

J.V.M.A. Constitution, By-Laws & Code of Ethics

Jamaica Veterinary Medical Association

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JAMAICA VETERINARY MEDICAL ASSOCIATION CONSTITUTION

Rule 1. Title

The Association shall be known as the Jamaica Veterinary Medical Association.

Rule 2. Mission Statement

The Jamaica Veterinary Medical Association is the national body representing the interest of the veterinary profession and furthering its status and image. The Association is committed to providing quality service to its members and the public and promoting the health and welfare of all animals. The objectives of the Association shall include the advancement of the science and art of veterinary medicine including its relationship to public health and agriculture; the promotion of interest in veterinary work and education; the promotion of co-operation between the veterinary profession and allied professions.

Rule 3. Affiliations

The Jamaica Veterinary Medical Association shall foster association with other national, international and regional associations as it deems fit. It shall also permit groups of members of the Association to organize into divisions based on regional or occupational similarities, so long as these groups meet the qualifications specified in Article VII of the By-laws of the Association.

Rule 4. Membership

(i) Individuals eligible for membership shall be those graduates of approved colleges and schools of veterinary medicine who meet the qualifications specified in Article I of By-laws of the Association.

(ii) Other Members - Sections 2, 3, 4, 5 and 6 of Article 1 of the By-laws provide for and specify the qualifications for other classes of members in the Association.

(iii) Tenure - Members of the Association shall retain their membership only so long as they comply with the provisions of the Constitution, the Code of Ethics of the Association, and Article I of the By-laws of the Association.

Rule 5. Officers

(i) The Executive Body of the Association shall consist of a President, Vice President, Secretary, Assistant Secretary, Treasurer and the Chairpersons of Standing Committees as stipulated by Article II of the By-laws of the Association

(ii) The Immediate Past President shall remain on the Executive Body of the Association as stipulated by Article III of the By-laws of the Association.

(iii) The Officers of the Association must be members in good standing, as described in the By-laws in Article I, sections 1 and 7 as Active members.

(iv) All nominees must be proposed and seconded by eligible members in good standing (Active Members).

(v) Voting shall be by secret ballot.

(vi) Officers shall be elected at Special or Annual General Meetings.

Rule 6. Committees

The Executive shall appoint the following committees and such other committees as may be deemed necessary:

Finance and General Purposes,

Nominations & Membership,

Rights & Welfare,

Discipline and Ethics,

Public Relations,

Judicial (Parliamentary),

Education and Research.

Committees shall function in accordance with Article III of the By-laws. Each committee shall present a report to the Association at the Annual General Meeting.

Rule 7. Annual General Meeting

(i) The Annual General Meeting shall be held in May or June of each year or not less than eleven (11) and not more than thirteen (13) months after the previous Annual General Meeting.

(ii) Notice of the Annual General Meeting shall be sent out not less than twenty one (21) days before the date set for such meeting.

(iii) Reports of officers and committees shall be presented at the Annual General Meeting

(iv) The Executive Committee shall be elected at the Annual General Meeting or at a Special General Meeting.

Rule 8. Special Meetings

(i) When deemed necessary, Special General Meetings may be called by the President, the Executive Committee, or on the signed petition of not less than 10 members.

(ii) Notice of Special General Meetings shall be given not less than fourteen (14) days prior to such meetings except in exceptional circumstances.

Rule 9. Revision of Constitution and By-laws

(i) Revisions to the Constitution and By-laws may be made at the Annual General Meeting or a Special General Meeting providing due notice is given.

(ii) Notice required for revision shall be not less than 20 days prior to the holding of the Annual or Special General Meeting which will deal with such a revision.

(iii) Amendments to the Constitution require a quorum of two-thirds of those members in good standing and a two-thirds majority of those members present and voting.

Part 2 — By-Laws

JAMAICA VETERINARY MEDICAL ASSOCIATION

BY-LAWS

Article I — Members

Individuals may qualify for active membership in the following classifications:

§ Full Members

§ Honour Roll Members

§ Affiliate Members

§ Associate Members

§ Honorary Members

§ Student Members

Section 1. Full Members

Veterinarians who are graduates of approved veterinary institutions and are registered by the Jamaica Veterinary Board to practice veterinary medicine in Jamaica are eligible to become Full members. These members must be “in good standing”, i.e. be current in their payment of dues or be excused from same as provided for in Section 8 (d) of these By-laws. They shall enjoy full rights and privileges and may hold office.

Section 2. Honour Roll Members

(a) A veterinarian who has held continuous membership in the Association for 20 years, upon recommendation of the Executive Committee shall have his/her name placed on the Association's Honour Roll, be excused from the payment of annual dues, and continue to receive the rights and privileges of membership. An Honour Roll member shall be recognized by an insignia which shall bear a gold-coloured inscription "Honour Roll - Jamaica Veterinary Medical Association."

(b) In special cases a veterinarian who has reached the age of 70 years and has maintained continuous J.V.M.A. membership since graduation from a college of veterinary medicine, may upon recommendation by the Executive Committee, have his/her name placed on the Honour Roll, be excused from the payment of dues and continue to receive the rights and privileges of membership. He/she shall be recognized by the Honour Roll emblem as described in part (a) of this section.

Section 3. Affiliate Members

Teachers of veterinary medicine or of the sciences allied to veterinary medicine and persons engaged in veterinary research who do not qualify for admission as Full members and who are citizens of Jamaica, may become Affiliate members of the Association. They must be nominated by the Executive Committee and their membership approved by a majority vote of a General Meeting attended by at least one third of the active membership of the Association. Affiliate members shall have the same rights as Full members, except that they may not hold office.

Section 4. Associate Members

Veterinarians who are members of national veterinary associations of countries other than Jamaica (as certified by the Secretary of the J.V.M.A.) may become Associate members contingent on approval by the Executive Committee. Associate members shall have the same rights as Full members, except that they may not hold office.

