

***BYLAWS
&
POLICIES***

***Of the
Eastern Veterinary Technicians'
Association
Of the Atlantic Provinces of
Canada***

Revised EVTA bylaws from Jan 27, 2008

MISSION STATEMENT

The EVTA is a non-profit and non-union organization whose emphasis is on the advancement of Animal Health Technicians/Technologists (AHT)/ Veterinary Technician s(VT) /Registered Veterinary Technicians (RVT) as part of their profession so that they may better serve the animal care field.

VISION STATEMENT

The Eastern Veterinary Technicians' Association (EVTA) for the Atlantic Provinces of Canada endeavours to:

- § Provide continuing education for Animal Health Technicians/Technologists (AHT)/ Veterinary Technicians(VT) /Registered Veterinary Technicians (RVT), and associate members
- § Promote unity and provide support and resources to AHTs/VTs/RVTs in the Atlantic Provinces.

OBJECTIVES OF THE EASTERN VETERINARY TECHNICIANS' ASSOCIATION OF CANADA

1. The name of the association is "EASTERN VETERINARY TECHNICIANS' ASSOCIATION OF CANADA".
2. The objectives of the Association are:
 - a. To enhance the knowledge and skills of AHTs/VTs/RVTs through continuing education.
 - b. To participate in defining, upholding and improving standards of professional practice and legislation.
 - c. To develop and maintain a code of ethics and high professional standards of AHTs/VTs/RVTs.
 - d. To develop and maintain communication and cooperation amongst AHTs/VTs/RVTs, the veterinary medical profession, government, industry and the general public.
 - e. To promote progressive and humane medical care for all animals.
 - f. To understand and support the attachment between a person and his/her companion animal.

Policies for the Eastern Veterinary Technicians Association

Policy 1. Head Office

The office of the Association shall be in Port Hood, the province of Nova Scotia and at such place in the Atlantic Provinces as the directors may from time to time determine.

Policy 2. Corporate Seal

The seal, an impression of which is on the cover of this copy of the EVTA bylaws, shall be the association seal. This seal shall be kept by the Executive Director of the association and be affixed on all documents of the association as deemed necessary. The signatures of either the President or Vice-President and the Secretary or any member of the Board of Directors must accompany the seal.

Policy 3. Books and Records

- 3.1 The Board of Directors shall see that all necessary books and records of the association required by the bylaws of the association or by any applicable statute or laws are regularly and properly kept.
- 3.2 Any member of the association may inspect the books and records of the association. An appointment shall be made with the Executive Director for the inspection.

Policy 4. Duties of the Board of Directors

- 4.1 Duties of other Directors, shall be outlined in the EVTA Board of Directors Job Description Manual

Policy 5. Dues and Fees

- 5.1 Changes in the annual membership fees and effective date of such changes shall be determined by the annual projected budget. An annual increase of 3% will occur.
- 5.2 Any member who does not pay his/her fees within ninety(90) days of the due(June 1st) date shall automatically cease to be a member of the association, but any such member may, on payment of all unpaid dues or fees, be reinstated upon approval of the Board of Directors. Two reminder invoices will be sent out and a final notice of membership being rescinded.
- 5.3 There shall be no refund of membership fees.

Policy 6. Committees

- 6.1 Standing committees shall be made up of a chairperson who is an active member elected by the membership and other members shall be added as deemed necessary. The following standing committees shall be constructed; Continuing Education committee, Membership committee, Disciplinary and Ethics committee and Public Relations committee. Other standings committees may be struck at the discretion of the Board of Directors.
- 6.2 Special committees may be formed at the discretion of the Board of Directors.
- (a) VTNE committee
 - (b) Chapter liaison/President
 - (c) Newsletter committee

Policy 7 Borrowing

- 7.1 The Board of Directors may from time to time:
- (a) Borrow money on the credit of the association; or
 - (b) Issue, sell, or pledge securities of the Association; or
 - (c) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book depts., rights, powers, franchises and undertakings to secure payment and securities of any money borrowed or other debt, or any obligation or liability of the Association;
 - (d) Authorize any director, office or employee of the Association or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given thereof, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Association as the Board of Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Association.

