

Constitution of the Pig Veterinary Society

NAME

1. The association shall be named "The Pig Veterinary Society" (PVS) and shall be a specialist division of the British Veterinary Association (BVA).

OBJECT

2. The Pig Veterinary Society exists to assist its Members to care for pigs, through dissemination of knowledge about health, disease, the pig's welfare and its management and to promote study and research in the sciences relating to the health and welfare of the pig. The Pig Veterinary Society also provides a forum for discussion and the exchange of ideas on all matters pertaining to the pig.

MEMBERSHIP

Full members

3. Full membership shall be open to all Veterinary Surgeons where qualifications are acceptable to the Executive Committee.

Honorary members

4. Honorary Members may be admitted by invitation of the Society and shall not be required to pay membership fees. Nominations for honorary membership shall be submitted by the Executive Committee for approval at an Annual or Ordinary General Meeting (A/OGM).

Associate members

5. Associate membership shall be open by invitation of two full members of the PVS, to anyone with interests in the aims of the Society, who holds a degree, diploma or other relevant professional qualifications or experience that is considered acceptable to the Executive Committee. Where this qualification is not in an animal science, membership will be dependant on the proposed member being in relevant employment and shall be suspended or terminated if they leave this position (See Section 11). Any material changes in qualifications considered acceptable shall be submitted by the Executive Committee for approval at an AGM or OGM. Associate Members shall receive all the privileges of membership of the Society with the exception of voting rights. The Associate membership category shall be reviewed at least every three years.

Retired & Student members

6. Retired membership shall be open to veterinary surgeons who are "retired"; which is to say that they derive no income from their membership of the Royal College of Veterinary Surgeons (RCVS) and are registered as such. Retired Members shall receive all the privileges of membership of the Society with the exception of voting rights.
7. Student membership shall be open to undergraduate veterinary students studying in the UK or Eire for a degree registrable with the RCVS. Student Members shall receive benefits of membership, the terms of which are to be decided by the Executive from time to time, with the exception of voting rights. Student membership is also open to postgraduate students who are registered on a full time degree course relevant to the aims of the Society.

Election of members

8. A candidate for membership shall have a proposer and seconder, both of whom must be Full Members of the Society. Candidates for election should complete a proposal form on the Society's website, www.pvs.org.uk, and make provision for payment as directed on that site. Applications for Full or Associate Membership shall include the applicant's *Curriculum Vitae* which shall be circulated to Members of the Executive for approval within 3 to 4 weeks of receipt of application. If the Executive approves the nomination by a majority vote, the candidate will immediately be given access to the facilities of the category of membership for which they have applied. Names of new members will be circulated at the next AGM or OGM to the attending membership.
9. Full, Retired and Honorary members who do not belong to the BVA, all Student Members and Associate members shall not be entitled to vote for the appointment of representatives to the Council of the BVA or to serve thereon and shall not be eligible to be an Officer of the Society but may be elected as members of the Executive Committee. Members elected to the Executive Committee who do not belong to the BVA shall have the right to vote on all matters except those directly pertaining to the BVA.

Termination or suspension of membership

10. Membership is terminated if:
 - (a) the Member dies;
 - (b) the Member resigns by notice in writing to the Honorary Secretary of the Society;
 - (c) the Member has failed to pay his subscription for the preceding financial year.
11. The Executive Committee shall have the right to suspend or terminate the membership of any Member where the Executive Committee resolves unanimously that it is in the best interests of the Society that his, her or its membership is terminated or suspended. A resolution to remove or suspend a Member from membership may only be passed if:
 - (a) the Member whose removal is in question and all Members of the Executive Committee have been given at least twenty-one days' notice in writing of the meeting of the Executive Committee at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the individual Member or, at the option of the Member, the Member's representative (who need not be a Member of the Society), has been allowed to make representations to the meeting.
12. Where an individual is suspended from membership the Executive Committee shall specify in advance the proposed terms and / or duration of the suspension. A suspended Member will have the right to appeal to a panel of mutually agreed independent persons. After the specified period of suspension a Member can apply to be reinstated.
13. No Member of the Society is entitled to any refund of subscription or membership fee on ceasing to be a Member for any reason.