Section 5. Honorary Members

Veterinarians, distinguished Scientists and other persons in any part of the world, who have risen to prominence in the veterinary profession, or who have contributed distinguished service to veterinary science and to its advancement and application, may become Honorary members of the Association on nomination by the Executive Committee and election by a majority vote at an Annual or a Special General Meeting. The names of persons nominated as Honorary members, shall be announced to the members in attendance at (at least) one General Meeting of the Association, prior to the convening of the Special or Annual General Meeting at which the nominees names are voted on. Honorary members shall have the same rights as Full members, except that no Honorary member may hold office. No more than two Honorary members shall be elected at any Annual or Special General Meeting, except on the recommendation of the Executive Committee and on the unanimous vote of the members in attendance at the General Meeting dealing with the matter.

Section 6. Student Members

Students of veterinary medicine enrolled at an approved institution and who are residents of Jamaica may apply to become Student members of the Association subject to the approval of the Executive Committee. Student membership dues would be set at approximately one third of the amount paid by full members. Student members will enjoy all the rights and privileges of Full members except that they may not vote or hold office. On successful completion of their studies they may upgrade their membership to Full status. Students who fail to complete their course would immediately cease to be members.

Section 7. Applications

(a) Applications for admission of Active members shall be made to the Executive Committee and shall be filed with the Secretary of the Association on a prescribed application form.

(b) Suggestions as to persons eligible for election as Affiliate or Honorary members, accompanied by appropriate supporting data and letters of recommendation and application forms may be submitted by the Chairman of the Nomination & Membership Committee or any Active member of the Association to the Secretary of the Association.

Section 8. Dues

(a) Annual dues to be paid by Full, Affiliate and Associate members of the Association shall be set at the Annual General Meeting of the Association to be in effect the following year. If such fee is not set at such meeting, then the fee for the previous year shall prevail. Membership dues shall be paid for each calendar year on or before the first day of January.

(b) Prospective members shall remit their dues with their application.

(c) Dues are not refundable

(d) In addition to Honour Roll Members, the Executive Committee may excuse the following members from the payment of dues:

(i) A member for whom the payment of dues would be a financial hardship by reason of physical disability or illness.

(ii) A member, who has completed over 25 continuous years as an Active member of the Association, has retired from veterinary activity and who requests that he or she be exempt from payment of dues.

(iii) A member who certifies that he is permanently disabled and can no longer practice veterinary medicine.

(iv) A member whom the Executive Committee determines should be granted dues-exempt status because of extenuating circumstances.

Section 9. Delinquent Members

(a) Members shall be delinquent if their dues are not paid by March 1 of the calendar year for which they are payable.

(b) Delinquent members shall cease to be members in good standing if they fail to pay their dues within 30 days of the due date. As such, they shall not be qualified to hold office, bring forward any proposition or vote until the arrears are paid.

(c) A delinquent member who had ceased to be a member because of the non-payment of dues will be automatically reinstated as a member on the payment of the delinquent dues before the end of the calendar year for which the dues were payable.

(d) Delinquent members who remain so for more than two calendar years shall cease to be members.

(e) If a member wishes to end his or membership in the association, he or she must do so in writing and will subsequently lose all rights and privileges afforded to members.

Section 10. Disciplinary Action and Dismissal of Members

(a) If a member is expelled or if his registration is refused or repealed by the Veterinary Board of the Government of Jamaica for reasons of unethical conduct or other behaviour detrimental to the profession, he shall cease to be a member of the Association on the certification thereto of the Registrar of the Veterinary Board to the Secretary of the Association.

(b) The Executive Committee may censure, suspend or expel any member of the Association for any violation or infraction of the Constitution, By-laws or Code of Ethics of the Jamaica Veterinary Medical Association. Such a censure, suspension or expulsion must be reported at the first General Meeting of members that follows such decisions.

(c) Within six months following the expulsion of a member by reasons of the provisions of subsections (a) or (b) of this section, such a member may request that the Veterinary Board or the Executive Committee of the Association review any question or procedure involved in his/her expulsion and to reinstate him/her to membership in the Association.

(d) After six months of uncontested expulsion of any member, under subsection (b) of this section, the Secretary of the Association is obliged to report such an expulsion to the Registrar of the Veterinary Board and in doing so, embody a concise, factual and objective description of the charge or charges and the findings of the Executive Committee.

Article II — Officers

Section 1. Slate of Offices

(a) With the prior approval of the Executive committee, the Secretary shall prepare and present for each Annual General Meeting, a slate of offices to be filled.

(b) Such a list of offices must include:

President, Vice-President, Secretary, Assistant Secretary and Treasurer.

(c) Also included, should be the offices of:

(i) Chairman of the Nomination and Membership Committee

(ii) Chairman of the Rights and Welfare Committee

(iii) Chairman of the Judicial (Parliamentary) Committee

(iv) Chairman of the Discipline and Ethics Committee

(v) Chairman of the Public Relations Committee

(vi) Chairman of the Education and Research Committee

(vii) The Auditor or Auditors for annual appointment.

(viii) The Immediate Past President shall be an ex-officio member of the Executive Committee for one year.

Section 2. Nominations

(d) The Chairman of the Executive Committee shall conduct the nomination for the offices to be filled at each Annual General Meeting or Special General Meeting.

(e) The slate of nominations shall not contain more than three names for each of the offices.

(f) When there is but one nominee for an office, the members present shall instruct the Secretary to record a unanimous vote of election.

(g) All nominations must be seconded.

Section 3. Elections

(a) The President, Vice-President, Secretary, Assistant Secretary and Treasurer, shall be Full members elected at each annual general meeting by secret ballot under the supervision of scrutineers specially appointed at the annual general meeting.

(b) The President, Vice President, Secretary, Assistant Secretary and Treasurer shall not hold the same position for more than 3 consecutive years.

