

Wildlife Group



South African Veterinary Association

CONSTITUTION

(As amended at an Annual General Meeting on 16 March.2013)

1 NAME:

This Group is an interest group of the South African Veterinary Association (SAVA) and shall be known as the **WILDLIFE GROUP of the SOUTH AFRICAN VETERINARY ASSOCIATION** (Abbreviated title : **SAVA Wildlife Group**).

2 OBJECTIVES:

The SAVA Wildlife Group is a group of veterinarians who are dedicated to improving the health and welfare of wildlife through:

- i. Promoting and where possible co-ordinating veterinary interaction, continuing professional development, research and all other aspects related to conservation/wildlife medicine in Southern Africa.
- ii. Providing a forum for the interchange of ideas amongst its members and members of any other relevant organisations by holding regular meetings, congresses, symposia and courses
- iii. Collecting, publishing and distributing information related to veterinary science as it pertains to wildlife
- iv. Periodically publishing and distributing specific technical publications, e.g. in the form of textbooks/manuals/electronic publications on various veterinary aspects of wildlife

3 MEMBERSHIP:

A Ordinary Membership:

- i. Ordinary members are veterinarians registered with the South African Veterinary Council, and are members of the SAVA
- ii. A completed application form, stating that the candidate will abide by the constitution of the SAVA Wildlife Group, shall be submitted to the secretary/treasurer together with the membership fee for the current year, after

- which the candidate will become an ordinary member of the Group
- iii. An ordinary member has one vote

B Cadet Membership:

- i. Cadet members are undergraduate students of a veterinary faculty in South Africa granting degrees accepted for registration by the South African Veterinary Council, and are already cadet members of the SAVA
- ii. A completed application form, stating that the candidate will abide by the constitution of the SAVA Wildlife Group, shall be submitted to the secretary/treasurer, after which the candidate will become a cadet member of the Group
- iii. Cadet members do not have a vote
- iv. Cadet members shall be exempt from the payment of annual Group membership fees

C Honorary Life Membership:

- i. Honorary life membership may be conferred on long-standing members of the Group by submitting a well-justified, written nomination, signed by at least three current members of the Group, to the committee for recommendation to the annual general meeting.
- ii. Upon such recommendation by the committee to the Group, at the next annual general meeting, such membership is approved by majority vote.
- iii. Recipients of the Lycaon Award automatically become honorary life members of the Group
- iv. Honorary members have one vote
- v. Honorary members shall be exempt from the payment of annual Group membership fees

D Associate Membership:

- i. Veterinarians residing outside South Africa and who are not members of the SAVA may join the Wildlife Group as associate members.
- ii. Associate members pay the same membership fee and receive the same benefits as ordinary members.
- iii. Associate members do not have a vote

E Membership of the Group shall be retained for as long as the provisions of the Memorandum of Incorporation of the SAVA as well as this constitution are maintained.

F A member shall cease to be a member of the Group if his annual membership fees are in arrears by more than six months. Due notice of this will be given to the member by the Secretary / Treasurer to enable the member to pay the outstanding membership fee. If payment is not received within 30 days of notice being given, membership will be terminated.

G Any member wishing to resign from the Group shall give notice in writing to the Secretary. The member shall be liable for the subscription for the year of resignation.

H If a member of the Wildlife Group resigns from the SAVA, he/she shall cease to be a members of the Wildlife Group

I The Committee may suspend or terminate the membership of any member that brings the SAVA Wildlife Group into disrepute. Before any such decision is made, the member will be invited to make written representations, by a specified date, as to why his/her membership should not be suspended or terminated.