Policy 8 Awards

- 8.1 Veterinary Technology Student Award - Annual awards will be presented to Veterinary Technology students at educational institutions within the Atlantic Provinces. The award value is \$100.00CA and a Littman™ Stethoscope. The criteria for winning the award will be set out by the EVTA board. The selection of the recipient shall be the responsibility of the EVTA board. This is an annual award to be presented at the institution's convocation ceremony.
- 8.2 The EVTA Technician of the Year award shall be presented at the Annual General Meeting. The Executive Director shall be responsible for the dissemination and

receiving of Nomination forms. Nomination forms are to be forwarded to members and veterinary clinics no later than 6 weeks prior to the AGM. The recipient of the award shall be chosen by the Board of Directors. This is an annual award to be presented at the AGM.

8.3 The Recognition Award - Veterinarian - The recipient of this award will be chosen by the Board of Directors. The timing of the award is not annual. The award would be presented at the AGM.

8.4 The Recognition Award - Sponsor: The recipient company of this award will be chosen by the EVTA Board of Directors. Selection will reflect the level of support exercised by the company. This is an annual award which will be presented at the AGM.

Policy 9 Expense Claims

9.1 The Board of Directors may be reimbursed for lost wages, gas expenses for travel to and from meetings, and the cost of any materials necessary for efficient functioning of the board and committees. To receive reimbursement the individual must submit receipts and complete an expense form. Reimbursement for other expenditures may be awarded at the discretion of the board.

By-Laws of the Eastern Veterinary Technicians' Association

Article 1. Board of Directors

1.1 Election--Board of Directors

1.1.1 The affairs of the association shall be managed by a board of a minimum of six (6) to a maximum of fifteen (15) directors, each of whom, at the time of his/her election and throughout his/her term of office, shall be an active member of the association with no prescribed fees outstanding and of 18 years of age or older

1.1.1A Definition of Board of Directors: Composed of active members of executive and active directors (may be members at large) as elected by the active membership.

1.1.2 Directors shall be elected by vote or secret ballot of the active members at the annual general meeting.

1.2 Term of Office

The term of office for a director will be a period of three (3) years commencing at the adjournment of the annual general meeting at which he/she is elected.

1.2.1 A director may continue in their position for a maximum of 2 consecutive terms.

1.3 Termination—Board of Directors

Active members of the Association may, by resolution passed by at least two-thirds of the votes cast at a special meeting (where intention to pass such resolution has been provided), remove any director before the expiration of his/her term of office, and may, by majority of votes cast by secret ballot, elect any eligible person in his/her stead for the remainder of his/her term.

1.3.1 Directors must attend a minimum of two (2) meetings per fiscal year or lose their office; one of these meetings may be a conference call.

1.4 Vacancies—Board of Directors

Vacancies on the Board of Directors, however caused, may so long as a quorum of directors remains in office, be filled by the directors from among the qualified active members of the association, if they see fit to do so. Otherwise such vacancy shall be filled at the next general meeting of active members of which notice has been given and quorum has been met.

1.5 Quorum for Meetings—Board of Directors

Directors shall form a quorum for the transaction of business. The minimum number of members required to form a quorum shall be 50% +1 (never less than 50%); of which two (2) must be members of the executive.

1.6 Meetings—Board of Directors

- 1.6.1 Meetings shall be held or conducted at such place or places as it may be from time to time determined.
- 1.6.2 Meetings shall be formally called by the Executive Director, or President, or Vice-President or by the Secretary on direction in writing of two (2) directors. Notice of such meetings shall be delivered, or emailed to each director not less than two (2) weeks before the meeting is to take place or shall be emailed to each director not less than three (3) weeks before the meeting is to take place.
- 1.6.3 The board may appoint a day or days in any month or months for regular meetings at an hour to be named, and of such regular meetings no notice need be sent.
- 1.6.4 A meeting may also be held without notice, immediately following the annual general meeting of the association.
- 1.6.5 The directors may consider or transact any business either special or general at any meeting of the board. All meetings of the board shall be open to the general membership except where matters of discipline are being discussed. Notice of such meeting shall be emailed and posted on the association website not less than two (2) weeks before the meeting is to take place.

1.7 Errors in Notice—Board of Directors

No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

1.8 Voting—Board of Directors

Questions arising at any meeting of directors shall be decided by a majority of ACTIVE MEMBERSHIP votes. In case of any equality of votes, the president shall have the deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any director present, but if no demand is made, the votes shall be taken in the usual way by assent or dissent. A declaration by the chairperson that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number of or proportion of the votes recorded in favour of or against such resolution.

1.9 Powers—Board of Directors

- 1.9.1 The Board of Directors of the association may administer the affairs of the association in all things and make or cause to be made for the association, in its name, any kind of

contract which the association may lawfully enter into and generally, may exercise all such other powers and do all such other acts and things as the association is by its charter or otherwise authorized to exercise and do.

