for membership in the Association shall complete such application forms as may be required by the Council and shall include thereon all information as is requested on the form.
Admission to membership	14.3 The Council shall conduct enquiry of any application for membership in the Association to ascertain if the applicant qualifies for membership according to Section 5 of the Act.
Enquiries re applicants	14.4 The Council may conduct enquiry of an applicant for membership in the Association by written communications and by meeting with the applicant.
Time and place of meeting applicant	14.5 If the enquiry of an applicant for membership in the Association is conducted by meeting with the applicant, the time and place of such meeting shall be set by the Council.
Continuing education standards	14.6 The Council shall encourage all members of the Association to maintain a standard of continuing education equivalent to that required by licensed members.
Admission to membership	14.7 The Council shall admit to membership in the Association any applicant entitled to admission according to the findings of the Council and who pays the admission and annual fees prescribed in Section 15 of these bylaws.

Restricted rights

14.8 No honorary or life members shall be entitled to vote or hold office in the Association unless such person is also a regular member of the Association.

Classes of Associates

#### 14(A) ASSOCIATES

14(A).1 There shall be the following class of associates:

- (a) Academic - any person who make application for academic association; and
  - (i) is a faculty member at the Atlantic Veterinary College;
  - (ii) is a graduate of a veterinary school not accredited by the Canadian Veterinary Medical Association at the time of his graduation;
  - (iii) does not hold a certificate of qualification from the National Examining Board of the Canadian Veterinary Medical Association;
  - (iv) solemnly declares his willingness to uphold the honour and dignity of the profession and
  - (v) pays the prescribed fee.

Application form

14(A).2 An applicant shall complete such application forms as may be required by the Council and shall include thereon all information as is requested on the form.

Admission

14(A).3 The Council may conduct enquiry of an applicant by written communication and by meeting with the applicant to ascertain if the applicant qualifies as an associate according to these bylaws.

Restricted Rights

14(A).4 Associates shall have the right to attend all meetings of the Association but no associate shall be entitled to vote or hold office in the Association.

Payment of fees

14(A).5 Subject to the approval of a general meeting of the members of the Association, annual associate fees shall be fixed by the Council.

Suspension by Council

14(A).6 Every associate shall, on or before the first day of October in every year pay to the Secretary-Treasurer the associate fee fixed by Council for the upcoming year.

14(A).7 Where an associate does not pay the prescribed fee on or before the first day of January of the year for which it is payable, his association may be suspended by Council.

Admission Fee

#### 15. MEMBERSHIP FEES

15.1 Any applicant for membership in the Association shall at the time of his application pay to the Secretary-Treasurer an admission fee of twenty-five dollars.

Annual registration fees

15.2 Subject to the provisions of Section 8 of the Act and to the approval of a general meeting of the members of the Association, annual registration fees shall be fixed by the Council and when fixed are payable by members of the Association.

Membership card

Reduction in Fee

- 15.3 Every member of the Association shall, on or before the first day of October in every year pay to the Secretary-Treasurer the annual registration fee; upon request the Registrar shall forthwith issue to the person from whom such fee is received a membership card for the year in respect of which such fee is paid.
- 15.4 Where a person is registered after the 1st day of May in any year, one-half of the regular registration fee is payable.
- 15.5 No fee is payable by honorary or life members for their honorary or life membership in the Association.
- 15.6 Subject to the provisions of Section 8.4 of the Act, the penalty for late payment of membership dues will be fixed by council.

Duties and powers

## 16. LICENSING BOARD

- 16.1 The following are the duties and powers of the Licensing Board:
- (a) to enforce practice standards bylaws;
  - (b) to ascertain that the applicant is a member in good standing with the Prince Edward Island Veterinary Medical Association;
  - (c) to examine the personal and professional background of applicants for eligibility to obtain a license;
  - (d) to ascertain the fitness and competence of applicants to practice clinical veterinary medicine;
  - (e) to encourage licensed members to avail themselves of professional journals and texts;
  - (f) to review all continuing education courses attended by members, to ascertain if such courses are pertinent to member's area of clinical activity; to request the member to report to the Licensing Board with evidence of having attended such courses;
  - (g) to inspect the facilities used by Licensees;
  - (h) to ensure compliance with the standards prescribed for such facilities by these bylaws;
  - (i) to appoint an inspector or inspectors for the purpose of determining and ensuring compliance with these bylaws;
  - (j) to grant or to refuse to grant licenses for the practice of clinical veterinary medicine in accordance with the Act and bylaws.

Application forms

- 16.2 An applicant for a license to practice clinical veterinary medicine shall complete such application forms as may be required by the Licensing Board and shall include thereon all such information as is requested on the forms.

Examinations

- 16.3 The Licensing Board may require an applicant for a license to take such examinations as it may deem advisable to determine the educational background and qualifications of the applicant and all other professional experience and training that will assist in determining the competence of the applicant.

16.4 The Licensing Board may enter into an agreement with any school of veterinary medicine with respect to the setting and marking of examinations under this section; any mark established by a school of veterinary medicine pursuant to such agreement shall be deemed to be the mark fixed by the Licensing Board, unless the Licensing Board otherwise determines.

