



# FASAVA

Federation of Asian Small Animal  
Veterinary Associations

**One Asia, One Animal Health, One Voice**

## **RULES AND BY – LAWS OF**

THE FEDERATION OF ASIAN SMALL ANIMAL VETERINARY  
ASSOCIATIONS (FASAVA) Ltd

First amendment at 5th FASAVA General Assembly, Beijing, China, 12th May 2014

Second amendment at 6th FASAVA General Assembly, Taipei, Taiwan, 18th November 2015

Third amendment at 9th FASAVA General Assembly, Singapore 25th September 2018

Fourth amendment at 10th General Assembly, Tokyo, Japan 25th September 2019

Fifth amendment at FASAVA 13th General Assembly, Kuala Lumpur, Malaysia, 18th July 2024

Sixth amendment at FASAVA 14th General Assembly, Daegu, Korea, 30th October 2025

for FASAVA Members Only

**FEDERATION OF ASIAN SMALL ANIMAL VETERINARY ASSOCIATIONS**

# **RULES AND BY – LAWS OF THE FEDERATION OF ASIAN SMALL ANIMAL VETERINARY ASSOCIATIONS (FASAVA) Ltd**

## **RULES AND BY - LAWS**

These Rules and Bye-laws have been formulated to comply with the Constitution of the Federation of Asian Small Animal Veterinary Associations (FASAVA) Ltd as registered with the Australian Securities and Investments Commission (ASIC).

The Registered office of the FASAVA shall be as follows:

**FASAVA Ltd C/- Walker Wayland Advantage Pty Ltd,  
Level 22, 114 William Street,  
Melbourne VIC 3000**

**The postal address of FASAVA shall be:**

**71, Duggan Road, Gisborne,  
3437 Victoria, Australia.**

### **• Name of the federation**

Federation shall be known as the Federation of Asian Small Animal Veterinary Associations (FASAVA) Ltd and will be referred to hereinafter in this document as FASAVA.

### **• Headquarters of FASAVA**

The operational headquarters of the FASAVA shall be in the same country as the current Chairperson of FASAVA Board; however for the purposes of satisfying the Australian company law, the registered office shall remain in Australia. The Registered office may be changed by a 2/3rd vote of the FASAVA Assembly (Assembly), provided the new office address complies with Australian company law.

### **• Aims and Objectives**

The Federation of Asian Small Animal Veterinary Associations (FASAVA) Ltd is a company limited by guarantee, registered in Australia as an international organisation formed to represent the interests of Small (Companion) Animal Veterinary Associations in the Asian/Oceania/Pacific region.

## **Aims**

The aims of FASAVA are to promote improved communication, continuing education and social interaction between small animal veterinarians in the Asian region and to exchange ideas and information related to veterinary science, animal health and animal welfare.

## **Objectives**

1. FASAVA will represent and promote the collective views of Small Animal Veterinary Associations and servicing the Animal Welfare and Health needs of Small Animal/Companion Animals in Asia, Oceania and the Pacific.
2. FASAVA will coordinate and facilitate technical assistance for FASAVA member associations through a democratically elected Management Board and a FASAVA Assembly (Assembly) drawn from member associations and affiliated organizations in accordance with the constitution and these Rules and Bye-Laws of the Association.
3. FASAVA will establish mutually beneficial relationships with local and international veterinary industries and organisations with similar aims and objectives.

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4. FASAVA will work together with the World Small Animal Veterinary Association (WSAVA) representing Small animal Veterinary Interests, to improve communications between member small animal associations.
5. FASAVA member associations will promote and assist in the translation of scientific presentations into the main languages of the FASAVA member countries of the Asia Pacific region.
6. FASAVA will encourage and assist Small Animal Associations to provide education for the general community on responsible animal ownership and the benefits of high quality veterinary professional services in order to enhance the quality of companion animal welfare and health in the region.
7. FASAVA will work towards the improvement of the quality of life for people in the Asia Pacific region through education in responsible animal care and welfare.
8. FASAVA member associations will organize and hold a regional Congress on a regular annual basis and at other times as decided by the Management Board.
9. FASAVA will work closely with member associations to publish information of mutual interest and to coordinate continuing education in the region.
10. FASAVA will act together with the Veterinary Schools in the Asia Pacific region to improve the delivery of veterinary undergraduate and postgraduate education in areas of veterinary science relevant to Companion animals in this region.

