



# **FASAVA**

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**RULES and BY – LAWS of the  
FEDERATION OF ASIAN  
SMALL ANIMAL VETERINARY  
ASSOCIATIONS (FASAVA) Ltd  
A Company limited by  
guarantee under the Australian  
Corporations Act 2001  
ACN126 818 488**

## Certificate of Registration of a Company

This is to certify that

**FEDERATION OF ASIAN SMALL ANIMAL VETERINARY  
ASSOCIATIONS LIMITED**

**Australian Company Number 126 818 488**

is a registered company under the Corporations Act 2001 and  
is taken to be registered in Victoria.

The company is **limited by guarantee**.

The company is a **public** company.

The day of commencement of registration is  
the **thirty-first day of July 2007**.

Issued by the  
Australian Securities and Investments Commission  
on this **thirty-first day of July, 2007**.



Anthony Michael D'Aloisio  
Chairman



CERTIFICATE

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

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## ***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/- Harmon Partners, Chartered accountants, Ground Floor, 613 Canterbury Road, Surrey Hills, Victoria, Australia, 3127

**The postal address shall be:- FASAVA Ltd., c/- PO Box 234, Bundoora, Australia 3083**

### ***1. Name of the federation.***

This 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 the FASAVA.

### ***2. Headquarters of FASAVA.***

The operational and postal headquarters of the FASAVA shall be in the same country as the current Chairperson of FASAVA Board, but the Registered office shall remain in Australia for the purposes of satisfying the Australian company law. The Registered office may be changed by a 2/3rd vote of the council of representatives, provided the new office address complies with Australian company law.

### ***3. 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 aim of FASAVA is 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 Board and a Council of representatives 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.
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 bi-annual basis and hold meetings in conjunction with the WSAVA when it holds Congresses in the Asia Pacific region.
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 of 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 a 2/3rds majority vote of the Council of Representatives. This vote may be by electronic means if a meeting in person is not possible.
- e) Application for membership must be made to the Secretary in writing on the application form provided by the Secretary. This application must contain the following information:
  - a. The number of registered veterinarians who are full members of the small animal association / organisation.
  - b. The number of veterinary schools in the country of University level and the approximate number of students at each University Vet School.
- f) Each Member association / organisation must pay the Annual Subscription fee to the Treasurer within 30 days of acceptance as a member.
- 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 have a representative on the Council of Representatives.
- h) Supporting members - Non-veterinary Organisations, commercial firms or offices wishing to support the FASAVA financially or in other ways can become Supporting members. Supporting members shall not have a vote or representative on the Council of Representatives.

### **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 Council of Representatives of FASAVA may cancel the membership of those members who have not fulfilled their financial obligations or who have shows themselves to be unworthy of membership. In the latter case their removal must be approved by 2/3 majority vote of the Council of Representatives, either at a meeting at which this matter is a item on the agenda, or by electronic means giving each member association on the Council of Representatives 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.
- Member Associations who are more than 5 years in arrears will have to have the approval of 2/3rds of the votes of the council of representatives before they can be reinstated and all back fees / dues must be settled in full.

## **5. FASAVA Annual Subscription.**

- a. The annual Subscription is that amount contributed annually by the Member Associations, Associate members and Supporting members to retain membership of FASAVA.

- b. The fiscal year of the FASAVA shall be from January 1<sup>st</sup> to December 31<sup>st</sup> in any one year.
- c. The initial Annual Subscription shall be the sum of US\$275 per member association plus US 0.15 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 2/3<sup>rd</sup> majority vote of the Council of Representatives of the FASAVA).
- d. In the case of devaluation of the US dollar, the Council of Representatives 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 2/3<sup>rd</sup> majority of votes.
- e. Notice / invoices for subscriptions shall be sent out in October of each fiscal year and are due by January of the following year.
- f. 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.
- g. 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.
- h. The Annual Subscription for FASAVA shall be determined bi-annually at FASAVA Congress on the recommendation of the Treasurer and ratified by a 2/3<sup>rd</sup> majority vote of the council of Representatives.
- i. After the administration needs of the FASAVA have been met, the surplus funds of the FASAVA may be used to assist the payment of speakers for the FASAVA Congresses. The Executive Committee will determine the final allocation of surplus funds available for distribution on the recommendation of the Treasurer.

**6. *The Council of Representatives of FASAVA shall be the governing body of FASAVA***

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

- I. The Chairperson
- II. The Chairperson elect
- III. The Honorary Secretary
- IV. The Treasurer
- V. Vice Chairperson (Past Chairperson)
- VI. The additional Executive Board member
- VII. A Council representative from each financial FASAVA member association (who shall preferably be the WSAVA representative for that association where possible).