FINANCE

14. The funds of the Society shall be administered by an Honorary Treasurer appointed at the AGM. The Honorary Treasurer shall receive, for the use of the Society, all money payable to the Society. The Honorary Treasurer shall be deemed to have authority to make all usual payments but shall refer to the President of the Society for authority to discharge accounts which are unusual in their nature or amount. The Honorary Treasurer shall keep account of all such receipts and payments in a manner directed by the Executive Committee. All money received by the Society shall be paid into such Bank as may be decided by the Executive Committee of the Society and in the name of the Society and Honorary Treasurer. All cheques shall be signed by the Honorary Treasurer or Honorary Secretary or by such other persons as the Executive Committee shall decide.

15. An Accounts Report will be prepared by the Honorary Treasurer annually and shall be submitted for approval at the AGM. The Honorary Treasurer will be responsible for appointing an independent accountant, not attached to PVS, who will prepare the annual accounts and this appointment shall be submitted for approval at the AGM. The accounts shall not be subject to an independent audit, unless the Executive Committee specifically request an independent audit to be undertaken. The annual Accounts and the balance sheet shall be circulated to members attending the AGM or be available on request from the Honorary Secretary. All or any of the accounts of the Society shall be open to inspection by any Member on written request to the President.
16. An annual subscription shall be paid by each Member in advance from the first day of January in each year in a suitable form as deemed by the Society. The amount shall be decided at an AGM or OGM by a simple majority. Persons joining the association after January shall be liable for a full subscription. Membership runs from January 1st to December 31st.
17. Reasonable and proper remuneration or payment to any Officer, Executive Committee, Society Member or servant shall be paid out of the Society's funds for any time, travel, accommodation or out of pocket expenses incurred whilst acting on behalf of the Society. Claims shall be made to the Honorary Treasurer with supporting documentation. The rates will be determined annually by the Society's Executive Committee.
18. The income and property of the Society where ever derived, shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the Members of the Society.

OFFICERS OF THE SOCIETY

19. The Officers of the Society shall be the President, Senior Vice President, Vice President, Junior Vice President, Honorary Treasurer and Honorary Secretary. These posts are open to Full Members only.
20. The Officers shall retire from that office after one year, except for the Honorary Secretary and Honorary Treasurer who shall be elected initially for a period of two years and who may be re-elected annually after their initial two year period of office. Officers shall serve for a maximum period of nine consecutive years. The Senior Vice President shall retire after their term of office and shall not be eligible for election to the Executive Committee, except as Honorary Secretary or Honorary Treasurer, until one year has elapsed.

EXECUTIVE COMMITTEE

21. The Executive Committee of the Society shall consist of the Officers of the Society, the BVA Representatives and four other elected members. A maximum of two *ex officio* members may be asked to serve on the Committee at the discretion of the President. Each Officer or elected Member may form a sub-committee to support them in their allocated responsibilities. The members of the sub-committees need not be Members of the Executive, but will be subject to approval by Officers and elected Members of the Committee.
22. Elected members shall hold office for three years from the date of their appointment and on retirement they shall not be eligible for re-election for a further period of one year, but they may be eligible for election as Officers and may be invited to join any of the sub-committees. *Ex officio* members hold their term for a period of one year, with the option of extension by the current President to a maximum of three consecutive years.
23. Each sub-committee may have up to five members. Sub-committees will report to the President, Officers and other members of the Executive Committee through their chairperson. It is expected that this will be a minimum of four times a year. Sub-committees may be suspended if workload reduces.

24. The Executive Committee shall appoint an Honorary Public Relations Officer each year, who may be re-appointed annually after their initial year of office. The Honorary Public Relations Officer must be a member of the BVA.
25. A quorum at a meeting of the Executive Committee shall be seven members.

Election

26. The election of Officers and Members of the Executive Committee shall take place at the Annual General Meeting each year. Nominations for such elections should be submitted to the Honorary Secretary before or during this meeting and election shall be by ballot. Nominees must have given their consent to nomination and must be proposed by two Members of the Society. Officers and Members of the Executive Committee shall take office immediately after the election.
27. If any Officer of Executive Committee Member prematurely vacates office, an election to fill the vacancy shall be held at the following Ordinary General Meeting; the Member elected shall fill the office for the unexpired term of the vacancy, and shall be eligible for re-election.
28. The Society's representatives to serve on the Council of the British Veterinary Association shall be appointed by the President from within the membership of the Society.