### 4. Membership of FASAVA

- a. **Small Animal Veterinary Associations** shall be defined as any veterinary organisation whose membership comprises a majority of veterinarians engaged in practice or research involving companion animal species.
- b. **Full voting members** Full membership of FASAVA shall be open to all Small Animal Veterinary Associations in the Asia Pacific region. Each country with a professional small animal veterinary association is qualified to apply for membership and more than one Association per country can apply.
- c. **Foundation Membership** of FASAVA shall be by invitation from the Board of management and shall be limited to those associations directly involved in the formation of FASAVA in the first year of its operation 2007. Where a foundation Association declines the invitation of the Board, subsequent application for membership shall be according to clause 4 (d).
- d. **Where an Association** applies for membership, membership shall be accepted following an affirmative vote by 2/3rds majority of the FASAVA Assembly. This vote may be by electronic means if a meeting is not possible.
- e. **Application for Membership** must be made to the Secretary in writing on a form provided by the Secretary. This application must contain the following information:
  - **The number of veterinarians** who are full members of the Association or organisation.
  - **The number of veterinary schools in the country of University level** and the approximate numbers of students at each University Veterinary School.
- f. Each member association/organisation must pay the Annual Subscription fee to the Treasurer within 30 days of acceptance as a member.

## FASAVA RULES AND BY – LAWS

- g. Associate members - Individual Veterinarians and Veterinary Organisations who do not have members as defined in these rules, may become Associate members of the FASAVA. Associate members shall not have a vote or a representative on the Assembly.
- h. Supporting members - Non - veterinary organisations, commercial firms or offices wishing to support FASAVA financially or in other ways can become Supporting members. Supporting members shall not have a vote or representative on the Assembly.
- Each **Full Member association** must pay the Annual Subscription fee by transfer of the correct subscription into the Bank account of the FASAVA within 30 days of acceptance as a member or receipt of an invoice from the Board. They must notify the Treasurer when the transfer has occurred.
- **Affiliate members** - Affiliated membership is open to specialist veterinary organisations and post graduate veterinary organisations involved in a veterinary discipline that is relevant to small animal veterinarians. Affiliate members shall have a vote and be entitled to have a member on the Assembly.
- **Associate members** - Associate membership may be granted to individual veterinarians wishing to contribute to the development of the FASAVA who reside in countries where there is no small animal association. These include Individual Veterinarians and Veterinary Organisations who are not members of a Small Animal Veterinary Association or affiliated organisation as defined in these rules. They may become Associate members of the FASAVA. Associate members shall not have a vote or have a representative on the Assembly.

### Resignation of membership

- Members may withdraw from the FASAVA by giving at least six (6) months written notice to the secretariat and the chairperson.

### Cancellation of membership

- The Assembly of FASAVA may cancel the membership of those members who have not fulfilled their financial obligations or who have shown themselves to be unworthy of membership. In the latter case, their removal must be approved by 2/3 majority vote of the Assembly, either at a meeting at which this matter is a item on the agenda, or by electronic means giving each member association on the Assembly at least three (3) months' notice.
- Members who have had their membership cancelled due to an inability to pay the annual fees/dues can be reinstated, provided the arrears are settled in full within 5 years including the year of re-instatement.
- Member Associations who are more than 5 years in arrears will have to have the approval of 2/3rds of the votes of the Assembly before they can be reinstated and all back fees/dues must be settled in full including the year of re-instatement.

## 5. FASAVA Annual Subscription.

- a. The annual Subscription is that amount contributed annually by the Member Associations, Affiliate members, Associate members and Supporting members to retain their membership of FASAVA.
- b. The fiscal year of the FASAVA shall be from July 1st to June 30th in any one year. Notice/invoices for subscriptions shall be sent out in April of each fiscal year and are due by July 1st of that fiscal year.