**The functions of the Council of Representatives 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).
- 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.

**Voting procedure of the Council of Representatives**

- Each member of the Council of Representatives shall be entitled to one vote.
- Affirmative decisions require a two-thirds (2/3rds) majority vote of the quorum of the Council.
- 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 Council 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 Chairman.

**Quorum**

- A two-thirds (2/3rds) of the members of the Council of Representatives shall constitute a quorum.

**Frequency of meetings**

- The Council of Representatives 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 Council of Representatives.

**Council of Representatives - Proposals.**

Any proposals submitted to the Council of Representatives shall be submitted to the secretary at least 60 days before a Council meeting and circulated to Council Representatives at least 30 days before a Council 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 Council of Representatives, but all proposals received shall be recorded in the minutes.

The Executive Committee shall have the right to suggest amendments to the proposer of any proposal received. If it is deemed necessary to amend a resolution, the Secretary shall explain to the Council of Representatives how 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 Chairperson, Chairperson-Elect, the Immediate Past-Chairperson, the Honorary Secretary and the Honorary Treasurer.

- 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 / organisation.
- Communication with member associations and organisations.
- Management of FASAVA funds.

**Election of Executive Committee – Board of Management**

**Chairperson – elect**

- At each FASAVA Congress, the Council of Representatives shall elect from its membership a Chairperson Elect. The Chairperson-Elect shall be from the Member Association that has won the bid to hold the next FASAVA Congress in the Asia Pacific region.
- At each Congress, the Council of Representatives shall elect from its membership an Honorary Secretary.
- At each Congress, the Council of Representatives shall elect from its membership an Honorary Treasurer.

**The Chairperson**

- Each member of the Executive Committee shall serve for two years or until the next FASAVA Congress.
- Except in the case of the Foundation Chairperson, the Chairperson shall take office at the AGM of the FASAVA Congress.

**The Past-Chairperson**

- The immediate Past-Chairperson shall be part of the Executive Committee until the election of the next Chairperson-elect.

**Chairing the Meeting**

- The Chairperson, or in his / her absence the immediate Past Chairperson 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 Council of Representatives 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 Council of Representatives and the overview of the decisions of the previous Council of Representatives meetings;
- Sign all documents on behalf of the FASAVA;

### **The Honorary Secretary**

- The Honorary Secretary shall have a term of 2 years in office.
- The Hon Sec shall be elected by the Council of Representatives at the Biannual Congress.
- Nominations for this position shall be made and circulated to Council at least 30 days before the Congress meeting.
- The Secretariat of the FASAVA shall be in the country of residence of the Honorary Secretary of FASAVA. The Secretary will appoint assistants and clerical staff, subject to the approval of the Chairperson.

### **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 Chairperson 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 Council of Representatives;
- Preparation and circulation of the minutes of the meetings of the Council of Representatives to all member associations;
- Preparation and circulation of the calls for nomination for members of the Executive committee and Council of representatives;
- Supplying all member associations with any other papers pertinent to the affairs of the FASAVA;
- With the Chairperson is responsible for implementation of decisions of the Council of Representatives;
- Responsible for the preparation of the Annual Report on FASAVA's activities to be submitted to the Council of Representatives 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 Chairperson 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 Council of Representatives;
- 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 Council of Representatives, 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.
- The Treasurer shall be elected by the Council of Representatives at the Biannual Congress.
- Nominations for this position shall be made and circulated to Council at least 30 days before the Congress meeting.
- The term of office shall be 2 years, however, to provide continuity, the Treasurer may be re-elected for a maximum of three terms of 2 years each (6 years).

### **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.
- The Treasurer and Chairperson of the FASAVA Executive Committee shall authorize any payments from the FASAVA Fund.
- The Treasurer shall prepare an annual financial statement of the FASAVA Funds. This should be circulated to the Council of representatives, at least 30 days before the Annual meeting, who shall vote to accept or reject the financial statement.
- The Treasurer should recommend to the Council of Representatives 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 Council of Representatives shall determine at a meeting constituting a Quorum as determined above.
- The Treasurer shall appoint the Auditor and this appointment shall be approved by a 2/3rd majority vote of the Council of Representatives.

### **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 Council, at least 30 days before the Congress meeting. The appointed Auditor shall Audit the finances of the FASAVA and Congress as well as the disbursements made by the Treasurer.