(c) A nominee is elected by receiving a clear majority (i.e. greater than 50 %) of the votes cast.

(d) In the case of a tie, the Presiding Officer shall cast the tie-breaking vote.

(e) In the case of three nominees, if no nominee receives a clear majority of the votes cast, the nominee receiving the lowest number of votes shall be eliminated and a new ballot taken.

(f) All other officers of the Association as listed in sub-section (c) of Section 1 of Article II of these By-laws may be elected, (after being duly nominated) by show of hands.

(g) The President shall preside over the election proceedings after his/her election to office.

(h) Election of officers shall be carried out annually after all other items of business pertaining to the Year under review have been disposed of by the General Body at the Annual General Meeting.

(i) At the Annual General Meeting, all officers are elected, normally, for one year.

Section 4. Vacancies

(a) Presidency

If the President dies, resigns, or is otherwise removed from office then the Vice-President shall immediately become President.

(b) Secretary

If the Secretary dies, resigns, or is otherwise removed from office, then the Assistant Secretary shall immediately become Secretary.

(c) In the event that there is a vacancy in the office of Vice-President at the time that the vacancy in the office of the President occurs, then the Chairman of the Judicial (Parliamentary) Committee, shall act as President, either until his successor is elected by a Special General Meeting called for the purpose, or until the next Annual General Meeting, at which time the new President and Vice-President shall be elected.

(d) The executive has the power to appoint an Assistant Secretary and a Treasurer from the Committee's membership or from the general body, if it becomes necessary to make such an appointment, until someone is formally elected at the succeeding Annual General Meeting.

Section 5. The President

The President shall be the chief representative of the Association and shall, among other duties:

(a) Preside at all Regular, Special, and Annual General Meetings of the Association.

(b) Chair the meetings of the Executive Committee and the Finance and General Purposes Committee.

(c) Be a voting member with a casting vote at Executive Committee and General Meetings - the sole exception being the provisions of Section 3 (a) under Article II, as they apply to the election of a President.

(d) Be an ex-officio member of all Standing Committees and sub committees of the Association, with a right to vote.

(e) Preside at special meetings, conferences or functions held by the Association and perform such duties as custom and parliamentary usage require.

(f) Call Special General Meetings when it is expedient so to do.

(g) Appoint scrutineers at Annual and, when needed, Special General Meetings.

(h) Have the power to co-opt members to serve on the Executive Committee and also on the Finance and General Purposes Committee.

Section 6. Vice-President

(a) The Vice-President shall undertake the duties of the President in the absence of or at the request of the President.

(b) Shall automatically become the President of the Association and Chairman of the Executive Committee in the event the President dies, resigns, is removed from office or becomes permanently incapable of performing the duties of the Presidency, as stipulated in Section 4 (a) of Article II.

(c) A successor shall be elected at a Special General Meeting called for the purpose, or at the succeeding Annual General Meeting, whichever comes earlier.

(d) Shall be an ex officio member of all Standing Committees but is without a right to vote, if the President is present and exercises the presidential right to vote at such meetings.

Section 7. Secretary

(a) The Secretary shall be the chief administrative officer of the Association and shall be responsible to the Executive Committee.

(b) Shall have custodianship of all correspondence, records, property and assets of the Association.

(c) Shall act as the general administrator of the Association's affairs.

(d) Shall be responsible for the recording of notes of the General Meetings of the Association and the meetings of the Executive Committee and the reproduction, presentation, distribution and filing of same in the form of minutes, reports, resumes, etc.

(e) Shall attend all meetings of the Executive Committee as well as all General Meetings of the Association.

(f) Shall be a voting member of the Executive Committee.

(g) Shall be an ex officio member of all Standing Committees, sub-committees and special committees of the Association, without, however, the right to vote.

(h) Shall present a written general report of the Association's activities at the Annual General Meeting.

(i) Has the responsibility to notify members about the time and purpose of General Meetings and committee members of the time and nature of meetings of the Executive Committee.

(j) Is responsible for the safety and safekeeping of all official documents, records and other properties or possessions of the Association.

Section 8. Assistant Secretary

(a) The Assistant Secretary shall assist the Secretary with the many and varied duties of his/her office.

(b) Shall undertake specific duties assigned him/her by the Secretary.

(c) Shall take over the duties of the Secretary in the absence of or at the request of the Secretary.

(d) Shall be a voting member of the Executive Committee.

(e) Shall automatically become Secretary of the Association in case of the death, resignation or other causes of removal from office of the Secretary as stipulated in section 4 (b) of Article II of these By-laws.

(f) A successor can be elected by the Executive Committee to act until the succeeding Annual General Meeting when the membership of a new Executive Committee will be elected.

(g) Shall be ex officio member of Standing Committees and sub-committees, only if acting in place of, but not in attendance with, the Secretary.

Section 9. Treasurer

(a) The Treasurer shall be the chief accounting officer of the Association and shall be responsible to the Executive Committee.

(b) Shall have custodianship of all accounts of the Association.

(c) Shall be responsible for the collection of dues or other funds of the Association and the lodgement or safekeeping of same.

(d) Shall be responsible for the disbursement of all funds in the name of the Association.

(e) Shall sign all monetary receipts issued on behalf of the Association.

(f) Must be a signatory for all the Association's financial lodgements and withdrawals.

(g) Shall arrange for payment of all expenses of the Association subject to the direction and disposition of the Executive Committee.

(h) Shall maintain a file of all vouchers, invoices, receipts, etc.

(i) Shall deposit all monies in the name of the Jamaica Veterinary Medical Association only in institutions (banks, etc.) approved by the Executive Committee.

(j) Shall make a detailed report of the financial status of the Association at each Annual General Meeting and, from time to time, should be prepared to give any written financial statement required by the Executive Committee or the General Meeting of members, after being given due notice.

(k) Shall turn over all funds, properties, records etc. under his custodianship to his/her successor.