## FASAVA RULES AND BY – LAWS

- c. The initial Annual Subscription for Full members and Affiliate members shall be the sum of US \$ 320 per member association plus US \$ 23 cents per member per annum. Such contribution shall not exceed the equivalent of US\$1500 for any member association. (This amount may be varied following a 2/3rd majority vote of the Assembly of the FASAVA).
- d. In the case of devaluation, or inflation of the US dollar, the Board with the consent of the Assembly shall make necessary arrangements to vary the subscription contribution to ensure relative stability of the financial contributions. Any such variation shall be approved by a 2/3rd majority of votes of the Assembly. This will ensure stability of both FASAVA and FASAVA members.
- e. **Associate membership** may be granted to individual veterinarians wishing to contribute to the development of the FASAVA who reside in countries where there is no small animal association. Their membership subscription shall be US \$ 25-00 per annum. For veterinary organisations defined in the rule of associate members the membership subscription will be US \$ 270 per annum.
- f. **Supporting members** are non-veterinary organization, firms or offices whose functions and objectives are related to veterinary science and wish to support the FASAVA. They shall pay a supporting membership fee the equivalent of US \$ 275 a year.
- g. The Annual Subscription for FASAVA shall be determined annually at FASAVA Congress on the recommendation of the Treasurer and ratified by a 2/3rd majority vote of the Assembly.
- h. After the administration needs of the FASAVA have been met, the surplus funds of the FASAVA may be used to promote continuing education in member countries. The Executive Committee/Board will determine the final allocation of surplus funds available for distribution on the recommendation of the Treasurer.

### 6. The FASAVA Assembly shall be the governing body of FASAVA

**The Assembly shall consist of the Executive Board and following representatives as described below.**

- I. The President
- II. The President elect
- III. The Honorary Secretary
- IV. The Treasurer
- V. Past President
- VI. Additional Executive Board member (s)
- VII. An Assembly representative from each financial FASAVA member association (who shall preferably be the WSAVA representative for that association where possible).

**The functions of the Assembly are as stated below:**

- To review applications for membership and to accept or cancel membership of the FASAVA.
- To vote on the bids for the holding of the FASAVA Congress.
- To elect the Executive committee (Board of Management) according to the Constitution and Rules of the Association amended March 2013.
- To determine the annual budget and subscription.
- To deal with any other matters that may contribute to the realization of the objectives of the FASAVA.

# **FASAVA RULES AND BY – LAWS**

## **Voting procedure of the Assembly**

- Each member of the Assembly shall be entitled to one vote.
- Affirmative decisions require a two-thirds (2/3rds) majority vote of the quorum of the Assembly.
- Representatives unable to attend a meeting for valid reasons may cast their votes by proxy or may vote by letter or electronic means. Votes shall be addressed to the honorary secretary.
- At least one month's notice shall be given before the Assembly meets.
- Matters to be discussed and voted upon shall be included in the agenda and notice circulated at least 30 days prior to the meeting; this may be by electronic means.
- A tie vote is resolved by the casting vote of the President.

## **Quorum**

- A two-thirds (2/3rds) of the members of the Assembly shall constitute a quorum. If a representative is unable to attend they can lodge a proxy vote or electronic vote. They shall be counted in the quorum.

## **Frequency of meetings**

The Assembly should meet at least once every year and whenever it is deemed necessary by the Executive Board or 50% or more of the members of the Assembly. Members will be notified of the date of a meeting at least 90 days in advance of the meeting. Notification shall be by e-mail or letter to the last known address of the representative. The responsibility for keeping e-mail and postal addresses current shall rest with the Member and any changes must be circulated to the Honorary Secretary.

## **Assembly - Proposals**

Any proposals submitted to the Assembly shall be submitted to the secretary at least 60 days before an Assembly meeting and circulated to the Assembly at least 30 days before an Assembly meeting, unless specifically stipulated otherwise in these Rules and Bye Laws.

## **All proposals must be in English**

The executive committee shall have the right to decide which of the proposals shall be submitted to the Assembly, but all proposals shall be recorded in the minutes. The Executive committee shall have the right to suggest amendments to the proposer of any proposals received. If it is deemed necessary to amend a resolution, the secretary shall explain to the Assembly how and why the original proposal has been amended.