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

The Editor / Editors of the FASAVA Publications shall be nominated by the Executive Committee of the FASAVA and approved by the Council of Representatives with a term of 2 years.

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

- Publish and distribute a news bulletin and or scientific journal of the FASAVA including the accounting of expenses involved.
- Publish the proceedings of each FASAVA Congress held separately from WSAVA Congresses.
- Be Responsible for the publication of news and articles of interest to members of the FASAVA.

- Establish and Coordinate the FASAVA web site and liaise closely with the organisation responsible for the creation and maintenance of the FASAVA Web site.
- Perform other assignments related to the news bulletin and or scientific journal, that will be assigned to them by the Chairman and secretary and approved by the Council of Representatives from time to time.

## **9. Protocols for FASAVA Congress**

### **The Organizing Committee of Congress.**

- The Organizing Committee of Congress shall be constituted by the host Member Association / Organisation.
- The Organizing Committee shall comprise a Chairperson, two (2) Vice-Chairpersons and a Secretary / Treasurer. The organising committee may 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 Organizing Committee of the Host Association / organisation shall be responsible for the administration of receipts and expenditures.
- **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; 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, 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.
- FASAVA Congress shall be a scientific meeting rather than an administrative or legislative meeting, although time should be allocated for an Assembly meeting of the Representative Council.
- FASAVA Congress shall be held every two years where circumstances permit.
  - a. The venue of the next Congress will be based upon the application of a member association of FASAVA. This application, including date and venue of the Congress must be sent with a draft budget to the Secretariat at least two years before the next Congress.
  - b. When a member country has won a bid to hold a WSAVA Congress, then the FASAVA Congress shall be held concurrently or conjointly with the WSAVA Congress in that country and there will be no competitive bids for that year. See clause (f) below.
  - c. Member Associations may bid up to six years in advance for a congress. The Secretary of the FASAVA will then inform the Council of Representatives and a vote for the each venue will be taken at the next meeting of the Council of Representatives.
  - d. The venue / member Association for the next Congress shall be determined by a 2/3<sup>rd</sup> voting majority at a meeting of the council of representatives.
  - e. The application shall provide Council with the following information:
    - Details of planned facilities for holding general and sessional meetings.

- Details of facilities for scientific and commercial exhibition
  - Details of any planned translation.
  - Hotel facilities
  - Transport facilities
  - Sponsorship
  - A draft budget of all the above.
  - Any other relevant information to assure the success of the Congress.
- f. The Congress will be held in the country of the Member Association / organisation winning the bid except when a WSAVA Congress is held in the Asia Pacific region, in which case the FASAVA Congress shall be held in conjunction with the WSAVA Congress.
- g. If a member Association of the FASAVA and WSAVA makes a bid for a WSAVA Congress in the Asia Pacific region, the member associations of WSAVA who are also members of FASAVA shall vote as directed by their Member Associations.
- h. The official languages of the Congress will be English and the local language of the host country. Provisions for translation into other languages where required shall be provided by the member associations wishing the particular language to be provided. Translators provided by the Member Association shall receive free registration up to a maximum of two translators per Member Association.

### **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, and may be translated into the local language of the host country.

### **Payment of Guest lecturers**

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

There may be a variable sum of money available from the FASAVA Fund to assist with these payments and the Congress organising Committee shall be notified of this amount at the time of winning the bid for a 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 scientist at the Congress. Papers must be approved by the Scientific Organising Committee. Speakers at the Free Communications and Case Reports shall not be paid nor shall their costs be met. Speakers wishing to present papers or Case reports at the Free Communications stream shall send their papers to the organizing committee at least six (6) months before the Congress. Failure to submit the paper on the stipulated date will mean forfeiture of the right to present his paper. Absence of the author/s or their representative at the meeting will mean automatic cancellation of the paper.

### **Plenary Sessions**

The objective of a Plenary meeting is to attract all delegates to the session. Speakers for Plenary sessions should be attractive to all delegates. Scientific Sessional meetings may not be held at the same time as Plenary meetings.

### **Amendments to scientific programme**

Once the final scientific programme is published, any substitute speakers shall be only be approved by the Organizing Committee if the original speaker is unable to present a paper. The organizing committee will be responsible for the printing and distribution of the proceedings relating to the Congress.

### **Chairpersons**

Protocols for the scientific program of the Congress including the role of each chairman and author must be presented to the persons responsible at least two months before the Congress. The Chairman of each session shall be responsible for the conduct of the sessions. The presenter shall be given an allotted time to present the paper in a manner approved by the Organizing Committee.