- 1.9.2 Without in any way derogating from the foregoing, the Board of Directors are expressly empowered, from time to time, to purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, building and other property, movable or immovable, real or personal, or any right or interest therein owned by the association for such consideration and upon such terms and conditions as they may deem advisable.
- 1.9.3 The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have authority and shall perform duties as shall be prescribed by the Board of Directors at the time of such appointment.
- 1.10 Remuneration of Directors
The directors shall receive no remuneration for acting as directors; however, they shall be reimbursed for expenses incurred while performing the duties of a director in accordance with the expense claim policy of the association.
- 1.10.1 Each director, while serving on the board, will have his/her membership paid by the corporation.

Article 2. Officers

2.1 Election of Officers

2.1.1 There shall be a President, Vice-President, Secretary, Treasurer, Newsletter Editor, Executive Director, Discipline and Ethics Director, VTNE Coordinator, CAAHTT Representatives and members at large. Representation from all four (4) provinces must be evidenced on the Board of Directors.

2.1.2 The President, Vice-President, Secretary, Treasurer, shall be appointed as Executive Officers from the Board of Directors as respective position terms end.

2.1.3 The Board of Directors shall be comprised of Executive Officers and up to 10 members at large.

2.1.4 The Board of Directors - officers (Membership Director, Newsletter Editor, Discipline and Ethics Director, VTNE Registrar and CAAHTT Representatives) shall be appointed by the Board of Directors from the members at large.

Article 3. Execution of Documents

3.1 Deeds, transfers, licenses, contracts and engagements on behalf of the association shall be signed by either the President or Vice-President and the Secretary or the Treasurer and the Executive Director shall affix the seal of the association to such instruments as required by the same, excepting the VTNE certificates which shall have the signature of the President or Vice-President and the VTNE Directors, and shall have the seal affixed after signing.

3.2 Contracts in the ordinary course of the association's operations may be entered into on behalf of the association by any person authorized by the board.

Article 4. Membership

4.1 The Board of Directors shall approve or disapprove all membership applications.

4.2 Honorary Membership

4.2.1 Honorary Membership shall be granted at the discretion of the Board of Directors.

4.2.2 Honorary Membership shall have all the rights and privileges of their previous membership status (ie: active or associate).

4.3 Active Membership

4.3.1 Active Membership may be granted to an individual:

- (a) who submits proof of graduation from an Animal Health Technician / Technology, Veterinary Technician / Technology Program accredited by the EVTA and / or the CVMA/AVMA
- (b) who solemnly declares his/her willingness to uphold the honour and dignity of the profession in accordance with the code of ethics of the association; and
- (c) who pays the prescribed active membership fees.

4.3.2 Active Members:

- (a) shall be granted voting privileges;
- (b) are eligible to serve on the Board of Directors; and
- (c) are eligible to serve on any committee of the association.

4.4 Associate Membership

4.4.1 Association membership may be granted to an individual who is not described in the active membership category, Article 4.3 but:

- (a) are NOT eligible to serve on the Board of Directors; and
- (b) ARE eligible to serve on any committee of the association

4.5 Student Membership

4.5.1 Student membership may be granted to an individual:

- (a) who is enrolled in a recognized (by the EVTA and the CVMA) program of study in Animal Health Technician / Technology, Veterinary Technician / Technology;
- (b) who solemnly declares his/her willingness to uphold the honour and dignity of the profession in accordance with the code of ethics of the association; and
- (c) who pays the prescribed fees.

4.5.2 Student Members

- (a) shall not be granted voting privileges
- (b) shall not be eligible to serve as officers of the association
- (c) shall be eligible to serve on committees.

4.6 Corporate Membership

- (a) shall not be granted voting privileges
- (b) shall not be eligible to serve as officers of the association
- (c) shall be eligible to serve on committees.

4.7 Eligibility and Necessary Requirements to Become a Registered Veterinary Technician

4.7.1 Eligibility to write the National registration exam shall be granted to Animal Health Technicians/Technologists, Veterinary Technicians/Technologists, Animal Care Technologists who have successfully graduated from an Animal Health Technician / Technology, Veterinary Technician / Technology Program accredited by the EVTA and / or the CVMA/AVMA. All individuals with intent to write the National registration exam must be current ACTIVE MEMBERS in good standing with the EVTA.