16.5 A member of the Association shall make application to the Licensing Board to practice clinical veterinary medicine.

General License

16.5(1) if an applicant makes application to carry on the practice of clinical veterinary medicine and the applicant can prove to the satisfaction of the Licensing Board:

- (i) that he is a member in good standing of the Association ;
- (ii) that he possesses;
  - a) a certificate of graduation from a Canadian university accredited by the Canadian Veterinary Medical Association before 1984 and had a general license at the time of the signing of the Mobility Agreement for Veterinarians and has maintained a general license; or
  - b) a certificate of qualification from the National Examining Board of the Canadian Veterinary Medical Association;
- (iii) that he complies with all other requirements and meets all other qualifications prescribed by the Act and these Bylaws;

and if he pays to the Secretary-Treasurer the license fee prescribed by these Bylaws,

then the Licensing Board may issue a General License to practice clinical veterinary medicine.

Limited License

16.5(2) if an applicant makes application to carry on the practice of clinical veterinary medicine limited to one or more species, or specific disciplines of veterinary medicine; or

if the Licensing Board deems it advisable to so limit a license;

and the applicant can prove to the satisfaction of the licensing Board:

- (i) that he is a member in good standing of the Association;
- (ii) that he will carry on the limited practice of clinical veterinary medicine;
- (iii) that he possesses;
  - a) a certificate of graduation in veterinary medicine from a Canadian university accredited by the Canadian Veterinary Medical Association before 1984; or



b) a certificate of qualification from the National Examining Board of the Canadian Veterinary Medical Association;

- (iv) that he complies with all requirements and meets all other qualifications prescribed by the Act and these Bylaws; and
- (v) in the case of limitation to a specific discipline, the applicant meets the Licensing Board's requirements for a recognized specialist in such a discipline; and if he pays to the Secretary-Treasurer the licensing fee prescribed by these bylaws,
- then the Licensing Board may issue a Limited License to practice clinical veterinary medicine limited to such specific species or disciplines and the licensee is bound and limited in his practice of clinical veterinary medicine thereby.

Academic License

16.5(3)A. if an applicant makes application to carry on the practice of clinical veterinary medicine at the Atlantic Veterinary College and the applicant can prove to the satisfaction of the Licensing Board:

- (i) that he is a member in good standing of the Association;
- (ii) that he has an academic appointment in the Atlantic Veterinary College with payment by the university at salary of rank;
- (iii) that an indemnity agreement must be signed between the University of Prince Edward Island and the Prince Edward Island Veterinary Medical Association for graduates from non-accredited veterinary schools who do not hold a certificate of qualification from the National Examining Board of the Canadian Veterinary Medical Association;
- (iv) that he complies with all other requirements and meets all other qualifications prescribed by the Licensing Board and the Act and these Bylaws; and
- (v) that he will carry on the practice of clinical veterinary medicine only within the Department in which he holds his professional appointment and to the extent required by his appointment at the Atlantic Veterinary College;

and if he pays to the Secretary-Treasurer the license fee prescribed the these Bylaws,

then the Licensing Board may issue an Academic License to practice clinical veterinary medicine limited to the extent required by the applicant's academic appointment at the Atlantic Veterinary College; and the applicant is not eligible for reciprocity with the other provinces under the Reciprocity Agreement.

Cancel Academic License

16.5(3)B. the academic license of a member expires with the termination of the appointment for which it was granted,

Educational License

except in the event of a promotion within the Atlantic Veterinary College.

- 16.5(4)A. if an applicant makes application to carry on the practice of clinical veterinary medicine as the result of an appointment as an intern or resident at the Atlantic Veterinary College and the applicant can prove to the satisfaction of the Licensing Board:
- (i) that he is a member in good standing of the Association;
  - (ii) that he will practice clinical veterinary medicine only as required by the terms and conditions of his internship or residency programme at the Atlantic Veterinary College;
  - (iii) that an indemnity agreement must be signed between the University of Prince Edward Island and the Prince Edward Island Veterinary Medical Association for graduates from non-accredited veterinary schools who do not hold a certificate of qualification from the National Examining Board of the Canadian Veterinary Medical Association;
  - (iv) that he will receive remuneration for veterinary services only by way of a fixed stipend or salary;
  - (v) that he complies with all other requirements and meets all other qualifications prescribed by the Act and these Bylaws; and if he pays to the Secretary-Treasurer the license fee prescribed by these Bylaws, the Licensing Board may issue an Educational License to practice clinical veterinary medicine to the extent required by the applicant's training programme at the Atlantic Veterinary College; and the applicant is not eligible for reciprocity with the other Provinces under the Reciprocity Agreement.

Cancel Educational

- 16.5(4)B. the Educational License of a member expires with the termination of the Licensee's appointment in the internship or residency programme for which it was granted.