Proposals received later than the deadline above will not be considered.

## **7. Executive Committee – Board of Management**

- The Executive committee shall consist of the President, President-Elect, the Immediate Past-President, the Honorary Secretary and the Honorary Treasurer and one (or more) other Board members and shall be elected according to the terms of the Constitution of the Association.
- Members of the Executive committee shall also be members or directors of the Board of FASAVA Ltd.

## **Duties of the Executive Committee – Board of Management shall include:**

- The day-to-day administration of the activities of FASAVA;
- Coordination of FASAVA Congresses with the host Association/organization,
- Communication with member Associations and Organizations,
- Organisation of meetings of the Assembly,
- Management of FASAVA funds.



# FASAVA RULES AND BY – LAWS

## Election of Executive Committee – Board of Management

### The President - Elect

- At each FASAVA Congress, the Board of Management shall nominate/confirm a member of their group to take office as the next President of FASAVA.
- Nominations for this position shall be made and circulated to Assembly at least 30 days before the Assembly meeting.
- The President-Elect shall take office as President at the Assembly meeting of the next FASAVA Congress, where he is due to be appointed, usually every 2 years unless the current President stands for another 2 years, in which case he shall remain President-Elect.

### The Past - President

- The immediate Past- President shall be part of the Executive Committee for the next two years. After these two years he/she will automatically resign from the Executive Board. In the event the President of FASAVA successfully seeks re-election, the Immediate Past-President may be requested by the Council to remain as an Executive Board member, or another nomination sought from the Council for an additional board member.

## Chairing the Meeting

- The President or in his/her absence the immediate Past President of FASAVA shall:
- Be responsible for the observance of the Constitution and Rules and By-Laws of the FASAVA.
- Ensure that votes are called for according to these rules and by-laws;
- Chair the Assembly meeting, except as provided for above;
- Represent the FASAVA on legal and other matters;
- With the honorary secretary, oversee the implementation of the decisions of the current Assembly and the overview of the decisions of the previous Assembly meetings;
- Sign all documents on behalf of the FASAVA;
- New Members of the Executive Board

Nominations for a new member of the executive will be called for when a vacancy arises. The nominees will need to be from a FASAVA member country that is a financial paid up member. If there is more than one nominee voting will take place at the General Assembly. Proxy votes will be eligible. Only FASAVA member countries who are paid up members are eligible to vote. Nominations need to be notified to the Honorary Secretary 60days before the General Assembly.

- There is provision for the executive to have a 7<sup>th</sup> Board member. The nominees will need to be from a FASAVA member country that is a financial paid up member. Nominations for this position will be called for when a vacancy arises. If there is more than one nominee voting will take place at the General Assembly. Proxy votes will be eligible. Only FASAVA member countries who are paid up members are eligible to vote. Nominations need to be notified to the Honorary Secretary 60 days before the General Assembly.

## The Secretary

- At each FASAVA Congress, the Board of Management shall nominate/confirm a member of their Executive Board to take office as the next Secretary of FASAVA.
- Nomination for this position shall be made and circulated to Assembly at least 30 days before the Assembly meeting.
- The honorary secretary shall take over the office at the conclusion of the Assembly meeting at which he/she is due to be appointed, usually for 2 years.

# **FASAVA RULES AND BY – LAWS**

## **The Honorary Secretary**

- The Honorary Secretary shall have a term of 2 years in office.
- At each Congress, the Assembly shall confirm the nomination of the honorary Secretary. Nominations for this position shall be made and circulated to Assembly at least 30 days before the Congress meeting.
- The person so nominated/elected may re-nominate for more than one term of office. This nomination and re-election must be confirmed by a 2/3rds majority of the Assembly.
- The Honorary Secretary of FASAVA may appoint assistants and clerical staff, subject to the approval of the President of the Executive Board.

## **Duties and funding of the Secretariat**

- The Secretary will manage the secretariat. He/She will be assisted by such clerical staff as are required from time to time. The staff shall be appointed by the Secretary subject to the approval of the President of the FASAVA. The compensations will be paid from the FASAVA Fund, subject to approval by the executive committee.