Article III — Executive Committee

Section 1. Composition

- (a) The Executive Committee shall consist of elected officers and the Chairmen of sub-committees elected in accordance with Section 3 under Article II of these By-laws.
- (b) In addition to the President, Vice-President, Secretary, Assistant Secretary and Treasurer, Immediate Past President, the elected Chairman of each Standing Committee shall serve as voting members of the Executive Committee.
- (c) The Executive Committee has the power to co-opt other members to serve for special purposes or periods or for the total unexpired period up to the succeeding Annual General Meeting.
- (d) The Executive Committee shall be considered the Managing Board of the Association.

Section 2. Tenure

The term of office of the Executive Committee is normally one year; which means, the period between being elected to office at an Annual General Meeting and the election of officers at the succeeding Annual General Meeting.

Section 3. Vacancies

- (a) A vacancy in the Executive Committee occurring by reason of death, resignation, inability to serve, change of residence outside of Jamaica, or for any other cause, shall be filled by a special election conducted in accordance with the provisions of Sections 2 and 3 of Article II of these By-laws. Section 4 (d) is an exception to this subsection.
- (b) The member so elected shall serve only for the unexpired portion of the original term.

Section 4. Meetings

- (a) The Executive Committee shall hold at least three (3) regular meetings during the period between Annual General Meetings of the Association.
- (b) Special meetings may be called at any time by the Chairman or by any four members of the Executive Committee on seven days written notice to each member of the Committee.
- (c) Five (5) members of the Executive Committee shall constitute a quorum for the transaction of business.
- (d) The Executive Committee has the power to appoint an Assistant Secretary from the Committee's membership or from the General Body, if it becomes necessary to make such an appointment, until someone is formally elected at the succeeding Annual General Meeting.

Section 5. Duties

The Executive Committee shall:

- (a) Perform all acts, transact all business for or on behalf of the Association, and do all such lawful acts and things as the Constitution and these By-laws may permit.
- (b) Appoint or elect or co-opt members to serve on special sub-committees as specified by these By-laws.
- (c) Have the accounts of the Association audited annually or at such other times as it shall direct.
- (d) Set the time and duration of the Annual General Meeting of the Association.
- (e) Present a report of its actions through the Secretary, at each Annual General Meeting.
- (f) Act for and on behalf of the general membership in the interim between Regular General Meetings of the Association.
- (g) Appoint such special committees which, in its opinion, are necessary for the conduct of the Association's business, programmes or special efforts.
- (h) Elect and recommend to the General Body, the recipients of those awards for which it bears the authority.
- (i) Maintain liaison with other professional organizations, both national and international.
- (j) Maintain liaison with the Professional Organizations of Jamaica, the Jamaica Veterinary Board, and any other body or institution or Association with which the Jamaica Veterinary Medical Association sees fit to affiliate or associate itself officially.

Section 6. Chairman

- (a) The Chairman of the Executive Committee is the elected President of the Association.
- (b) Shall hold office until a successor has been duly elected.
- (c) Shall preside at all meetings of the Executive Committee and shall be vested with all the authority and powers of the President of the Jamaica Veterinary Medical Association as stipulated in Section 5 under Article II of these By-laws.
- (d) Shall be subjected to the related provisions of Sections 2, 3 and 4 of Article II of these By-laws pertaining to officers. However, in the case of the absence of the Chairman, Vice-President, or Judicial Committee Chairman from a meeting of the Executive Committee, the Executive Committee shall designate one of its members to serve as Chairman until the return of the absent officers.

Section 7. Immediate Past President

The Immediate Past President shall remain active in the planning and implementation activities of the Executive Committee and may provide consultation in any area as determined by the President. He or she shall attend as a voting member all regular meetings of the Executive Committee to provide continuity for the Association. The tenure of the Immediate Past President will not exceed 13 months and the position will remain vacant if the President is returned to office at the next Annual General Meeting of the Association.

Article IV — Regular General Meetings

Section 1. Frequency of Meetings

(a) The Association shall hold at least three (3) Regular General Meetings in each business year in addition to the Annual or any Special General Meeting called with the approval of the Executive Committee.

(b) The President of the Association and/or the Executive Committee shall determine the time, venue and agenda items of each Regular General Meeting.

Section 2. Quorum

A total of at least 10 members present constitute a quorum for a Regular General Meeting of the Jamaica Veterinary Medical Association.

Section 3. Notice of Meeting

(a) Members should be given at least 21 days advance notice by the Secretary in writing, concerning the holding of a Regular General Meeting.

(b) The notice of meeting should be accompanied by an outline of the agenda for the proposed meeting.

Section 4. Agenda of Meeting

(a) The format for conducting a Regular General Meeting of the Association shall be as set out in sub-section (b) of this section unless a motion for the suspension of the standing order is moved by a member in good standing, and that motion is seconded and carried by a majority of the Active members present and voting.

(b) Agenda shall include:

(i) Opening remarks.

(ii) Apologies for absence (if any)

(iii) Reading and confirmation of the Minutes of the previous Regular General Meeting.

(iv) Matters Arising out of the Minutes

(v) New Business and Correspondence

(vi) Other matters

(vii) Adjournment

(c) The presiding Chairman has the right to vary the above agenda format if, in doing so, the business of the meeting will be more conveniently, effectively or expeditiously conducted.

Section 5. Conducting of meetings

(a) The President of the Association shall preside over Regular General Meetings.

(b) In his or her absence, the Vice-President shall chair the meeting.

(c) In the absence of both the President and Vice-President, the Secretary can call the meeting to order and shall either conduct the meeting as Chairman or request members to select a Chairman for that meeting.

(d) The Chairman of a Regular General Meeting has a casting vote.

(e) Non-members of the Association can only participate in a Regular General Meeting if invited to do so by the Chairman.

(f) All questions, comments, objections, suggestions or any other remarks by members concerning the business or conduct of the meeting must be addressed to the Chairman.