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

- a. Congress registration fees shall be set by the organising committee of the member host Association / organisation holding the FASAVA Congress, except when a FASAVA Congress is held in conjunction with a WSAVA Congress, in which case the WSAVA host association shall set the fees.

### **• Congress registration fees**

1. Ordinary members. These are veterinarians from FASAVA member Associations / organisations. They shall pay a normal congress fee as determined by the Organizing Committee of the host country.
2. Honorary members. - Honorary members are those individual members who are elected by the Council of Representatives 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.
3. 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.
4. 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.
5. Supporting members. Supporting members can send a representatives or representatives to attend the congress. These representatives shall pay the normal congress registration fee.
6. Congress visitors. Congress Visitors shall pay a higher registration fee than full member delegates and are defined as: Veterinarians from non-member Associations or Non-Associate individual Veterinarians from who are not members of a FASAVA Member Association.
7. 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. They shall not pay registration fees, but shall pay

- all expenses to Congress functions unless exempted by the organising committee of the host country. Accompanying persons are only entitled to participate in official functions, excursions, field trips etc. organized by the Organizing Committee upon payment of the appropriate fee.
8. Honorary members, Ordinary members, Student members, Associate members, Supporting members and Congress visitors shall be entitled to receive a copy of all printed papers and proceedings published after the Congress. They shall be entitled to take part in the discussions in all the sessions and to participate, upon payment of the appropriate fee, in all official functions, excursions, field trips etc. organized by the Organizing Committee.

**i) Key Points**

- a. Delegates from FASAVA Member Associations / organisations 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 Member Association / organisation, individual Associate Members of FASAVA and Supporting Non-veterinary Members of FASAVA.
- b. All other delegates / participants shall either pay full fees or be considered visitors.

**Finances of the Congress.**

The income of each Congress shall consist of:

- c. Congress registration fees of participants.
- d. Contributions from government authorities, societies, private persons and private organizations.
- e. Revenues from exhibition, advertisements etc.

**j) Free Registration**

The Members of the Executive Committee shall receive free registration at FASAVA Congresses that are NOT held in conjunction with WSAVA.

Members of the Council of Representatives will not receive free registration at FASAVA Congresses, except those held in conjunction with WSAVA where they will receive complimentary registration, only if they are also WSAVA Assembly representatives for their WSAVA member Association.

**k) Sponsorship**

Raising sponsorship shall be the responsibility of the organising committee of the host country holding the FASAVA Congress, except when a FASAVA Congress is held in conjunction with a WSAVA Congress.

Donations, sponsorship and surpluses (profits) derived from the holding of a FASAVA Congress shall remain the property of the host Association, except when a FASAVA Congress is held in conjunction with a WSAVA Congress, when the protocols applying to WSAVA Congresses will apply.

**l) Losses**

Losses incurred in holding an FASAVA Congress shall be the responsibility of the host Association, except when a FASAVA Congress is held in conjunction with a WSAVA Congress when the WSAVA protocols shall apply.

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

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

## **11. FASAVA Funds**

### **The FASAVA Fund.**

- m) 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 financially successful FASAVA Congress are encouraged to make a donation to the FASAVA funds.
- n) The FASAVA Fund will be administered by the Treasurer of the Executive Committee.
- o) The FASAVA Fund will be used to pay the secretarial and administrative costs of the FASAVA. The Executive Committee shall determine the amount to be allocated to assist in the financing of the scientific programme of the next FASAVA Congress and shall announce this to the Organising Committee of the Host Country for the next FASAVA Congress.
- p) 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 Council of Representatives.
- q) Any costs incurred by a member of the Executive Committee, other than the Secretary or Treasurer as specified in this document will be met by the individual concerned or their member Association and will not be met from the FASAVA Fund.
- r) Any costs incurred by a member of the Council of Representatives will be met by the individual concerned or their member Association and will not be met from the FASAVA Fund.
- s) **Council of Representatives Assembly meeting costs**  
The venue and meal costs associated with the holding of the Assembly of the FASAVA Council of Representatives meeting 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.

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

- The FASAVA Rules and By-Laws may be amended by the Council of Representatives, provided 2/3rd of the Council of Representatives 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 Council of Representatives Meeting.
- The proposed Amendment must be circulated to all members of the Council of Representatives at least 30 days before the Council meeting.
- Any amendment must not conflict with the Constitution of FASAVA Ltd as approved by ASIC and in force at the time of the amendment.