



Association of Veterinary Consultants

AVC Internal Rules

Article 1.

The Internal Rules of the Association of Veterinary Consultants (AVC VZW) are intended to supplement the Constitution of the AVC and shall be consistent with the provisions of that Constitution.

MEMBERS

Article 2.

The membership of the AVC consists of members, emeritus members and honorary members.

Article 3.

Emeritus members are members who are no longer active as veterinary consultants but still want to maintain contact with the AVC or who have reached the age of 65 years.

Article 4.

Honorary members are those members or persons who are considered as having exceptional merit for the AVC. A proposal for honorary membership can be made by the Board or by at least 30% of the membership. The proposal shall be accepted by at least 2/3 of the valid votes at the Annual General Meeting. Honorary members shall have no votes.

Article 5.

To obtain membership it is required to apply in writing to the honorary secretary, by providing full information on professional qualifications, fields of activity, by signing the code of conduct and completing an application form.

BOARD

Article 6.

The position of Honorary Secretary and Honorary Treasurer may be held by one and the same person.

Article 7.

The Honorary President calls for a board meeting when he thinks this is necessary or at the request of at least two other members of the Board.

Article 8.

The Honorary Vice-President replaces the Honorary President or the Honorary Treasurer when these are not present.

Article 9.

The Honorary General Secretary informs the members of the next Annual General Meeting at least 30 days before the event. He takes care of all correspondence, the annual report and the archive. The minutes of the previous AGM will also be circulated to all members in writing, via electronic mail, at least 30 days before the meeting.

Article 10.

The Honorary Treasurer takes care of the collection of the annual membership fees and provides the membership with an annual financial report.

Article 11.

Any expenses incurred by the Board or its members, in the official duties of the AVC, will be paid for by the AVC up to a limit agreed by The Board.

Article 12.

The Board may call extraordinary meetings and will be obliged to do so at the request of at least 10% of the membership. Such a meeting will be held at least within 3 months after the receipt of the request.

Article 13.

Voting on persons will always normally be done by secret ballot. On other matters the ballot will be open except when a request for a secret vote is made by at least 10% of the members that are present. All members have one vote for each separate occurrence, except honorary members as detailed in Article 4.

Article 14.

Each year the honorary Treasurer sends an invoice for the annual fee to each member. In the case a member has not paid the fee 3 months after receipt of the invoice for the fee of the following year the membership will be terminated automatically. The member concerned shall be informed in writing by the honorary Secretary. In case the member wants to retain his or her membership a new entrance fee will be charged.

Article 15.

For expenses exceeding the available capital of AVC, the Board must seek approval of the members for payment by members *pro rata*.

Article 16.

The financial accounts of the AVC will be audited annually by two members appointed as auditors by the Annual General Meeting. On the recommendation of the auditors the AGM shall approve the accounts and the Honorary Treasurer will obtain his discharge for these accounts.

TERMINATION OF THE ASSOCIATION.

Article 17.

In case the Association is terminated, the remaining assets will be donated to the International Red Cross. Any remaining debts will be borne *pro rata* by the members at the time of termination.

AMENDMENTS TO THE RULES OR CONSTITUTION

Article 18.

Amendments of the Internal Rules or Constitution can be made when 2/3 of the votes are in favour of the amendment and when the proposal was mentioned on the agenda of the meeting concerned. The amendments take immediate effect.