Article V — Special General Meetings

Section 1. Convening

(a) As provided for by the Rule 8 of the Constitution of the Association, the President, or the Executive Committee may, when deemed necessary, call Special General Meetings of members.

(b) Also, on petition of at least five Active members of the Association, the Secretary, (with the knowledge of the President) may convene a Special General Meeting of members.

(c) Ten Active members shall form a quorum.

Section 2. Notice

Notice of Special General Meetings shall be given to members not less than 14 days prior to such meeting and the main item of such a meeting explained in the notice.

Section 3. Conduct

(a) Special General Meetings shall be conducted as in Section 5 of ARTICLE IV dealing with Regular General Meetings.

(b) The agenda must be specific and may not include "Reading and Confirmation of, or Matters Arising from the Minutes of the last meeting" unless the Special General Meeting is the very next General Meeting of members in succession to a previous Special General Meeting.

Section 4. Recording and Decision

(a) The Minutes of a Special General Meeting must ordinarily be presented at the succeeding Regular General Meeting of members for reading and confirmation.

(b) A decision taken at a Special General Meeting by a majority vote of members in good standing is constitutionally binding and must be regarded as a decision of the Association.

Article VI — Annual General Meetings

Section 1. Time and Venue

- (a) The Executive Committee shall determine the time and place of the Annual General Meeting.
- (b) Annual General Meetings must be held in April of each year or not less than eleven (11) nor more than thirteen (13) months after the previous Annual General Meeting.
- (c) Notice of the Annual General Meeting shall be sent out not less than twenty one (21) days before the date set for such meeting.

Section 2. Agenda

The following matters must be dealt with at the Annual General Meeting:

- (a) Reading and adoption of the Minutes of the previous Annual General Meeting.
- (b) Presentation and Adoption of the Secretary's Report.
- (c) The reports of Chairmen of Standing Committees.
- (d) Presentation of Treasurer's Reports
- (e) Adoption of Auditors' report.
- (f) Roll call of members in good standing.
- (g) Election of Officers:
 - (i) President
 - (ii) Vice-President
 - (iii) Secretary
 - (iv) Assistant Secretary
 - (v) Treasurer
 - (vi) Chairman of Judicial (Parliamentary) Committee
 - (vii) Chairman of Discipline and Ethics Committee
 - (viii) Chairman of Nomination and Membership Committee
 - (ix) Chairman of Rights & Welfare Committee
 - (x) Chairman of Public Relations Committee
 - (xi) Chairman of Education & Research Committee
 - (xii) Commonwealth Veterinary Association Councillor
 - (xiii) Election of Auditors

(h) Closing Remarks and Adjournment

Section 3. Conduct

(a) The Secretary shall furnish to the meeting a list of "members in good standing."

(b) The President shall appoint two scrutineers to assist with the election of officers.

(c) Voting to fill the offices of President, Vice-President and Secretary must be done by secret ballot.

(d) The President shall preside over proceedings until his successor is elected.

(e) As stipulated in Article I, only eligible Active members (in good standing) will have valid votes.

(f) Only valid votes will be counted.

Section 4. Quorum

A quorum for the Annual General Meeting shall be not less than one third of the total membership of the Association.

Section 5. Amendments

(a) Amendments to these By-laws can only be done at an Annual General Meeting or a Special General Meeting.

(b) Notice of any proposed amendment must be sent to members at least thirty days prior to the Annual or Special General Meeting.

(c) An amendment to any By-law requires the attendance of two thirds of the membership of the Association and a two thirds majority vote of those Active members present and voting.

Article VII — Divisions

Section 1. Definition

(a) Groups of members of the Association may organize into Divisions based on regional or occupational similarities. Divisions of the Association are professional organizations with the same aims as the main Association.

(b) All members of Divisions in good standing must be members of the Association and pay the usual annual subscription to the Association, directly or through the Division.

Section 2. Organization

(a) Each Division shall have an Executive Board of three officers: Chairman, Secretary, and Treasurer, who together shall be called the Board of Officers of the Division.

(b) Each Division is required to possess a written constitution and a set of by-laws that must conform to the Constitution of the Jamaica Veterinary Medical Association. The Board of Officers of the Division is responsible to the Executive Committee of the Association.

(c) Groups wishing to form Divisions should apply to do so in writing to the Secretary of the Association.

(d) Divisions may be established once:

(i) The Executive Committee of the Association has received from the group applying to form a Division, the proposed Constitution and By-laws of the division.

(ii) The Executive Committee of the Association has approved the proposed Constitution and By-laws for the Division and,

(iii) Recognition by a two-third majority of the members present at an Annual General meeting has been received.

(e) A Division may lose recognition once:

(i) The Executive Committee of the Association has reviewed the activities of the Division and found that it does not comply with the By-laws of the Association, and

(ii) A recommendation by the Executive Committee to cease recognition is approved by a two-third majority of the members present at an Annual General Meeting.

Article VIII — Finance And General Purposes Committee

(Terms of Reference)

Clauses

1. The Finance and General Purposes Committee of the Jamaica Veterinary Medical Association is deemed a Standing Committee of the Executive Committee of the Association.
2. The members of this committee are the members of the Executive Committee who are normally elected at the Annual General Meeting or co-opted by the President or the Executive Committee.
3. The terms of reference of this committee must be approved at an Annual General Meeting.
4. Matters to be dealt with by this committee must be referred to it by the General Meeting of the Association.
5. The Chairman of this committee is the President of the Association.
6. The President and the Secretary shall be responsible for informing the General Body of the activities or findings of this committee.
7. The Committee shall deal with all matters that are not undertaken by other Standing Committees or matters specially referred for the committee's attention and/or action.
8. The Finance and General Purpose Committee may review the fiscal policy of the Association from time to time.
9. Major financial or policy decisions must first be referred to the General Body for ratification before implementation, unless the Executive Committee has been authorized by the General Body to execute its decision.
10. The Secretary is the secretary of the Finance Committee.
11. The Finance and General Purpose Committee shall determine and recommend the following to the General Body when indicated:
 - (i) The purpose of making any major cash expenditure.
 - (ii) The appropriation of the above mentioned cash recommended.
 - (iii) The amount of cash needed and recommended.
 - (iv) The educational, professional, social, fraternal, humanitarian, or other significance attached to any expenditure recommended.
 - (v) The nature and amount of investments in which the Association may indulge.
 - (vi) Any revision of the annual membership fees of the Association.