MEETINGS

29. OGMs of the Society shall be called at the discretion of the Officers and held not less than twice yearly. The AGM will normally be held in conjunction with the first OGM of the calendar year. No business shall be transacted at any general meeting unless a quorum is present. Twenty one full Members of the Society entitled to vote upon the business to be conducted at the meeting shall constitute a quorum.
30. An Extraordinary General Meeting may be called on receipt by the Honorary Secretary or President of a written request giving at least thirty days notice of the proposed date that has been signed by a minimum of ten Members. The request shall state the business for which the meeting is to be called, and the meeting shall deal with no other business other than that stated in the request. At least thirty Members entitled to vote upon the business to be conducted must be present at such a meeting to form a quorum.
31. All meetings shall be convened by notice sent to the last known address of each Member not less than three weeks before the meeting.
32. The President shall be Chairman at all meetings. In his absence one of the Vice Presidents shall so act, or failing them, the Members present shall appoint a Chairman from among their number.
33. Matters voted shall be decided by a simple majority of the Members present and voting. Voting at meetings shall be by acclamation or show of hands except that the Chairman may order a ballot. The Chairman shall have a casting vote at all meetings.
34. It shall be recognised as within the province of the Chairman to allow, limit or exclude discussion as he thinks fit in the interests of the Society.

Guests and Publication of Proceedings

35. Guests are welcome to attend scientific meetings of the Society, provided permission is requested from the President when registering for the meeting. Such permission shall not be unreasonably withheld. The attention of guests shall be drawn to the requirements of Paragraph 36.
36. The activities of the meetings and Proceedings of the Society shall be circulated to Members only and shall not be reported in whole or in part without the permission of the President. Papers given must not be reproduced or quoted from, except by permission of the author, and a statement to this effect shall be made in the reproduction. This shall not prevent Members attending a meeting from reporting the proceedings of that conference verbally or in writing to fellow colleagues on a private basis.
37. The Executive Committee may arrange, from time to time, meetings to which Members may invite guests without prior approval. Such meetings shall be designated 'open' meetings and so described in all announcements. The proceedings of meetings designated 'open' may be reported provided the text of the intended publications are scrutinised by and agreed with the Public Relations Officer.

DISSOLUTION OF THE SOCIETY

38. Should it be considered timely or appropriate the Executive Committee may recommend the dissolution of the Society. If carried by the majority of the Executive Committee then it can then be recommended by the Executive Committee to the next AGM. If agreed by a two-thirds majority of Members at the AGM the Society will then cease to exist.
39. If upon winding up or dissolution of the Society there remains, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but shall be transferred to the BVA or to one or more institutions having objects similar to the objects of the Society, each of which has restrictions in its constitution or governing instruments on the distribution of profits and surpluses that are as least as restrictive as those in this Constitution. Such institution or institutions shall be determined by the Members of the Society on dissolution. If and so far as effect cannot be given to the aforesaid provisions then such property shall be given or transferred to any Company or charities with the agreement of the majority of those paying membership subscriptions.

PARENTAL LEAVE/COVER

40. Should a member of the Executive Committee be on Parental leave from their usual work during their appointment to a position within the Society, the President has discretion to appoint an interim member of the Society to the Committee to fulfil their duties until they return at the conclusion of their leave.
41. Parental leave will not extend the elected member's tenure and they will remain due for retirement from their elected position three years from the date of their appointment. If an interim member has been appointed by the President to cover the elected member's parental leave, they will automatically stand down as if they were the elected member. This interim member would be entitled to stand for election to the Executive Committee at the subsequent AGM.

GENERAL

42. Members may only represent the Society on official business with the approval of the President.
43. All Members on election shall have access to a copy of this Constitution. Members may request a copy of the Constitution from the Honorary Secretary.

44. No alterations shall be made to this Constitution except by a two-thirds majority of those Members present at an AGM of the Society, and then only if notice of intention to alter the Constitution concerned shall have appeared in the notice convening the meeting.
45. Any matter not provided for in this Constitution shall be left to the discretion of the Executive Committee.

Date of Revision: 10 May 2017

Signed..... Honorary Secretary Date.....

The following schedules do not form part of the Constitution and are attached for information only.

Schedule 1: Criteria for Associate Membership

- Associate members should hold a recognised University degree or a Diploma in Animal Science or a related subject or have sufficient relevant experience within the field. Other qualifications accepted are at the discretion of the Executive Committee.

Schedule 2: Standard Accounting Procedures

- The independent accountant appointed at the AGM should send copies of the annual accounts directly to the President and Honorary Secretary as well as the Honorary Treasurer.
- The President should independently verify account balances at least once during his term of office.