



CONSTITUTION OF THE VETERINARY ASSOCIATION OF ZAMBIA (VAZ)

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Amended February 2021

DEFINITIONS

“Association” – means the Veterinary Association of Zambia, established under Section three of the Veterinary and Veterinary Paraprofessions Act 45 of 2010.

“Chairperson” – means the person elected Chairperson of the Association.

“Constitution” – means the constitution of the Veterinary Association of Zambia.

“Council” – means the Veterinary Council of Zambia

“Member” – means a person registered as a member of the Association in accordance with the provision of the constitution of the Association, and “membership” shall be construed accordingly.

“President” – means the person elected Chairperson of the Association, and the two terms may be used interchangeably.

“Register” – means the Register of Veterinary Surgeons, Veterinary Paraprofessionals and any other class of persons referred to under section 33 of the Veterinary and Veterinary Paraprofessions Act 45 of 2010.

“Registrar” – means the person appointed as Registrar of the Association under section eleven of the Veterinary and Veterinary Paraprofessions Act 45 of 2010.

“Student” – means a person who is enrolled at an educational institution recognized by the Veterinary Council of Zambia and undergoing training in the veterinary and livestock field.

“Veterinary Practice” – means dispensing, performing, giving or providing any surgical operation, treatment, test, advice, diagnosis or attendance by the veterinary surgeon.

“Veterinary Profession” – means a profession whose member is required to register with the Veterinary Council of Zambia under Section 14 of the Veterinary and Veterinary Paraprofessions Act 45 of 2010, and “veterinary professional” shall be construed accordingly.

“Vice-Chairperson” means the person elected Chairperson of the Association.

“Vice-President” means the person elected Chairperson of the Association and the two terms may be used interchangeably.

“Virtual meeting” – A meeting where some or all participants attend the meeting via electronic means and shall be recorded as having been present for the meeting.

NAME AND ADDRESS

Article 1.

The name of the association will be Veterinary Association of Zambia hereinafter referred to as the VAZ. The address of the VAZ shall be Room 13, Kwacha House, Cairo Road, Lusaka, Zambia

(EGM 5 February 2021)

AIMS AND OBJECTIVES

Article 2.

1. To promote, within Zambia, the interest of the veterinary profession, allied science and animal welfare.
2. To maintain the status and traditional ethics of the veterinary profession.
3. To facilitate the dissemination of professional knowledge and information and encourage the interchange of ideas and discussion of subjects of common interest.
4. To encourage and assist persons in Zambia desirous of acquiring Veterinary professional qualifications.
5. To encourage and assist Government in preparation and review *(EGM 5 February 2021)* of legislation on matters relating to the veterinary profession.

6. To ascertain and declare the corporate opinion of members in such quarters as it is deemed from time to time to be desirable and to make or support representation to Government and other appropriate bodies on matters affecting the profession.
7. To encourage good relations and understanding between members and the public.
8. To form if deemed desirable, ethical committees for the consideration and settlements of professional difficulties.
9. To suggest and if deemed expedient from time to time adjust the scale of charges for the use of members.

MEMBERSHIP

Article 3.

There shall be five (05) categories of membership: Ordinary, Honorary, Associate, Corporate and Student.

1. Ordinary membership

Ordinary membership shall be open to all persons holding such Veterinary qualification as shall be approved by the Veterinary Council of Zambia sufficient for registration as a veterinary surgeon in Zambia. Only fully-paid up ordinary members shall be entitled to vote on all Association matters, call a meeting of the Association, nominate candidates for election to the executive committee of the association and generally carry out any action in furtherance of the aims of the association.

2. Honorary membership

Honorary membership shall be conferred to persons considered by the executive committee to have rendered exemplary services to the profession. Proposals for the honorary members shall be considered by the executive committee which shall make recommendations to the annual meeting.

- 2.1. An "Honorary Member" of VAZ shall be a person who has made a significant contribution to the profession or one who has performed extraordinary meritorious service to the Veterinary Association of Zambia *(AGM 27 April 2018)*.