(vii) All other lawful monetary transactions and acts as the Constitution and these By-laws may permit, in the interest or to the advantage of the Association including special awards to members or other persons acting on the Association's behalf.

(viii) The payment of dues by members.

(ix) The period for which accounts should be audited.

(x) The period that makes up a financial year.

Article IX — Nomination And Membership Committee

(Terms of Reference)

Clauses

1. The Nomination & Membership Committee is deemed a sub-committee of the Executive Committee of the Jamaica Veterinary Medical Association.
2. The personnel of this committee must be determined by the Executive Committee from time to time or by a General Meeting of the Association.
3. The terms of reference of this committee must be approved by the Executive Committee or by a General Meeting.
4. Matters dealt with by this committee must be referred to it by the Executive Committee. The results of its deliberations must be submitted in the first instance to the Executive Committee.
5. The Executive Committee is not bound to accept the findings, decisions or recommendations submitted by Nomination and Membership Committee.
6. The terms of reference of this Committee shall include:
 - (i) The consideration of all matters involving the admission, expulsion and dismissal of members as provided in Article I of these By-laws.
 - (ii) The recommendation of persons eligible for special recognition or awards by the Association.
 - (iii) Consultation with the Chairman of the Judicial (Parliamentary) Committee on matters concerning the categories and holders of membership in the Association.
7. The chairman of the Nomination & Membership Committee shall prescribe the form for application of membership to the Association.
8. The Chairman shall advise the Executive Committee on the eligibility or ineligibility of any applicant for membership.
9. The Chairman shall initiate the processing of Honour Roll members as provided for by Section 2 of Article I of these By-laws.
10. The Chairman shall advise the Executive Committee on the class and standing of members.
11. The Chairman shall consult with the Secretary to determine the Active members in good standing.

Article X — Discipline And Ethics Committee

(Terms of Reference)

Clauses

1. The Discipline and Ethics Committee of the Jamaica Veterinary Medical Association is deemed a sub-committee of the Executive Committee of the Association.
2. The personnel of this sub-committee must be determined by the Executive Committee or by a General Meeting of the Association and the Chairman has the power to co-opt other members as deemed necessary.
3. Additional terms of reference of this committee must be approved by the Executive Committee or by the General Body in session.
4. Matters to be dealt with by the Discipline and Ethics Committee must be referred to it by the Executive Committee and the results of its deliberations submitted in the first instance to the Executive Committee.
5. The Executive Committee is not bound to accept any decision or recommendation submitted by the Discipline and Ethics Committee.
6. The terms of reference of the Discipline and Ethics Committee shall include:
 - (i) Dealing with any unethical, indisciplined or infamous conduct on the part of members of the Association referred by the Executive Committee or General Meeting
 - (ii) Dealing with any matter of ethical interest to the veterinary profession.
 - (iii) Safeguarding a code of standards of professional behaviour which must be observed if the honour and dignity of the profession are to endure.
7. Unethical, indisciplined, and infamous acts include:
 - (i) Misleading or untrue advertising.
 - (ii) Untrue certification or reporting.
 - (iii) "Covering up" for and association with unqualified persons such as non-graduate or unlicensed practitioners.
 - (iv) Contravention of the Dangerous Drugs Act.
 - (v) Any other activity which brings the veterinary profession into disrepute.
8. The Discipline and Ethics Committee can also deal with other irregularities including:
 - (i) Inaccurate or misleading lecturing and or broadcasting.
 - (ii) Inaccurate or misleading publications.
 - (iii) Breaches of client confidentiality.
 - (iv) Any valid related complaint submitted to the Committee by the Executive Committee.

9. Committee Guidelines:

- (i) Every complaint must be in writing, identifying the complainant and the veterinarian against whom the complaint is laid.
- (ii) Each complaint should be submitted to the Chairman of the Discipline and Ethics Committee through the Secretary.
- (iii) Interviews by the Committee with complainants and veterinarians concerned are encouraged. Face to face communication helps to evaluate complaints more surely.
- (iv) All correspondence relating to every case should be circulated to every committee member.
- (v) Files of all original correspondence as well as the minutes of each meeting are kept by the Secretary.
- (vi) Minutes must be taken at each meeting.
- (vii) Decision on a case is not voted on, but discussed and probed until a clear consensus of opinion is arrived at and expressed as a final decision by the Chairman.
- (viii) The Committee should guide and assist in correcting obvious weaknesses rather than being in any way punitive or acting as a tribunal.
- (ix) Serious cases involving alleged infractions of the Constitution and By-laws or the Veterinary Act should be referred to the Executive Committee in the form of a "Hearing".