## **The duties of the Secretary are:**

- All Correspondence for and with the Assembly;
- Preparation and circulation of the minutes of the meetings of the Assembly to all member associations;
- Preparation and circulation of the calls for nomination for members of the Executive committee and Assembly;
- Supplying all member associations with any other papers pertinent to the affairs of the FASAVA;
- With the President, the Secretary is responsible for implementation of decisions of the Assembly;
- Responsible for the preparation of the Annual Report on FASAVA's activities to be submitted to the Assembly at least one month prior to the Annual meetings;
- Distributes information to all Member associations of FASAVA;
- Where necessary, appoints delegates to represent FASAVA at relevant events connected with FASAVA that the President or their representative cannot attend;
- Provides liaison with other international organizations involved in veterinary science;
- Deals with any other matters that may contribute to the realization of the objectives of FASAVA that have been identified and delegated by the Assembly;
- With the Executive Committee and Treasurer, helps to prepare the budget for the FASAVA for following year;
- Keeps the member associations of FASAVA informed and up to date about what FASAVA has done and what it intends to do during the year, through a regular communication etc;
- Provides allied organizations/potential sponsors etc outside of the FASAVA with reliable information about the FASAVA to stimulate their interest in the activities of the FASAVA;
- Cooperates with the other officers of the FASAVA to obtain materials for publication internally and externally as well;
- In conjunction with the Executive Committee and Assembly, the Secretary shall formulate an annual working programme for the FASAVA.

## **The Treasurer of FASAVA**

- The Treasurer shall be an honorary position. All administrative expenses shall be met from the FASAVA Fund.
- At each FASAVA Congress, the Board of Management shall nominate/confirm a member of their group to take office as the next Treasurer of FASAVA.



## **FASAVA RULES AND BY – LAWS**

- Nomination for this position shall be made and circulated to Assembly at least 30 days before the Assembly meeting.
- The term of office shall be 2 years, however, to provide continuity, the Treasurer may be re-nominated and re-elected for a maximum of three terms (6 years). This nomination must be confirmed by a 2/3rds majority of the Assembly.

### **Duties of the Treasurer of the FASAVA**

- The Treasurer shall oversee the sending out of invoices for subscriptions to all member associations annually.
- The Treasurer shall receive and deposits and keep the funds of the FASAVA Funds (known as the FASAVA Fund), in a suitable bank account in a reputable and stable bank determined by the Executive board of the FASAVA.
- The Treasurer of the FASAVA Executive Board shall make any payments and any bank transfers payments from the FASAVA Fund.
- Any payments and transfers MUST be authorized by the President of the FASAVA Executive Board.
- All payments and transfers must be recorded with a notation of the names of the persons authorizing the payment or transfer and the reasons for payment. This shall be the responsibility of the Treasurer.
- The Treasurer shall prepare an annual financial statement of the FASAVA Funds. This report shall be circulated to the Assembly, at least 30 days before the Annual meeting.
- The Treasurers report should be accepted by a 2/3rds majority of the Assembly.
- The Treasurer should recommend to the Assembly the annual subscription to be paid each year based on the previous year's financial report.
- The Treasurer shall disburse and pay the administrative expenses of the Secretariat and pay out such monies as the Assembly shall determine at a meeting constituting a Quorum as determined above.
- The Treasurer shall nominate the Auditor and this appointment shall be approved by a 2/3rd majority vote of the Assembly.

### **Auditing the accounts of the FASAVA.**

- The Treasurer shall arrange for the accounts of the FASAVA to be audited in accordance with the laws of the country in which the FASAVA holds the accounts. The results of the audit should be completed and circulated to the Assembly, at least 30 days before the Congress meeting.
- The appointed Auditor shall Audit the finances of the FASAVA Congress as well as the disbursements made by the Treasurer.

## **8. Editor of Publications of FASAVA**

- At each FASAVA Congress, the Board of Management shall nominate/confirm a member of their group to take office as the next Editor/Editors of the FASAVA Publications.
- Nomination for this position shall be made and circulated to Assembly at least 30 days before the Assembly meeting.
- The term of office shall be 2 years, however, to provide continuity, the Editor may be re-nominated and re-elected for a maximum of three terms (6 years). This election [replace with nomination] must be confirmed by a 2/3rds majority of the Assembly.