- 2.2. There would be two categories of honorary members *(AGM 27 April 2018)*.
 - 2.2.1. Previous VAZ members, veterinarians and veterinary paraprofessionals,
 - 2.2.2. Non-veterinary professionals who shall be non-voting members
- 2.3. An Honorary Member shall have the same rights and privileges as a Member, but shall not be subject to dues. The veterinary honorary member shall have the right to vote *(AGM 27 April 2018)*.
- 2.4. Honorary membership shall be for the life of the member *(AGM 27 April 2018)*.
- 2.5. The total number of Honorary Members of VAZ shall be at the discretion of the Executive Committee, but shall not exceed 10 members at any given time *(AGM 27 April 2018)*.
- 2.6. A maximum of two Honorary Members may be selected each year *(AGM 27 April 2018)*.
- 2.7. The Subcommittee on Honorary Membership shall be an ad hoc committee consisting of the three most recent Past Presidents *(AGM 27 April 2018)*.
- 2.8. The Chairperson of the Subcommittee each year shall be the most immediate Past President of the subcommittee. If these identified individuals are not current members in good standing, the Chairperson of VAZ may appoint replacements from the current Executive Committee members and if no Past President participates, the President may appoint a Chairperson *(AGM 27 April 2018)*.
- 2.9. This subcommittee shall serve as a screening committee for the formulation of recommendations to the Executive Committee *(AGM 27 April 2018)*.
- 2.10. Any member of VAZ can propose, to the Executive Committee, a candidate for Honorary Membership, and this proposal shall be forwarded to the ad hoc subcommittee. Each nomination should be accompanied by a one-page summary of the reason(s) for nominating the candidate *(AGM 27 April 2018)*.
- 2.11. This summary should include a statement explaining why the candidate is a person of eminence in the profession, what outstanding contributions the nominee made in support of the development of the veterinary profession, or what extraordinary meritorious service the nominee provided to VAZ *(AGM 27 April 2018)*.

2.12. An Honorary Member shall be elected by two-thirds majority vote of the Executive Committee and, where possible shall be recognized with a permanent plaque or other such award, presented at an Annual event hosted by VAZ *(AGM 27 April 2018)*.

2.13. Veterinary Honorary Members shall be older than 65 years, who had been active members of the Association for 10 or more years would be eligible *(AGM 27 April 2018)*.

3. Associate membership

Shall be open to any person of good professional standing and working in any branch of animal science that do not hold a professional veterinary qualification, but holds a qualification approved by the Veterinary Council of Zambia for registration as a veterinary para-professional.

4. Corporate membership

Corporate Membership shall be open to all licensed veterinary surgeons, animal health facilities, and all organizations & companies directly or indirectly concerned with matters of animal welfare, health and/or production.

5. Student membership

Student Membership shall be open to all students registered to the clinical years of study in the veterinary school at the University of Zambia, and final year students in tertiary education institutions teaching veterinary and animal health related courses accredited by the Veterinary Council of Zambia *(EGM 5 February 2021)*.

General Provisions *(EGM 5 February 2021)*

6. Any category of membership of the VAZ shall only become effectively conferred on the applicant upon the payment of the appropriate membership of the subscription fees by the application in question.

7. The VAZ shall maintain a clearly recorded and updated register of its membership that must clearly show, for each member, the full names, title, qualification, comprehensive and up-to-date contact details (full postal address, phone number, e-mail address) and

place of usual employment. This register must be clearly separated into the following sections:-

- a) Ordinary membership;
 - b) Honorary membership;
 - c) Associate membership;
 - d) Corporate membership;
 - e) Student membership; and
8. The register provided for in Section 7 above be published by the VAZ before 31st January of *(EGM 5 February 2021)* each new calendar year in a national circulation daily newspaper and also circulated to its membership, clearly showing all paid up members.
9. Each fully paid up member of the VAZ shall be issued with a membership card upon being registered as a fully paid up member, which shall state the validity period *(EGM 5 February 2021)*
10. Each fully paid up member of the VAZ shall also be issued with membership number, which shall be the same number as issued by the Veterinary Council of Zambia *(EGM 5 February 2021)*.
11. Withdrawal from membership:-
- a) Subject to giving one month's written notice to the executive committee, any non-practicing *(EGM 5 February 2021)* member may withdraw from the association and there after cease to be a member, but shall remain liable for payment of arrears of subscription or the other moneys (if any) due to the association.
 - b) Subject to (a) a member shall be deemed to have withdrawn from the association upon failing to pay his annual subscription.
 - c) A person who withdraws from membership to the Association shall lose all rights and privileges of membership to the Association, and shall not be allowed to practice as a veterinary professional or paraprofessional *(EGM 5 February 2021)*.
 - d) No person who shall have been a member of the association and ceased to be such shall be eligible for re-admission *(EGM 5 February 2021)* until he/she shall have paid all arrears of subscriptions (if any) due to the association at the date when his former membership ceased.