Article XI — Public Relations Committee

(Terms of Reference)

Clauses

1. The Public Relations Committee is deemed a sub-committee of the Executive Committee of the Jamaica Veterinary Medical Association.
2. The personnel of this committee include a Chairman who is automatically a member of the Executive Committee, elected at the Annual General or a Special General Meeting of the Association.
3. Matters to be dealt with by this committee must be referred to it by the Executive Committee.
4. The terms of reference of the Public Relations Committee shall include:
 - (i) Promoting the general welfare of the veterinary profession in Jamaica.
 - (ii) Maintaining the honour of veterinarians and the interest of the public in the veterinary profession.
 - (iii) Promoting mutual improvement and goodwill among members of the veterinary profession as well as with other professions and the public.
5. The Chairman of the Public Relations Committee shall be responsible for maintaining necessary and desirable liaisons within and without the Association with the approval of the Executive Committee.
6. He/She shall maintain liaison with other national professional organisations, associations or institutions.
7. He/She shall represent the Jamaica Veterinary Medical Association at any meetings of the Professional Association of Jamaica.
8. He/She shall be responsible to the Executive Committee for the details pertaining to social functions whether or not such functions are strictly recreational or fund-raising in intent.
9. He/She shall liaise when necessary, with the Chairman of the Education and Research Committee, in promoting Continuing Education and for education or training of livestock farmers, pet owners, etc. in special areas or topics.
10. The Chairman shall make a report of the Committee's activities at the Annual General Meeting.
11. He/She shall be responsible for the content of any print or electronic publication produced in the name of the Association.

Article XII — Judicial (Parliamentary) Committee

(Terms of Reference)

Clauses

1. The Judicial (Parliamentary) Committee is deemed a sub-committee of the Executive Committee of the Jamaica Veterinary Medical Association.
2. The personnel of this committee must be determined by the Executive Committee from time to time or by a General Meeting of the Association.
3. The terms of reference of this Committee must be approved by the Executive Committee or by the General Body in session.
4. Matters to be dealt with by this Committee must be referred to it by the Executive Committee and the results of its deliberations submitted in the first instance to the Executive Committee.
5. The Executive Committee is not bound to accept any decision or recommendation submitted by the Judicial (Parliamentary) Committee.
6. The terms of reference of the Judicial (Parliamentary) Committee shall include:
 - (i) The interpretation of the Constitution, By-laws and rules of the Association.
 - (ii) The consideration of all controversies arising under the Constitution, By-laws or the principles of veterinary medical ethics to which the Association is a party.
 - (iii) Investigating complaints referred to it by the Executive Committee, the General Body or the President of the Association.
7. The Chairman of the Judicial (Parliamentary) Committee may advise on:
 - (i) The presence or absence of a quorum.
 - (ii) The order of membership seniority at meetings.
 - (iii) The order or format of an agenda.
 - (iv) The procedures related to the conducting of an election and the method of voting.
8. The Chairman of the Judicial (Parliamentary) Committee shall consult with the Chairman of the Nominations and Membership Committee in dealing with Rule 4 of the Constitution and Article I of the By-laws pertaining to membership of the Association.
9. The Chairman of this Committee shall have priority of Chairmanship of an Executive Committee meeting in the absence of the President and Vice-President of the Association.
10. The Chairman shall give advice to the Executive Committee, the officers or the General Body on parliamentary matters if called upon so to do whether verbally or in writing.

Article XIII — Education And Research Committee

(TERMS OF REFERENCE)

Clauses

1. The Education and Research Committee is deemed a sub-committee of the Executive Committee of the Jamaica Veterinary Medical Association.
2. The personnel of this Committee must be determined by the Executive Committee from time to time or by a General Meeting of the Association.
3. The terms of reference of this Committee must be approved by the Executive Committee or by the General Body in session.
4. Matters dealt with by the Education and Research Committee must be submitted in the first instance to the Executive Committee along with the results of deliberations and recommendations.
5. The Executive Committee is not bound to accept any decision or recommendation submitted by the Education and Research Committee.
6. The terms of reference of the Education and Research Committee shall include:
 - (i) Enlightening and directing public opinion in relation to veterinary science and promoting veterinary public health in connection with such science.
 - (ii) Elevating, sustaining and improving the professional character and Continuing Education of veterinarians in Jamaica. It shall organize Continuing Education seminars etc. for the benefit of the members of the Association.
 - (iii) Circulating veterinary reports and treatises to the members.
7. The Chairman of the Education and Research Committee shall invite research projects designed to promote veterinary medicine and to further technical development of veterinary practice.
8. The Chairman of this Committee shall be responsible to the Executive Committee for securing and arranging the presentation of technical items at the General Meetings of members of the Association.
9. He/She shall liaise with the Chairman of the Public Relations Committee in arranging educational presentations outside the Association's membership.
10. He/She shall be responsible for securing resource personnel when the Association has agreed or is obliged to make use of their particular expertise.
11. He/She shall be responsible for the preparation and administration of any Continuing Education programme at the request of and with the approval of the Executive Committee.

Article XIV — Rights And Welfare Committee

(TERMS OF REFERENCE)

Clauses

1. The Rights and Welfare Committee is deemed a sub- committee of the Executive Committee of the Jamaica Veterinary Medical Association.
2. The personnel of this committee must be determined by the Executive Committee from time to time or by a General Meeting of the Association.
3. The terms of reference of this committee must be approved by the Executive Committee or by a general meeting.
4. Matters dealt with by this committee must be referred to it by the Executive Committee. Its recommendations must be submitted in the first instance to the Executive Committee.
5. The Executive Committee is not bound to accept the findings, decisions or recommendations submitted by Rights and Welfare Committee.
6. The terms of reference of this Committee shall include:
 - (i) The consideration of all matters involving the improvement/protection of the financial security, professional integrity and health care needs of the membership.
 - (ii) Advising the Executive Committee on strategies for wealth protection/creation for its members.
 - (iii) Acting as the members' negotiating body for benefits within the private or public sector.
 - (iv) Creating strategies to lobby the Jamaican government on issues that affect members.
 - (v) Providing supportive recommendations for members in good standing to institutions, financial or otherwise, from which they are seeking assistance.
 - (vi) Researching, advising on and administering any pension/retirement plans on behalf of the membership.
 - (vii) Researching, advising on and administering any group health insurance plans on behalf of the membership.
 - (viii) Seeking to protect and promote job opportunities within the private and public sector that should be held by veterinarians.
 - (ix) Conducting or commissioning surveys in areas that will directly affect the welfare of the membership.
 - (x) Liaising when necessary, with the Chairman of the Public Relations Committee, in protecting the integrity of members.
 - (xi) Liaising when necessary with the chairman of the Discipline and Ethics Committee and the Veterinary Board to define and protect professional standards.