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### **The duties of Editors of the FASAVA Publications shall be:**

- Establish and Coordinate the FASAVA web site and liaise closely with the organisation responsible for the creation and maintenance of the FASAVA Website.
- Publish and distribute a news bulletin and or scientific journal of the FASAVA including the accounting of expenses involved. This will be done on the FASAVA Website.
- Publish the proceedings of each FASAVA Congress held separately from WSAVA Congresses on the FASAVA Website.
- Be Responsible for the publication of news and articles of interest to members of the FASAVA on the FASAVA Website.
- Perform other assignments related to the news bulletin and or scientific journal that will be assigned to them by the President and secretary and approved by the Assembly from time to time.

## FASAVA Congress

### Protocols for FASAVA Congress

The Organising committee shall be constituted by the Host Member Association/Organisation winning the bid to hold the Congress.

The Organising Committee shall comprise a Chairperson, two (2) Vice-chairpersons, and a Secretary/Treasurer. The organising committee can have as many committee members as it wishes. There shall also be an Advising Member from the organising committee of the previous Congress and an Observer from the Organising committee of the next Congress.

The Organising Committee of the Host Association/organisation shall be responsible for the administration of receipts and expenditures including the calculation of the contribution to the FASAVA Fund.

**Congress organisers should not budget for a deficit. If a Congress is not expected to be self-funding, then it should not be held.**

Should there be a surplus after all expenses, including the US \$10-00 per head payment to the FASAVA fund have been paid, the profit will remain the property of the Host Association.

A copy of the financial report will be made available to the Executive Board, the FASAVA Council Deleted (insert Executive), Supporting members of the FASAVA and the Government of the host country in those cases where the Government gave financial contributions.

Each host Association should keep all documentation relating to the FASAVA Congress and all documents related to the activities of the FASAVA in their country.

**1. FASAVA Congress shall be held every year where circumstances permit.**

- a. FASAVA Congress shall be primarily a scientific meeting rather than an administrative or legislative meeting, although time should be allocated for an Assembly meeting and AGM of the Assembly.

**2. Bidding for FASAVA Congress.**

- a. The venue of the next Congress will be based upon the successful application of a member association of FASAVA. This application, including date and venue of the Congress must be sent with a draft budget and details as outlined below, 2 c) i - viii.
- b. Member Associations may bid up to Four years in advance for a congress. The Secretary of the FASAVA will then inform the Assembly and a vote for the each venue will be taken at the next meeting of the Assembly. The winner of the bidding process for the next Congress shall be determined by a 2/3<sup>rd</sup> voting majority.
- c. The bid application shall provide Assembly with the following information:
  - i. Details of planned facilities for holding general and sessional meetings
  - ii. Details of facilities for scientific and commercial exhibition
  - iii. Details of any planned translation
  - iv. Hotel facilities
  - v. Transport facilities
  - vi. Sponsorship
  - vii. A draft budget of all the above
  - viii. Any other relevant information to assure the success of the Congress, such as the use of a professional conference organiser (PCO)

## **FASAVA RULES AND BY – LAWS**

d. The Congress will be held in the country of the Member Association winning the bid.

- **Scientific sessions**
- **Scientific sessions shall be presented by local speakers and invited guest speakers. All papers shall be in English, the official language of the FASAVA Congress. Any session may be translated into the local language of the host country or any of the languages of member countries.**

**Payment of lecturers.**

- **The costs and honorarium of lecturers will be paid by the host Association. Payment shall be budgeted to come from the registration fees and sponsorship of the Congress.**

**Free communications and Case reports.**

- **There shall be provision of a stream for the presentation of Free communications and Case Reports by registered veterinarians or other scientists at the Congress. Papers at these sessions shall be approved by the Scientific committee. Speakers at the Free communications and Case reports sessions shall not be paid nor shall their costs be met. Speakers wishing to present free communications or case reports shall send their papers to the organizing committee at least six (6) months before the Congress. Failure to submit a paper by the due date will mean forfeiture of the right to present the paper. Absence of the Author or their representative at the congress will mean automatic cancellation of the paper.**