- e) Subject to (a) a member who formally withdraws for a period of time, with valid reasons, shall not accumulate arrears during their leave of membership *(EGM 5 February 2021)*.

12. removal from membership:-

- a) subject to article (ii) hereunder a member may be struck off the register of members by special resolution tabled in a general meeting by the executive committee, under guidance from the Disciplinary Committee *(EGM 5 February 2021)*, where he/she has in the opinion of the executive committee acted or conducted himself/herself in a way prejudicial or contrary to the best interest of the association and the members decision shall be final.
- b) Such special resolution may not be tabled unless:-
 - i. At least 21 days before a complaint is to be inquired into by the executive committee, a copy of any information or complaint placed before them concerning the member, shall be supplied to him.
 - ii. There after the member shall be entitled to appear personally, or with legal representation at his/her discretion, before the executive committee to show cause as to why his/her name should not be struck off.
 - iii. Any person submitting any information or complaint shall similarly be required to substantiate such information or complaint.

13. No person whose name has been struck off the register may be eligible for re-election without obtaining the written consent of the executive committee of the association.

RESPONSIBILITY OF MEMBERS

Article 4.

All members must abide by the constitution of the association.

GENERAL MEETING

Article 5

1. The annual general meeting (AGM) shall be supreme policy and decision making body of the VAZ and shall have overriding authority over all other bodies, offices or committees which may be formed within the VAZ. It shall consist of all paid up members of the VAZ and shall meet once every year. Every effort shall be made by the executive committee to ensure at least one annual general meeting, whether physical or virtual (*EGM 5 February 2021*), is held each year. At this meeting, such matters such as those of professional, scientific and general interest may be discussed. Any other meeting in that year shall be called an extra ordinary general meeting. Further, not more than 24 months shall elapse between the date of one annual general meeting of the association and that of the next. Furthermore each region should hold at least two (2).
2. Any notice calling a meeting shall:-
 - a. give no less than 21 days written notice of an annual general meeting;
 - b. Give no less than 14 days written notice of all other meetings of the association.
 - c. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any person entitled to receive notice, shall not invalidate the proceeding of the meeting.
3. The method of voting at meetings should be by show of hands, but may at the decision of the president be by secret ballot.
4. Every full member present in person, or virtually, whether for themselves or as a proxy (*EGM 5 February 2021*) shall have one vote, whether on a show of hands or on a poll.
5. No person shall act as a proxy unless he is entitled on his own behalf to be present and vote at the meeting at which he acts as a proxy. The instrument appointing a proxy shall be signed by the appointer (*EGM 5 February 2021*), and shall be delivered to the secretary not later than the time fixed for holding the meeting at which the person named in the instrument proposes to vote.
6. The president shall take the chair at all meetings, but in his absence the vice president shall preside over the proceedings. In the absence of either the president or the vice

president a chairperson shall be elected from those executive committee members present to chair the meeting.

7. In the event of equal division at any motion, the president/chairperson shall have the power to use a second vote or casting vote.

PROCEEDINGS AT ORDINARY ANNUAL GENERAL MEETINGS

Article 6.

1. The agenda of the Annual General Meeting shall include the following *(EGM 5 February 2021)*:
 - i. Opening ceremony (National Anthem, Adoption of agenda, Apologies etc.)
 - ii. Reading of the minutes of the preceding meeting by the secretary.
 - iii. Signing of the minutes by the president if approved by the members present.
 - iv. Matters arising out of the minutes.
 - v. Presidential address.
 - vi. Presentation of statements of accounts by the treasurer.
 - vii. Acceptance of the statement of account by the members present.
 - viii. Roll call
 - ix. Dissolution of Executive Committee (Elective AGM).
 - x. Election of executive committee of the association and veterinary council members (Elective AGM).
 - xi. Consideration and adoption of membership fees for subsequent year.
 - xii. Any other business.

2. The Association shall be responsible for arranging of Continuous Professional Development Courses, and Scientific Conferences to coincide with the Annual General Meeting, as well as at other times of the year *(EGM 5 February 2021)*.

VETERINARY ASSOCIATION OF ZAMBIA AND VETERINARY COUNCIL OF ZAMBIA

Article 7.