4 MEETINGS:

- A Members are informed in writing two weeks in advance of the content of any motions for discussion at general meetings, and are enabled to vote on such motions.
- B Voting is by ballot, proxy, or electronic voting pending which is available and indicated by the Committee for the specific meeting in question.
- C Proxies must be registered before the official start of the meeting.
- D The chairperson shall preside at all general, committee or other Group meetings, or in the absence of the chairperson, the vice-chairperson, or any other Committee member elected to do so by the chairperson.
- E The conduct of all business transacted shall be under the control of the chairperson. All remarks must be addressed to the chairperson, whose ruling on a point of order or the admissibility of an explanation shall be final and shall not be open to discussion at the meeting at which it was delivered. This rule shall not preclude any member from raising any question upon the ruling of the chairperson by notice of motion.
- F In case of an equal division of votes, the chairperson of the meeting may have a second or casting vote.

4.1 Annual general meeting

- A An annual general meeting shall be held to consider reports on the activities of the previous year.
- B All members will be notified thereof in writing at least 60 days before the set date.
- C Ten members will comprise a quorum.
- D If a quorum is not present by 30 minutes after the set time on the given date, the annual general meeting will be postponed by not less than 14 days, and all members will be notified thereof in writing. The meeting will take place on the new date regardless of the number of members present.
- E Motions for discussion at the annual general meeting, seconded by a member, must reach the secretary/treasurer at least 30 days before the date of the meeting. Members must be notified of such motions at least 14 days before the annual general meeting is to take place. Exceptions to this rule may only be granted at the AGM if at least two thirds of the members present are in favour.
- F The constitution can be changed only by a majority vote at an annual general meeting. The amended constitution will then be submitted for scrutiny by the SAVA Constitution Committee, as per the SAVA Memorandum of Incorporation, and will only come into effect on ratification by the SAVA Board of Directors.
- G Proposed changes to the constitution, seconded by a member, should reach the secretary/treasurer at least 30 days before the date of the meeting. Members must be notified of all proposed changes at least 14 days before the annual general meeting is to take place.

4.2 Special general meeting

- A A special general meeting is convened by the secretary/treasurer within 30 days of a written request to that effect by at least five members.

- B The motion or motions for discussion at a special general meeting must be submitted at the same time as the request for such a meeting.
- C The motions are distributed to all members at least 14 days before the set date of the special general meeting.
- D These motions will be the only points on the agenda of the special general meeting.

5 OFFICE-BEARERS:

- A The office bearers known as the **COMMITTEE** shall consist of a **chairperson, vice-chairperson, secretary/treasurer** and two additional members.
- B The chairperson shall hold office for 2 years and shall preside over and regulate the proceedings of all general meetings of the Group, and meetings of the Committee and general running of the Group, in accordance with the constitution. After those present have confirmed the minutes of the previous meeting, the chairperson shall sign the minutes, as a voucher for their accuracy.
- C The secretary/treasurer shall have charge of all documents relating to the business of the Group; shall deal with all correspondence and present it to the meetings; shall draw up the agenda and notify all members of meetings; shall have charge over the minutes of all proceedings, of the Group and the Committee, and such minutes shall be presented for endorsement at the next meeting of the respective body; shall keep and pass on relevant historic records of the Group; shall present audited accounts of the Group at the annual general meeting; shall liaise with the SAVA with regard to membership fees and other monies collected by the SAVA on behalf of the Group and ensure such monies are paid into the Group's bank account; shall discharge all accounts and pay all sums of money under the direction of the Committee and in conjunction with the SAVA representative running the Group account; shall keep proper records of accounts with respect to all sums of money received and expended by the Group, and the matter in respect of which the receipt and expenditure takes place; shall, at the start of each financial year, prepare and submit to the Committee, a budget of the financial commitments of the Group.
- D The vice-chairperson and other committee members shall ensure that on-going responsibilities and projects of the Group are maintained and assistance is granted to the chairperson as needed to facilitate the running of the Group and its various projects, new and old, in accordance with the constitution.
- E Any member of the Committee is eligible for re-election, but the chairperson may not serve in that capacity for more than two consecutive terms of office, i.e. a total of four years.
- F A call for nominations is made at least 60 days before the set date of the annual general meeting.
- G Nominations for office-bearers, signed by the proposer and seconder and accepted by the nominee, are to reach the secretary/treasurer 30 days before the set date of the annual general meeting.
- H Ballot papers and proxy voting forms are distributed to members at least 14 days before the set date of the annual general meeting
- I The committee shall be elected by majority vote by members of the Group at an annual general meeting. Members not attending the meeting may mail or fax their ballot papers.