**Plenary Sessions**

- **The object of a Plenary session is to attract as many delegates as possible to the session. Speakers at Plenary sessions should be attractive to all delegates. Scientific sessions should not be held at the same time as Plenary sessions.**

**Amendments to the scientific programme.**

- **Once the scientific programme is published, any substitute speakers shall only be approved by the Organizing committee if the original speaker is unable to present a paper.**

**Proceedings**

- **The Organising committee will be responsible for the publishing and distribution of the proceedings relating to the Congress including a copy to be placed on the FASAVA Website.**

**Chairpersons of sessions**

- **Protocols for the scientific programme of the Congress including the role of each Chairperson of the session and Author must be presented to the persons responsible at least two (2) months before the Congress. The Chairperson shall be responsible for the conduct of sessions. The presenter/author shall be given an allotted time to present the paper in a manner approved by the Organizing committee.**

**Congress registration fees, sponsorship and surpluses of the FASAVA Congresses**

- **Congress registration fees shall be set by the organising committee of the host country holding the FASAVA Congress. When a FASAVA Congress is held in conjunction with a WSAVA Congress, then a separate registration fee, additional to the WSAVA fee may need to be charged to enable the US \$10 per delegate to be paid to the FASAVA Fund.**

# FASAVA RULES AND BY – LAWS

## Congress registration fees

### Key Points

- a. Delegates from FASAVA Member Associations shall pay a lower registration fee to attend FASAVA Congress than non-members of FASAVA.
- b. FASAVA delegates shall be individual delegates from each FASAVA Foundation Member Association, Full Member Association, Affiliated organisation, individual Associate Members of FASAVA and Supporting Non-veterinary Members of FASAVA.
- c. All other delegates/participants shall be considered visitors and shall pay a higher fee.
- d. Ordinary members. These are veterinarians from FASAVA member Association. They shall pay the FASAVA Member rate congress fee as determined by the Organizing Committee of the host country.
- e. Honorary members-Honorary members are those individual members who are elected by the Assembly in recognition of their outstanding contributions to the FASAVA, their valuable research or services to science and the veterinary profession. Honorary members shall not be required to pay a congress registration fee or annual subscription fee.
- f. Student members. Student members are veterinary students of the Member Association countries and shall pay 50% of the normal congress registration fee. If students are employed to assist in the organisation of the Congress, they may receive free registration in lieu of payment.
- g. Associate members. These are Individual Veterinarians of countries which do not have small animal veterinary associations and shall pay the same Congress registration fee as is paid by delegates from Member associations.
- h. Supporting members. Supporting members can send a representatives or representatives to attend the congress. These representatives shall pay the normal members rate congress registration fee.
- i. Congress visitors. Congress Visitors shall pay a higher registration fee than full member delegates and are defined as: Veterinarians from non-member Associations, individual Veterinarians who are not members of a FASAVA Member Association.
- j. Accompanying persons are non-veterinarians admitted upon the recommendation of the organizing committee or non-veterinary family members of ordinary members, honorary members, associate members and supporting members. Accompanying persons who are registered at the Congress shall not pay registration fees, but shall pay all expenses connected with attendance at Congress functions unless exempted by the organising committee of the host country. Accompanying persons are entitled to participate in official functions, excursions, field trips etc. organized by the Organizing Committee upon payment of the appropriate fee.
- k. All delegates to the Congress shall be entitled to receive a copy of all proceedings published after the Congress. Where possible proceedings shall be published on CD/DVD and on the FASAVA Website. Upon payment of the appropriate fee, all registered delegates and official visitors shall be entitled to participate in all official functions, excursions, field trips etc. organized by the Organizing Committee.

## Finances of the Congress

The income of each Congress shall consist of:

- a. Congress registration fees of participants.
- b. Contributions from government authorities, societies, private persons & private organizations.
- c. Revenues from exhibition, advertisements etc.
- d. Direct sponsorship from commercial organisations.