Short Term License

- 16.5(5)A. if an applicant makes application to carry on the practice of clinical veterinary medicine for a limited period of time not to exceed four months and the applicant can prove to the satisfaction of the Licensing Board:
- (i) that he is a member in good standing of the Association;
  - (ii) that he has a temporary appointment by the Atlantic Veterinary College, or a licensed member, or by the consent of the Licensing Board to perform specific clinical veterinary services solely for a short-term, special purpose;
  - (iii) that he is sponsored by a licensed member of the Association who undertakes, prior to the commencement of the short-term practice, to execute an agreement in favour of the Association agreeing to accept liability for the short-term licensee, both in relation to the Association and the clients with whom such short-term licensee comes into contact;
  - (iv) that the sponsor will be responsible for continuing after the applicant leaves Prince Edward Island any veterinary care started in Prince Edward Island by the applicant;

- (v) that he will receive remuneration for veterinary services only by way of a fixed stipend or salary;
- (vi) that he complies with all other requirements and meets all other qualifications prescribed by the Act and these Bylaws;

and if he pays to the Secretary-Treasurer the license fee prescribed by these Bylaws,

then the Licensing Board may issue a Short Term License to practice clinical veterinary medicine.

Terms for Short Term License

- 16.5(5)B. the Short Term License terminates:
- (i) if the applicant no longer meets the conditions under subclauses 16.5(5)A.[i] to 16.5(5)A.[iv] inclusive, or
  - (ii) if the Licensing Board cancels the Short Term License because the short term licensee ceases to hold the qualifications he had at the time of application or it is discovered that he did not have such qualifications; or
  - (iii) if the Licensing Board in its discretion deems cancellation of the Short Term License to be in the best interests of the provision of quality clinical veterinary medicine, or if the reputation of the profession and standards of professional conduct and ethics so required, or
  - (iv) four months after the license is actually issued, whichever occurs first.

Interim License

- 16.5(6)A. if an applicant makes application to carry on the practice of clinical veterinary medicine under either a General, Limited, Academic, Educational, or Short Term License and the applicant can prove to the satisfaction of the Registrar:
- (i) that he is a member in good standing of the association;
  - (ii) that his application for license is complete as prescribed by the Act and these Bylaws for the category of license being requested;
  - (ii) that he complies with all other requirements and meets all other qualifications prescribed by the Act and these Bylaws; and if he pays to the Secretary-Treasurer the License fee prescribed by these Bylaws,

the registrar may issue an Interim License to practice clinical veterinary medicine under such terms and conditions as the Licensing Board may set from time to time.

Cancel Interim License

- 16.5(6)B. the Interim license of the member expires:
- (i) at the time of the next Licensing Board meeting, or
  - (ii) 90 days after it was issued,

whichever is less.

Consultants

- 16.6 Any licensee may invite as a consultant on a case any veterinarian from another province, state, territory, or country, who is in that province, state, territory or country, licensed or registered as a veterinarian and authorized to practice clinical, veterinary medicine, but the writing

licensee must give to the Council notice of the invitation in advance of the arrival of the consultant in the province and the name and address of the consultant and the reason for inviting the consultant.

Standards for facilities

- 16.7 The facilities in which the practice of clinical veterinary medicine is carried on shall comply with the standards prescribed in these bylaws for such facilities, and where such facilities do not comply with this subsection, the license of the member or members owning or carrying on the practice of clinical veterinary medicine therein may be suspended by the Licensing Board and in the event that after notice has been given by the Licensing Board to bring the facilities up to standard, the facilities have not been brought up to standard within six months of the date of such notice, such licenses may be cancelled by the Licensing Board.

Emergency Service

- 16.8 Every licensee shall be responsible to ensure 24-hour emergency service:
- (a) within the limits of the license of such a licensee, and
  - (b) acceptable to the Licensing Board, and

where such emergency service is to be provided by another licensee, written verification of such an affiliation may be requested by the Licensing Board, and

where such licensee fails to comply with this subsection, the license of such licensee may be suspended by the Licensing Board.

- 16.9 The Licensing Board shall consider an application for license at the next scheduled licensing board meeting following receipt of said application by the registrar.

License fee

## 17. LICENSE FEE

- 17.1 Each applicant for a license must pay to the Secretary-Treasurer a fee of one hundred dollars before a license to practice clinical veterinary medicine may be issued by the Registrar.

Examination fee

- 17.2 Each applicant for a license who is required to undergo an examination must pay to the Secretary-Treasurer a fee; the costs to the Licensing Board of conducting such examination shall be included in such fee; the fee may be fixed by the Licensing Board, and shall be not less than two hundred and fifty dollars.

Attendance required

## 18. CONTINUING EDUCATION

- 18.1 Every licensee shall in every two calendar-year period attend and participate in not less than twenty hours of continuing education courses in veterinary medicine.

Approved by Council

- 18.2 The continuing education courses referred to in subsection (1) must be such as are approved or sponsored by the Council.

Notice of participation

- 18.3 Licensees shall keep a record of all C/E programs attended and will certify annually that they have attained the required continuing education.

Suspension of membership or license

18.4 Licensing board can request verification of attendance at continuing education programs by the licensee. Where a licensee fails to take the amount of courses prescribed in subsection (1), the Licensing Board may suspend the license of such licensee for a period of time not exceeding two months, but if the licensee is suspended on these grounds on two or more occasions, the Licensing Board may cancel the license of such licensee.