(xii) Lobbying to protect and improve access to the equipment, materials and medications necessary for members to practise their profession at the highest level.

Part 3 — Code of Ethics

JAMAICA VETERINARY MEDICAL ASSOCIATION CODE OF ETHICS

(APPENDIX A)

This Code shall define the practice of veterinary medicine based on a professional morality, which will consist of a strict adherence to both the defined rules as set out herein and an overall standard of ethical behaviour befitting the dignity and integrity of the profession whose responsibility it is to provide animals with the highest possible standards of medical care.

To achieve this end all members of the Association shall conduct themselves in an exemplary manner within the spirit of the code.

This Code is not intended to cover the entire field of veterinary medicine and is intended for the exclusive use of the Jamaica Veterinary Medical Association, this body having assumed the responsibility to develop its own Code of Ethics, setting out its professional standards.

I - RESPONSIBILITIES TO THE CLIENT

1. Each member will practice the art of veterinary medicine to the best of his or her ability.
2. No member must ever practice under conditions in which his or her personal state may adversely affect the quality of service.
3. Each member will ensure that conduct toward clients in the practice of the profession is above reproach.
4. No member shall guarantee a cure.
5. Each member will recognize his or her limitations and, when indicated, recommend to the client that additional opinions and services be obtained.
6. Members will continue to educate themselves and adjust to modern concepts of practice to ensure the best possible service to their clients.
7. Each member shall respect the confidentiality of information revealed by the client.
8. Members shall comply with the common law governing their obligations to their clients and shall obey without fault the official public regulations and laws governing their acts.

II - RESPONSIBILITIES TO THE PROFESSION

1. The veterinarian should first of all be a good citizen. No act should be committed that will reflect unfavourably upon the profession.
2. Each member will build a professional reputation based on ability and integrity. The use of advertising shall be regarded as being the medium for providing information to clients and members of the public, so that such persons shall be able to make informed decisions with regards to the health care of their animals. Such advertising shall be truthful, informative, moral and professional.

3. No member shall belittle or injure the professional standing of another member of the profession or unnecessarily condemn the character of another member's professional acts.

4. Referrals and Second Opinions

All members should recognize when a case is outside their area of competence or ability and be prepared to refer it to a colleague whom they are satisfied is competent or equipped to carry out the necessary investigations or treatment. The initial contact should be made by the primary veterinary surgeon, and the client then asked to arrange the appointment.

The distinction between a second opinion and a referral should be clearly understood by both veterinarian and client. A second opinion is a consultation with a second veterinarian which may be sought by the client with or without the knowledge or cooperation of the primary veterinarian. A referral is a case in which the primary veterinarian advises the client to consult with a second veterinarian for diagnosis and/or treatment, after which the client is referred back to the primary veterinarian.

A full case history and instructions as to the particular reason for referral should be applied by the primary veterinarian, together with an indication of the client's wishes and responsibility for the fees incurred. Members should not use a referral as an opportunity to pass on difficult clients, or known bad debtors. When a member is introduced to a case at a dissatisfied client's request, the member should:

- (i) Make an effort to review the case with the attending veterinarian;
- (ii) Co-operate with the attending veterinarian in such a spirit of professionalism as to assure the client's confidence in veterinary medicine;
- (iii) Discuss the findings with the client in such a manner as to avoid undue criticism of the attending veterinarian;
- (iv) Inform the attending veterinarian of the diagnosis and treatment recommended;

When called in an emergency as a substitute in the absence of a fellow practitioner, it is the veterinarian's duty to render the necessary service and then turn the patient over to the colleague upon his or her return.

5. No member shall wilfully place professional knowledge, attainments or services at the disposal of any lay body, organization, group or individual, by whatever name called, or however organized for the purpose of encouraging unqualified groups and individuals to diagnose and prescribe for the ailments and diseases of animals. Such conduct is especially reprehensible when it is done to promote commercial interests and monetary gain. Such deportment is beneath the dignity of professional ethics and practice. It can be harmful to both the welfare of the animal-owning public and the veterinary profession, it violates the principles of humane animal care, and it may cause great economic loss and endanger the health of the public and of animals.

6. No member shall use a degree to which he or she is not entitled.

7. No member or employee of the Jamaica Veterinary Medical Association shall use the name of the Association in connection with the promotion or advertising of any commercial product or

commercial service, or in any way that would imply Jamaica Veterinary Medical Association endorsement of such a product or service without written permission from the Executive Committee.

III - RESPONSIBILITIES TO SOCIETY

1. No member shall contravene any Central, Local or Municipal Law or Regulation in conducting practice.
2. No member of the Association shall encourage or assist any person to practice anywhere in violation of the laws governing the practice of veterinary medicine and it is the duty of members to report such illegal practices to the proper authorities.
3. Members of the Association shall not write testimonials as to the virtue of proprietary remedies or foods.
4. When employed to inspect an animal for soundness, it is unethical to accept a fee from both the buyer and the seller.

Part 4 — Veterinarian's Oath

JAMAICA VETERINARY MEDICAL ASSOCIATION

VETERINARIAN'S OATH

(APPENDIX B)

Being admitted to the profession of veterinary medicine, I solemnly dedicate myself and the knowledge I possess to the benefit of Society, to the conservation of our livestock resources and to the relief of suffering animals. I will practice my profession consciously and with dignity. The health of my patients, the best interest of their owners and the welfare of my fellow man, will be my primary considerations. I will at all times be humane and temper pain with anaesthesia where indicated. I will not use my knowledge contrary to the laws of humanity nor in contravention of the ethical code of my profession. I will uphold and strive to advance the honour and noble traditions of the Veterinary Profession.

SO HELP ME GOD