

CONSTITUTION

1. NAME

The name of the association shall be the **SMALL ANIMAL AND EQUINE NATUROPATHIC ASSOCIATION INC.** hereafter referred to as “the Association”.

2. AIMS

To promote public awareness about natural therapies for animals

To promote the issues pertaining to safety and efficacy in relation to natural therapies and medicines

To set standards in professional practice

To set educational standards

To promote natural therapies and medicines

To promote a working relationship with veterinarians

To encourage governments and other institutions to accept natural therapies/medicines as a valid form of treatment

To conduct and document research in relation to pets and horses health issues

To link natural therapies and treatments for pets and horses with conventional veterinarian medicine

To promote critical thinking amongst members

To maintain a high standard of clinical practice at all times

To promote the five freedoms for animals as suggested by the RSPCA

3. MEMBERSHIP

Full membership shall be open to persons who:-

3.1 have obtained the qualification of Diploma in Small Animal Naturopathy or the Diploma in Equine Naturopathy, or the Certificate in Canine Myofunctional Therapy, or the Certificate in Herbal Medicine for Horses, or the Certificate in Nutrition for Horses, or the Certificate in Pasture Management, or the Certificate in Nutrition for Cats and Dogs, or the Certificate in Herbal Medicine for Dogs and Cats, or other courses not yet developed through the National College of Traditional Medicine

3.2 pay the annual fee as determined each year by a ratified meeting of members

3.3 provide annual evidence of professional development, the criteria as determined by the Education Committee and ratified by members

Student membership shall be open to persons who:-

3.4 are students currently studying Diploma in Small Animal Naturopathy or the Diploma in Equine Naturopathy, or the Certificate in Canine Myofunctional Therapy, or the Certificate in Herbal Medicine for Horses, or the Certificate in Nutrition for Horses, or the Certificate in Pasture Management, or the Certificate in Nutrition for Cats and Dogs, or the Certificate in Herbal Medicine for Dogs and Cats, or other courses not yet developed through the National College of Traditional Medicine

3.5 are currently upgrading their qualification to meet the acceptable standards of the Association

Associate membership

3.6 Associate membership is granted to persons who are supportive of the philosophy and the objectives of the association but are not qualified in any modality. They cannot hold a committee position nor do they have any voting rights.

Honorary membership

3.7 On the recommendation of the Committee, a general meeting of the Association may grant associate membership to a person who has rendered valuable service to the Association. Such membership shall be until the next Annual General Meeting of the Association where honorary membership may be continued subsequently. An honorary member shall be bound by the Constitution and Rules of the Association, with the exception that an honorary member will not be required to pay an annual subscription or be entitled to hold office or be a practising clinician.

4. CONDITIONS OF ENTRY

- 1) prospective members will not be admitted to the Association unless they comply with the membership criteria
- 2) A nomination for membership of the Association shall be made in writing, signed by two members of the Association and the applicant
- 3) Nominations shall be lodged with the Secretary
- 4) Nominations shall be dealt with at General Meetings

5. CESSATION OF MEMBERSHIP

Membership shall cease on:-

- 1) Resignation in writing delivered to the Secretary of the Association
- 2) Failure to renew membership within 3 months of the date expired

- 3) Cancellation of membership as determined by the Association

6. SUSPENSION OF MEMBERSHIP

Membership may be suspended by a majority vote at a general Meeting. Any suspended members may, before the expiration of the month from the suspension date, submit a written notice to the Secretary requesting that the suspension be reconsidered at the next General Meeting.

The Association shall not be required to accept the renewal of membership of a suspended member when renewal next falls due.

7. OFFICE BEARERS

- 1) The affairs of the Association shall be managed by an Executive of the office bearers who shall be elected at the Annual General Meeting.
- 2) The office bearers of the Association shall be:-

President
Vice-Presidents (1)
Secretary
Treasurer
- 3) Each officer of the Association shall hold office until the Annual General Meeting and is eligible for re-election
- 4) An office bearer shall cease to hold office upon:-
 - a) resignation in writing
 - b) suspension/cancellation as a member of the Association
 - c) absence for 3 successive general meetings without an explanation acceptable to the Executive
- 5) Vacancies unfilled or arising shall be filled by coopting members for the unexpired remainder of the term of office

8. SUBCOMMITTEES

Subcommittees can be appointed by a general meeting of the members for specific purposes. They shall meet as they see fit and report to the membership.

8. GENERAL MEETINGS

- 1) General Meeting's not including the Annual General Meeting will be held at least 2 times each calendar year.
- 2) Written notice of not more than 28 days and not less than 7 days of the General Meeting shall be distributed to all members

- 3) Only full members will be entitled to vote at any General Meeting at which they present.
- 4) No item of business shall be transacted at a general meeting unless a quorum of 5 members entitled under these Rules to vote is present during the time when the meeting is considering that item
- 5) If at any General Meeting there is no quorum within 30 minutes of the time appointed for the meeting, then the majority of members may decide to hold a meeting. However, decisions taken at that meeting will not be binding to the Association.
- 6) The President, or in the President's absence, the Vice-President shall preside as Chairperson at each general meeting of the Association.
- 7) If the President and Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- 8) The Chairperson of a general meeting in which a quorum is present, may with the consent of the meeting adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 9) Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting
- 10) A Special General Meeting shall be called by the Secretary within twenty eight days receipt of a directive from the Executive or a minimum of five members specifying the business to be conducted at the meeting
- 11) All business that is transacted at a special general meeting, with the exception of that specially referred to in the Rules as being the ordinary business of the annual general meeting shall be deemed to be special business
- 12) Except as provided in 10 and 11 it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting

9. ANNUAL GENERAL MEETING

- 1) The Annual General Meeting will be held once per annum and not more than five months after the close of the financial year which shall be the 30th June, unless altered at an Annual general Meeting
- 2) The business of the Annual general Meeting shall be to:-
 - a) receive the President's report for the previous financial year
 - b) receive the Treasurer's report and the audited financial statements for the previous financial year

- c) to elect and or re-elect office bearers who are either to consent in person or in writing
- d) conduct any other business placed on the agenda at least fourteen days prior to commencement of the meeting
- e) to review research funding of the previous year
- f) to review fundraising of the previous year
- g) to review the task analysis sheets developed by office bearers and committee chair persons

10. VOTING

Voting shall be by a show of hands except that:-

- 1) any contested election at an Annual General Meeting or otherwise shall be by secret ballot
- 2) the meeting may, by a show of hands, require any other vote to be by secret ballot
- 3) upon any question arising at a general meeting of the Association, a member has one vote only
- 4) all votes shall be given personally or by proxy
- 5) each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the meeting in respect of which the proxy is appointed
- 6) the notice appointing the proxy shall be as set out in the Appendix
- 7) in the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote
- 8) if at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question
- 9) a poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any question shall be taken at such times before the close of the meeting as the Chairperson may direct

11. MEMBERSHIP CERTIFICATE

- 1) Full members shall be entitled to receive recognition of membership and to use letters S.A.E.N.A and the association logo
- 2) The Association's general meetings may make rules governing the practice and ethics associated with natural therapies pertaining to the treatment of animals and member's dealings with the Association and with other members of the Association
- 3) The Executive may, on its own motion or following the written complaint of another member enquire into any breach of such Rules of Conduct by a member upon not less than fourteen (14) days notice in writing to such member who shall be entitled to make a written or verbal statement on his/her own behalf

12. PRESIDENT

- 1) The President at any meeting shall have a deliberate vote and a casting vote
- 2) The President or Vice-President shall chair General Meetings except that in the absence of either the President or Vice-President or at the request of the President or if a majority of the meeting, another member may be elected as meetings chairperson.
- 3) The President together with the Secretary shall prepare the agenda for meetings
- 4) The President shall encourage full balanced participation in meetings and shall decide on matters of order

13. THE SECRETARY

- 1) The Secretary shall keep the Common Seal which shall be affixed only by resolution of the Committee or of a General Meeting in the presence of two members including one office bearer
- 2) The Secretary shall call meetings in accordance with the provisions of the Constitution

14. THE TREASURER

- 1) The Treasurer shall cause monies received to be paid into an account authorised by the Executive in the name of the Association. Payments shall be either as petty cash or cheque signed by two authorised signatories.
- 2) Expenditure in excess of \$300.00 shall be authorised in advance by the Executive or a general meeting
- 3) The Treasurer shall keep accurate records of all receipts and payments and other financial transactions with the records of such available for inspection by any member following seven (7) days notice.

- 4) The Treasurer shall cause to be prepared financial statements for approval at each meeting
- 5) The Treasurer shall present audited accounts to the Annual General Meeting

15. AMENDMENT OF THE CONSTITUTION AND RULES

- 1) The Constitution may be repealed, altered or amended by resolution of three-quarters members present and voting at a General Meeting of which not less than twenty-one (21) days notice in writing including notice of the proposed repeal alteration or amendment has been distributed to all members.
- 2) A General Meeting may make, repeal or amend Rules for the proper administration of meetings and business provided that not less than twelve-(12) days notice, including notice of the proposed new Rule or repeal or alteration of amendments has been distributed to all members.

16. FINANCES AND PROPERTY

- 1) The funds of the Association shall be derived from annual subscriptions, donation, entrance fees and such other sources as the Committee determines
- 2) Members, who, by authority of the membership, incur or accept any pecuniary liability on behalf of the Association shall be held indemnified against any personal loss in respect of such liability
- 3) The income, property and funds of the Association, shall be used and applied solely towards promotion of the objectives and shall not be paid or transferred to the members or relatives or members provided that nothing herein contained shall prevent the payment in good faith to any person in return for services actually rendered and provided that an employees of the Association shall notwithstanding that employment be entitled to be a member or office bearer of the Association and of any committee
- 4) On dissolution, all property whether real or personal remaining after payment of all debts and legal liabilities shall be disposed of in accordance of provisions of the Associations Incorporations Act 1981.

18. SEAL

- 1) The common seal of the Association shall be kept in the custody of the Secretary
- 2) The common seal shall not be affixed to any instrument except by authority of the Committee. The affixing of the common seal shall be attested by the signatures either of two members of the Committee and of the Public Officer of the Association.

19. CUSTODY OF RECORDS

- 1) Except as otherwise provided in these Rules, the Secretary shall keep in his/her control all books, documents and securities of the Association

- 2) All accounts, books and securities of the Association shall be available for inspection, and copying by any member of the Association upon request

20. MEMBER'S GREIVANCES

- 1) Any member who feels they have a grievance against the Association may bring their concerns to the:-
 - a) The President who will request that all details be placed in writing
 - b) Any member of the Executive who will request that all details be placed in writing
- 2) An appointed committee will hear the matter. This committee will comprise:-
 - a) The President
 - b) The Vice-President
 - c) Two members from the general membership
 - d) One appointed member from the member with a grievance (optional)

APPENDIX

FORM OF APPOINTMENT BY PROXY

SMALL ANIMAL AND EQUINE NATUROPATHIC ASSOCIATION

(THE ASSOCIATION)

I _____ of _____

being a member of the Small Animal and Equine Naturopathic Association Inc. hereby appoint

_____ of _____

_____ being a member of the Association, as my proxy to vote on my behalf at the Annual/Special general Meeting of the Association to be held on _____ day of _____ 200__ and at any adjournment of the meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the following resolution.

Signed: _____

The _____ day of _____ 200__.