4.8 Register of Members

4.8.1 The association shall maintain a register of the active, associate, student and honorary members.

4.8.2 Any person who ceases to be an active, associate, or student member will be struck from the register.

4.9 Resignation of Members

4.9.1 Members may resign in writing, which shall be effective upon acceptance thereof by the Board of Directors.

4.9.2 Notwithstanding resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him/her to the association prior to acceptance of his/her resignation. Any such assessment or sum is a debt owing to the association and may be sued for in any court of competent jurisdiction.

4.10 Termination of Members

4.10.1 The Board of Directors may terminate a membership if it determines he/she has engaged in conduct deemed injurious to the objectives or the Code of Ethics of the association.

4.11 Complaint and Disciplinary Procedures

4.11.1 The Board of Directors upon its own motion or upon receipt of a written complaint against a member, after investigation by the Disciplinary and Ethics Committee, may call a formal inquiry into the conduct of that member upon giving thirty (30) days' notice setting out the time and place for an inquiry and specifying the complaint made against the member.

4.11.2 The member against whom a complaint has been made may be represented by counsel.

4.11.3 The rules of evidence applicable to judicial proceeding do not apply to any inquiry under this section.

4.11.4 If the member does not appear at the specified time and place, the Board of Directors may proceed in the member's absence.

4.11.5 The Board of Directors may reprimand, order further education, fine, order that the member pay the costs of the formal inquiry, suspend indefinitely or for a fixed period of time or strike from the register or a combination of any of the above, any member who:

- (a) has been convicted of an indictable offence
- (b) has violated the Veterinary Profession Act of the Atlantic Provinces or any successor to it
- (c) has violated the Objects or Code of Ethics of the association
- (d) has been guilty of professional incompetence, malpractice or improper conduct in the practice of the profession or otherwise
- (e) has exhibited conduct unbecoming a member.

4.11.6 The decision of the Board of Directors in any disciplinary hearing shall be final and binding.

- 4.11.7 Veterinary Technician/Technologist, Animal Health Technician/Technologist, Animal Care Technologist is defined as a person who has graduated from a recognized college. If a person knowingly misrepresents themselves as a RVT/AHT/ACT, the executive may then institute the following procedure:
- (a) contact person directly and verify definition of professional designation, guidelines for behaviour of said professional designation
 - (b) contact employer
 - (c) contact provincial association

Article 5. Annual and other meetings of members

- 5.1 Where not in conflict with these bylaws, the proceedings of the association shall be governed by “Robert’s Rules” of Order.
- 5.2 General
- 5.2.1 The Board of Directors shall have the power to call at any time a general meeting of the members of the Association but notice of the time and place of every such meeting shall be given to each member by sending the notice prepaid mail or email twenty-one (21) days before the fixed time of such meeting or email and posting on EVTA website no less than fourteen (14) days before the time fixed for the holding of such meeting.
- 5.2.2 The members may consider and transact any business either special or general without any notice thereof at any meeting of the members except in the case of the termination of any directors before the expiration of his her/her term of office
- 5.2.3 There shall be no less than four (4) meetings per fiscal year.
- 5.3 Annual General Meeting
- 5.3.1 The Annual General Meeting shall take place at such time and place as may be determined by the Board of Directors.
- 5.3.2 The order of business for the annual general meeting of the Association shall include but not be limited to the following:
- a) Meeting called to order
 - b) Minutes from the previous annual general meeting and any other general meeting which the Board of Directors in its discretion deems advisable
 - c) Annual Reports
 - d) Election of Director(s)
 - e) Old Business
 - f) New Business
 - g) Adjournment

5.4 Special Meetings

- 5.4.1 The Board of Directors shall have the power to call a special meeting of the members provided that notice is given as to the nature of the business as well as the time and the place. Notice shall be given to each member by sending the notice by email or website post no less than 14 days before the time fixed for the holding of such meetings.
- 5.4.2 The President shall direct the Secretary or appointed board member to call a special meeting upon receipt of a written petition of fifty-five (55%) of the voting members of the Association stating the reason for the special meeting. The president shall promptly determine the time and place for such meeting and notice shall be given pursuant to Article 6 section 4.1.

5.5 Error or Omission Notice

- 5.5.1 No error or omission in giving notice of any annual or other meeting or any adjourned meeting, whether annual or other, of the members of the Association shall invalidate such meeting or make void any proceedings that took place there and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had there, for the purpose of sending notice to any member, director, or officer. For any meeting or otherwise, the address of any member, director, or officer shall be his/her last address recorded on the books of the Association.