# **FASAVA RULES AND BY – LAWS**

## **Complimentary/Free Registration**

The Members of the FASAVA Executive Board and the FASAVA Executive Board's Sub Committees Chairman/Directors shall receive free registrations at FASAVA Congresses.

Members of the Assembly will receive free registration at FASAVA Congresses, Any other benefits, such as free tickets to social functions etc are at the discretion of the Host country and should NOT be expected as a right.

## **Sponsorship**

Raising sponsorship shall be the responsibility of the organising committee of the host country holding the FASAVA Congress. When a FASAVA Congress is held in conjunction with a WSAVA Congress there shall be full cooperation in raising sponsorship to enable the US \$10 per delegate to be paid to FASAVA Funds.

Donations, sponsorship and surpluses (profits) derived from the holding of a FASAVA Congress shall remain the property of the host Association. When a FASAVA Congress is held in conjunction with a WSAVA Congress, the protocols applying to WSAVA Congresses will apply as well as increased registration fees raised for FASAVA Funds.

## **Losses**

Losses incurred in holding an FASAVA Congress shall be the responsibility of the host Association.

## **Report of the Outcomes of Congress.**

Minutes of all meetings of the Local Organising Host Committee of the FASAVA Congress will be sent to the Honorary Secretary.

At the end the Congress, the Organizing Committee shall make a report to the Assembly on the outcomes from the Congress. This report should include a financial report to the Executive Committee on the financial outcomes of the Congress.

This report should be made available to the host organisation responsible for the next FASAVA Congress.

## **FASAVA Funds**

The FASAVA Fund

- The FASAVA Fund will consist of the annual membership fees and contributions of the members, associate membership fees, supporting membership fees and donations.
- Host Associations holding a successful FASAVA Congress will make a donation to the FASAVA funds of US \$10 per delegate.
- The FASAVA Fund will be administered by the Treasurer of the Executive Committee.
- The FASAVA Fund will be used to pay the secretarial and administrative costs of the FASAVA, and to assist in providing for continuing education. In the event of the next FASAVA Congress being held in Association with WSAVA, the Executive may use the FASAVA Funds to offset the costs of the assembly meeting of the FASAVA Assembly. This must be included in the FASAVA Budget in advance of any such meeting. Sponsorship for the Assembly meeting should be sought.
- Other than the Secretary and Treasurer, costs incurred by a member of the Executive Committee must be borne by the member association. Reasonable costs incurred by the CPD director and Congress Liaison Officer shall be supported from FASAVA Funds. It is expected that CPD Directors and Congress Liaison Officers costs shall be borne by the local host association i.e. Accommodation, transfers, etc. where possible. Flights (Economy) will be supported from FASAVA Funds. All costs to be ratified by FASAVA Board. All cost must be supported by appropriate receipts.



## **FASAVA RULES AND BY – LAWS**

- Any costs incurred by a member of the Assembly will be met by the individual concerned or their member Association and will not be met from the FASAVA Fund.

### **Assembly meeting costs**

The venue and meal costs associated with the holding of the Assembly of the FASAVA shall be the responsibility of the Host Association and shall be met/budgeted for from the registration fees/ sponsorship for the Congress.

When a FASAVA Assembly meeting is held in conjunction with a WSAVA meeting, the cost of this Assembly meeting shall be the responsibility of the FASAVA Executive committee and shall be included in the FASAVA budget by the treasurer in advance of any such meeting.

### **Non-profit clause**

The assets and income of FASAVA shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

### **Dissolution clause**

In the event of FASAVA being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

### **Amendments to the Rules and By-Laws.**

- The FASAVA Rules and By-Laws may be amended by the Assembly, provided 2/3rd of the Assembly are present and 2/3rd of those present vote in favour of the amendment.
- Proposals for any amendments to the Rules and By-Laws must be in writing and received by the Secretary at least two (2) months before the next Assembly Meeting.
- The proposed Amendment must be circulated to all members of the Assembly at least 30 days before the Assembly meeting.
- Any amendment must not conflict with the Constitution of FASAVA Ltd as approved by ASIC or Australian Company Law in force at the time of the amendment.