1. The VAZ Executive Committee shall be the supreme policy and decision implementation organ of the VAZ in between the annual general meetings and shall be elected at the annual general meeting in each third year and shall continue in office until the close of the next elective annual general meeting, or if from any cause their successors shall not be elected at such meeting, then until the election of their successors.
2. The Chairperson, Vice-Chairperson, Private veterinarians' representative, veterinarian's professional representative and veterinary para-professionals representative shall be elected at the annual general meeting (herein referred to as "veterinary council members") and shall represent the veterinary association on the Veterinary Council of Zambia *(EGM 5 February 2021)*.

Executive Committee

3. The day to day affairs of the association shall be administered by an executive committee whose composition shall include the Chairperson (President), vice chairperson (Vice president), the secretary, vice secretary, the treasurer, the public relations officer, three elected committee members, The Commonwealth Veterinary Association Councilor (who will also be the Editor of the association's publication), one (01) paraprofessional representative on the Veterinary Council of Zambia, and two (02) elected veterinarian professional representatives on the Veterinary Council of Zambia (One representing the private veterinarians and another representing other veterinarians) *(EGM 5 February 2021)* an elected member from each of the country's region (East, West, Central, North, South) (herein after referred to as "officers"), and appointed co-opted members (maximum four).
4. The executive committee shall meet at least once in every two months. The executive committee shall meet at most twice every month. All matters at the executive committee meeting will be decided by a simple majority of show of hands. The chairperson presiding over the meeting shall have a casting vote and a deliberating vote.

5. The executive committee shall regulate its own procedures; a quorum shall be ONE half of the elected members.
6. The executive committee shall carry out any of the functions given to it under the constitution or delegated to it by the members in a general meeting.
7. The executive committee shall have the power to co-opt such persons as shall be deemed necessary by the executive committee to assist it in the implementation of a specific function.
8. Should a member of the executive committee absent himself or herself from a meeting of the committee without sending an acceptable apology to the secretary prior to or at the beginning of such a meeting, he or she shall be subjected to the following penalties:-
 - a. verbal warning, if it is the first time;
 - b. written warning, if it is a second time;
 - c. Expulsion from the executive committee, if it is the third time *(EGM 5 February 2021)*
9. A casual vacancy on the executive committee may be filled by the election by the remaining members of the executive committee of a substitute, who shall hold office until the expiration of office of the council and/or executive committee.
10. An Executive Committee member shall hold office for a term of three years and shall be eligible for re-election for a further term of three years. Co-opted members shall hold office for the term in which they have been co-opted and shall be eligible to be co-opted again *(EGM 5 February 2021)*.

FINANCES

Article 8.

1. The control of finances of the association shall be in the hands of the executive committee. A bank account shall be kept and cheques shall be drawn by the Hon. Treasurer and approved/signed by him/her, together with the President and the Secretary *(EGM 5 February 2021)*.

Subscription fees

2. There shall be paid subscription fees that shall be determined by preceding annual general meeting for the subsequent year.
3. The annual subscription will fall due on the first of September and should be sent to the treasurer as soon as possible after the date *(AGM 27 April 2018)*.
4. Failure to pay the subscription after a lapse of three months from the first day of September, which shall be 30th November of each year, will be deemed sufficient cause for expulsion of the defaulting member, provided due warning has been made by the secretary/treasurer before expiry of more than three months *(AGM 27 April 2018)*.
5. There shall be a finance committee appointed by the executive committee, whose function shall be to plan and implement fundraising activities on behalf of the VAZ. It shall consist of four members appointed from within and outside the executive and shall include the treasurer of the VAZ. The committee shall elect its own chairperson.

Auditing

6. Financial records of the association shall be audited annually either by a qualified accountant or an auditing committee depending on financial resources available.
7. Each subsequent elected committee into office MUST LEAVE MORE MONEY IN THE ASSOCIATION'S COFFERS THAN THEY FOUND UPON ASSUMING OFFICE. This is in order to maintain financial reserve sufficient to ensure the solvency of the association.
8. The President, treasurer and secretary of the association shall be the authorized signatories to the association's accounts, where two signatures shall suffice.
9. In the event that the Association is no longer being audited by the Auditor General's Office, then the selection of auditors shall be done transparently, with the final decision and reasoning presented at the subsequent Annual General Meeting *(EGM 5 February 2021)*.