5.6 Quorum of Members

A quorum for the transaction of business at any meeting of members shall consist of all members present, including a quorum of the directors.

5.7 Voting of Members

- 5.7.1 Each active and associate member of the Association shall at all meetings of members be entitled to one vote, this vote may be cast in person or by proxy.
- 5.7.2 No members shall be entitled to vote at meetings of the Association unless he/she has paid all fees or special assessments, if any, payable by him/her.
- 5.7.3 At all meetings of members every question shall be decided by a majority of the votes of the active and associate members present in person with exception to Article 3.3 and 11.1.
- 5.7.4 Every question shall be decided in the first instance by a show of hands unless any member demands a poll. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded, a declaration by the chairperson that a resolution has been carried or not carried and an entry to that effect in the minutes of the

Association shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour or against such resolution.

5.8 Appointment of Auditor

The members of the Association may authorize the appointment of an auditor when deemed necessary by the Board of Directors.

Article 6 Committees

6.1 Committee members shall be subject to approval of the board of Directors.

6.2 Members may come to a committee by nomination, volunteer, or appointment by the Board of Directors; the method shall be determined when the committee is formed.

Article 7 Financial Year

7.1 Unless otherwise ordered by the Board of Directors the fiscal year of the Association shall terminate on the January each year.

Article 8 Publications

8.1 The Board of Directors is authorized to publish a newsletter and such other printed material..

Article 9 Amendments

9.1.1 These bylaws, may be amended only by a special resolution. For the purpose of this article, the phrase "Special Resolution" means:

1. A resolution passed;

A. At a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given and

B. by the vote of not less than 67% of those members who, if entitled to do so, vote in person or by proxy.

2. A resolution proposed and passed as a special resolution at a general meeting of which less than 21 days notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or

2.1 a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or where proxies are permitted, by proxy.

Article 10 Interpretation

- 10.1 In these bylaws and in all other bylaws of the Association hereafter passed unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

CODE OF ETHICS
of the
EASTERN VETERINARY TECHNICIANS' ASSOCIATION OF CANADA

GENERAL DEPARTMENT

1. Conduct characterizing a person of probity is expected of all members.
2. It is the duty of all members of the Association to conduct themselves in accordance with this Code of Ethics.
3. No member shall indulge in an illegal veterinary practice or encourage others to participate in such practice, and it is the duty of the member to report such violations.
4. When working under the supervision of a veterinarian in a commercial operation, the employer and not clientele must pay technicians.
5. Veterinary technicians shall uphold the bylaws/regulations of his/her province which apply to the technician's responsibilities as a member of the veterinary medical health care team.
6. Ethical standards are never less than those required by law; frequently, they are more stringent.
7. The Code of Ethics shall be subject to review and timely revision by the Board of Directors.

PROFESSIONAL DEPARTMENT

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve suffering of animals to the best of their ability.
3. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
4. Veterinary technicians shall assume accountability for individual professional actions and judgements.
5. Veterinary technicians shall protect confidential information provided by clients.
6. Veterinary technicians shall safeguard the public and profession against individuals who are deficient, unprofessional, incompetent or unethical.
7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care for animals.
8. Veterinary technicians shall remain competent in veterinary medicine through a commitment to lifelong learning and make every effort to keep abreast of current advancements in the veterinary field..
9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

OBLIGATION TO THE ASSOCIATION

1. It is the duty of the member to promptly reply to all correspondence from the Association.
2. A breach of the Code of Ethics is deemed to be conduct injurious to the Objectives of the Association.
3. A breach of this code will result in a reprimand, fine or termination of membership.

The Professional Department section of the Code of Ethics of the Eastern Veterinary Technicians' Association has been adopted, with written permission from the originator of the document from the North American Veterinary Technicians' Association.