Secure electronic voting systems may also be employed. Voting shall take place by secret ballot on ballot forms provided. In the case of a tied vote, there will be re-vote for that particular portfolio. If the vote is again tied, the chairperson's vote shall be the deciding vote.

- J A neutral electoral officer is to be elected at the AGM, by majority vote, to preside over the procedure.
- K The duly elected committee shall hold office until the election of a new committee at the next annual general meeting.
- L The committee shall manage all the affairs of the Group and have full powers to transact all business and act at all times in the best interest of the Group.
- M The committee shall have full powers to appoint ad hoc sub-committees if and when necessary.
- N In the event of a vacancy occurring on the Committee through resignation or death, this may be filled until the following election, by a member nominated by the committee.
- O Representatives to the Federal Council of the SAVA or its committees, shall be the chairman or his nominee.
- P A meeting of the Committee may be convened (i) by the chairperson, or (ii) by the secretary/treasurer, either on the instruction of the committee, or on receipt of a requisition made and signed by at least 5 ordinary members stating the subject intended to be discussed, not later than 30 days after the receipt of instructions or requisition.
- Q At a committee meeting, 3 members shall form a quorum.

6 FINANCE:

- A The secretary/treasurer shall manage all financial matters of the Group in consultation with the committee.
- B The financial year extends over twelve calendar months from 1 January.
- C A financial statement shall be drawn up by the secretary/treasurer at the end of each financial year. The audited financial statement shall be tabled at the next annual general meeting. A member may request a copy of the latest financial statement within six months of an annual general meeting.
- D The officers of the Committee, and authorised representatives of the Group, shall be entitled to claim travelling and subsistence expenses while on Group business, subject to the approval of the Committee, and in accordance with the policy laid down by the Committee annually.

7 MEMBERSHIP FEES:

- A Membership fees of the Group shall be payable annually at the beginning of the calendar year to the SAVA, to be transferred to the Group's account.
- B The membership fee and any other income generated by the Group shall be utilised to finance the general administrative and running costs of the Group.
- C The annual membership fee for the next financial year, as recommended by the

secretary/treasurer, is decided by majority vote at the annual general meeting.

8 RESEARCH FUND

- A The Wildlife Group has established a Research Fund to support the Group's objectives .
- B Surplus funds arising from the Group's activities may be allocated to the Fund, at the discretion of the Committee at the financial year end.
- C Only interest earned on the fund is allocated for research project(s).
- D The financial aspects of the Research Fund of the Wildlife Group will be administered by the South African Veterinary Foundation (SAVF). Every year the SAVF will inform the Committee of the Wildlife Group of the amount earned during the previous year from interest and investments. Twenty-five per cent of this amount will be capitalised back into the fund, while seventy-five per cent will be used to support the Group's research objectives.
- E Members of the Wildlife Group will be informed annually of the amount available that year, and invited to submit applications for funding of research projects relating to wildlife, and provided the project fits into the Group's objectives. Only application by members of the Wildlife Group will be considered.
- F All decisions regarding allocation of the Research Fund will be taken by the Committee of the Wildlife Group, by majority vote. These decisions will be binding and no correspondence will be entered into regarding any decision.
- G The Committee will report on allocations from the Research Fund at the Annual General Meeting.
- H The Research Fund may not be dissolved or used for any other application without prior approval from the SAVA Board of Directors.

9 AWARDS

Awarding the Lycaon Award is decided by the Committee in accordance with criteria and the nomination procedure as set out by the Committee, and updated from time to time at their discretion.

10 DISSOLUTION

Dissolution of the SAVA Wildlife Group can only occur at an annual or a special general meeting. Upon dissolution of the Group, all records and other assets will be secured and handed over to the SAVA.