CODE OF CONDUCT/ETHICS AND ETHICS COMMITTEE

Article 9

1. There shall be an ethics committee made out of seven (07) members representing the VAZ executive committee (2), the School of Veterinary Medicine (1), the Department responsible for veterinary services (1), and three (3) registered veterinary professionals (of whom at least one should be a private veterinary practitioner and another a veterinary para-professional). It shall be appointed by the VAZ Executive Committee and shall elect its own chairperson.
2. The committee may meet and adjourn as they think proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and, in case of an equality of votes, the chairman shall have a second or casting vote.
3. The quorum necessary for the transaction of the business of the committee may be fixed by that committee, and unless so fixed shall be five members.
4. The ethics committee shall update the veterinary code of conduct/ethics document of the Association annually for adoption at the annual general meeting and eventual dissemination to the general membership.

DISCIPLINE AND DISCIPLINARY COMMITTEE

Article 10

1. There shall be a disciplinary committee made out of six (06) *(EGM 5 February 2021)* members, representing the VAZ executive committee (2 members), the School of Veterinary Medicine, the Department responsible for veterinary services, the veterinary paraprofessionals *(EGM 5 February 2021)*, and the private veterinary practitioners. It shall be appointed by the VAZ Executive Committee and shall elect its own chairperson.
2. The committee may meet and adjourn as they think proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and, in case of an equality of votes, the chairman shall have a second or casting vote.
3. The quorum necessary for the transaction of the business of the committee may be fixed by that committee, and unless so fixed shall be four members

4. Any member who has contravened the aims and objectives of the association may be suspended by the executive committee. The member in question shall then appeal to the annual general meeting. The AGM may review the disciplinary committee's decision and reserve the right to furnish its findings to the Veterinary Council of Zambia.
5. Expulsion of any member of the association must be approved by at least three quarters of the association ordinary members of the AGM when the said member shall be called upon to resign or be expelled.

OTHER COMMITTEES

Article 11

1. The Executive committee may form other committees for the furtherance of achieving the objectives of the Association and veterinary profession.
2. The tenure of each subcommittee appointed shall end with the tenure of the Executive committee, except for the Electoral Committee which shall handle the elections process when one Executive Committee has been dissolved and the next is being elected (*EGM 5 February 2021*).

ELECTION OF THE EXECUTIVE COMMITTEE

Article 12.

1. Only ordinary members, with the exception of the veterinary paraprofessional representative to the Veterinary Council of Zambia (*EGM 5 February 2021*) are eligible to stand for elections for positions as 'officers' in the executive committee.
2. This shall take place at the annual general meeting held by secret ballot, all ordinary members being given the opportunity to vote. All duly completed nominations (with one proposer, two seconders and accepted by the nominee) for officers must be in the hands of the secretary one month before the date of the annual general meeting or at such times as may be indicated by the secretary.
3. The secretary shall get approval from nominees before the annual general meeting.
4. Each election must be supported by the majority vote.

5. There shall be a nomination fee for each position and it shall be determined by the VAZ executive Committee and presented to the Annual general meeting for ratification.
6. The Election of a new executive committee shall take place every three years to coincide with the tenure of the Veterinary Council of Zambia (Refer to Act No. 45 of 2010).
7. The Executive Committee shall appoint an electoral commission whose function shall be to manage the election of the Executive Committee. It shall comprise of three (03) ordinary members. Other members may be co-opted by the commission to assist with the activity *(EGM 5 February 2021)*.

AMENDMENT OF THE CONSTITUTION

Article 13

1. Notice of any proposed alteration to the constitution of the Association must be given to the secretary in writing and must bear the signature of the proposer and two seconders.
2. The secretary will bring the proposal before all the members either at the next annual general meeting or by post when voting will take place.
3. Any alteration to the constitution of the association must be approved by a three quarter majority of all the ordinary members present at the annual general meeting.
4. The Constitution becomes effective immediately upon Adoption.

PATRON

Article 14

1. The Association in a general meeting and upon resolution of two thirds of members present and voting may invite any person or persons to be its patron or patrons.

WINDING UP

Article 15

1. The Association may be wound up and passed by a three quarter majority of the ordinary members present at the general meeting.
2. Upon winding up of the Association, all assets of the Association shall be sold and after paying off all debts owed by the Association, the balance if any shall be distributed amongst the persons who, within the three years prior to the date of the commencement of the winding up shall have remained paid up members.