**DUTIES OF THE BOARD OF DIRECTORS
of the Eastern Veterinary Technicians Association**

1.1 Duties of the President

- 1.1.1 The President, if present, shall preside at meetings, but he/she is hereby empowered to call to the chair the Vice-President, if present, or any other person as the Board of Directors may see fit. Should the President not be present at a meeting within twenty minutes after the hour for which the meeting is called, the Vice-President, if present shall call the meeting to order and proceed with business. The active members may proceed to elect a chairperson in the absence of the Vice-President. This provision shall apply to both meetings of the members of the association and of the Board of Directors.
- 1.1.2 The President shall be charged with the general management and supervision of the affairs and operations of the association and public relations.
- 1.1.3 The President shall deliver an annual report at the annual general meeting.
- 1.1.4 The President shall, with the approval of the Board of Directors, appoint the chairperson of all standing and special committees and shall promptly fill all vacancies occurring thereto.
- 1.1.5 The President or Vice-President with the Secretary or other officer appointed by the Board of Directors for the purpose shall sign all bylaws and Registered Veterinary Technician's (RVT's) Certificates.
- 1.1.6 At the end of the President's term, he/she shall remain and be appointed to attend the board of directors meetings in an advisory capacity for the period of one (1) year following his/her term of office.
- 1.1.7 The President shall perform such other duties as may from time to time be determined by the Board of Directors.

1.2 Duties of the Vice-President

- 1.2.1 In the absence or inability of the President, the Vice-President shall exercise the powers and duties of the President.
 - 1.2.2 The Vice-President shall perform such other duties as may from time to time be determined by the Board of Directors.
- 1.3 Duties of the Secretary

- 1.3.1 The secretary shall attend all meetings of the Board of Directors and members of the association and record all facts and minutes of all proceedings in the books kept for the purpose. In the absence of the secretary a board member will be appointed to perform such duties.
- 1.3.2 The Secretary shall give all notices required to be given to members and to directors, excepting events concerning continuing education. In the absence of the secretary a board member will be appointed to perform such duties.
- 1.3.3 The Secretary shall perform such other duties as may from time to time be determined by the Board of Directors.

1.4 Duties of the Treasurer

- 1.4.1 The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the association in proper books of account.
- 1.4.2 The Treasurer shall disburse the funds of the association under the direction of the Board of Directors, taking proper vouchers thereof and shall render to the Board of Directors at regular meetings thereof or whenever required of him/her, an account of all his/her transactions as Treasurer, and of the financial position of the association.
- 1.4.3 The Treasurer shall present a balance statement of the finances and a projected budget at each annual general meeting and shall arrange auditing when authorized by the Board of Directors.
- 1.4.4 The Treasurer shall perform such other duties as may from time to time be determined by the Board of Directors.

1.5 Duties of the Executive Director

- 1.5.1 The Executive Director shall be the custodian of the seal of the association and of all books, papers, records, correspondence, contracts and other documents belonging to the association which he/she shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution.
- 1.5.2 The Treasurer shall deposit all monies or other valuable effects in the name and to the credit of the association in such bank or banks as may from time to time be designated by the Board of Directors.

1.6 *Disciplinary and Ethics Director (DE Director)*

- 1.6.1 The DE Director shall be appointed the chair of the Disciplinary and Ethics Committee.
- 1.6.2 The DE Director shall be responsible for all communications and investigations regarding a written complaint of misconduct by a member of the Association.
- 1.6.3 The DE Director shall perform other duties as may from time to time be determined by the Board or Association

1.7 *CAAHTT Representative*

- 1.7.1 The CAAHTT Representatives shall act as a liaison between the Association and the Canadian Association of Animal Health Technologists and Technicians.
- 1.7.2 The CAAHTT Representatives shall attend the CAAHTT Annual General Meeting and submit a report to the Membership.
- 1.7.3 The CAAHTT Representatives, along with the CE Director shall organize the CAAHTT Annual General Meeting when it is to be held in the Atlantic Provinces.
- 1.7.4 The CAAHTT Representatives shall perform other duties as may from time to time be determined by the Board or Association.

1.8 *Membership Director*

- 1.8.11 The Membership Director shall manage the membership records for the EVTA.
- 1.8.2 The Membership Director shall prepare a report representing the current membership records to be presented at each general meeting.
- 1.8.3 The Membership Director shall work in close relationship with the CE Director to manage membership records.
- 1.8.4 The Membership Director shall manage the annual membership drive for new graduates of AHT, and VT programs and for others who qualify as members.

1.9 *Continuing Education Registrar*

- 1.9.1 The Membership Director shall be responsible for the overseeing of the processing, supervision and application of the National Exam and the organizing of the sittings of these exams.

1.9.2 The Membership Director shall oversee the maintenance of the register, membership renewals, processing of applications and the directory.

1.9.3 The membership director shall organize practical exam sittings and conduct evaluation interviews of international applicants.

1.10 Duties of the Past President

1.10.1 The past president shall serve as a member of the Board and act in an advisory capacity to the president and vice president.

1.10.2 The past president shall perform other duties as may from time to time be determined by the Board or Association.