ADOPTED February 26, 2020

CONSTITUTION AND BY-LAWS OF THE ONTARIO ASSOCIATION OF EQUINE PRACTITIONERS CONSTITUTION

ARTICLE I - TITLE

SECTION 1

This association shall be known as the Ontario Association of Equine Practitioners.

SECTION 2

This association shall forever remain a non-profit organization.

SECTION 3

The mailing address of the Association shall be the office of its current secretary.

ARTICLE II - OBJECTIVES

The objectives of this association shall be:

1. To elevate the standards of practice in this branch of veterinary medicine.
2. To further research and knowledge of equine diseases and welfare.
3. To advise various agencies on better methods in horse racing, horse breeding, and the use of horses generally and to assist in formulating these methods, especially as they pertain to the veterinary profession.
4. To improve the relationship of the profession with equine associations, racing commissions and horsemen and to serve as an effective liaison between O.A.E.P. members and industry groups.
5. To promote good fellowship among members of the Association.

ARTICLE III - MEMBERSHIP

SECTION 1

There shall be five classes of membership in this Association: ACTIVE, DISTINGUISHED LIFE MEMBERS, HONOURARY, STUDENT, and ASSOCIATE.

A. ACTIVE membership in this Association shall be open to all veterinarians who are graduates of recognized colleges of veterinary medicine whose practice or professional work includes full or part-time work in connection with equine

practice and who are licensed to practice veterinary medicine in the Province of Ontario. ACTIVE members shall be entitled to vote and hold office.

B. DISTINGUISHED LIFE MEMBER: Senior active members who have made outstanding contributions to the Association may be nominated for this honour by the Executive Board and elected by the membership in session in advance of any annual meeting. Distinguished Life Members shall be exempt from all dues payments and entitled to vote and hold office.

C. HONOURARY MEMBERS shall be those persons who have made noteworthy and outstanding contributions to equine practice. Candidates for Honorary Membership may be proposed by any Active member. Unanimous approval of the Executive Board is required for election to this category. Honorary members shall be exempt from all dues payments but shall not vote or hold office.

D. STUDENT MEMBERS shall be enrolled in an accredited School or College of veterinary medicine. They will be non-voting.

E. ASSOCIATE MEMBERSHIP shall be open to graduate veterinarians who are interested in this Association and its objectives. Associate members must not be licensed to practice veterinary medicine in the Province of Ontario. They will be non-voting.

ARTICLE IV - OFFICERS

SECTION 1

The officers of this Association shall be 6 elected Directors from which will be appointed the President and Vice President. The remaining officers will be the , Secretary, Treasurer and immediate Past-President for a total of no more than 9 executive

SECTION 2

The method of election, duties and tenure of office shall be defined in the By-laws.

ARTICLE V - EXECUTIVE BOARD

SECTION 1

There shall be an Executive Board which shall conduct the business of the Association in the intervals between annual or special meetings of the active membership.

SECTION 2

The membership of the Executive Board, method of selection or appointment, duties and tenure of office shall be defined in the By-laws.

ARTICLE VI - STANDING AND SPECIAL COMMITTEES

SECTION 1

There shall be such standing committees of the Association as are prescribed in the By-laws; their method of appointment, tenure of office and duties shall be defined therein.

ARTICLE VII - MEETINGS

SECTION 1

Annual or special meetings of the Association shall be held as described in the By-laws.

ARTICLE VIII - FISCAL YEAR

SECTION 1

The fiscal year of the Association shall be the calendar year unless otherwise determined by the Executive Board.

ARTICLE IX - AMENDMENTS

SECTION 1

This Constitution can be amended only by a majority vote of the active membership present at an annual meeting of the Association, provided that the proposed amendment has been submitted in writing to the Executive board at least 60 days prior to the meeting and that the Executive Board has notified the membership of the amendment at least 30 days prior to the meeting.

ADOPTED February 26, 2020

BY-LAWS

ARTICLE I - ELECTION OF OFFICERS

SECTION 1

Eligibility: Only ACTIVE and DISTINGUISHED LIFE members shall have the privilege of voting or holding office.

SECTION 2

Nominations: The PRESIDENT, with concurrence of the Executive Board, will appoint a nominating committee of three members for each annual meeting who will report their nomination for new Director positions as well as the Secretary and Treasurer, when required, to the membership in session. Additional nominations may be made from the floor. Any nominee named from the floor will, prior to balloting, give assurance that he is fully aware of the responsibility and demands of office, and if elected, will carry out the duties of the office.

SECTION 3

Election of Officers:

The Directors will be elected (2 per year) by the membership. The Director positions shall represent various disciplines within the industry (eg. Racing, dressage, show jumping, western pleasure, eventing, heavy horse, carriage etc) The position of President and Vice-President will be appointed by the Board from the current elected Directors. The Directors are elected for a minimum of a 3-year term and may be re-elected for an additional 3-year term after which the Director must step down and is not eligible for re-election for one year after stepping down. The secretary and treasurer positions will be elected positions and will be held for an indefinite term ending when the member wishes to step down. This will be announced 30 days prior to the AGM.

The TERM of OFFICE for the President and the Vice-president each will be one year of their Director 3 year term. For example, if an elected member serves one year as a Director then becomes Vice-President then President they will have fulfilled their 3 year Director term. If the Director becomes Vice-President in year 3 of their term, they must begin another 3 year term to fulfill the role of President and this must be approved at the AGM prior to starting their Presidency year. One year extensions may be granted to allow the outgoing President to serve one year as Past President.

Additional ex-officio members may be appointed annually to the executive by the president for one year terms, renewable annually and will attend board meetings as required. Ex officio members shall be non-voting. Suggested ex-officio members include those from the Ontario Veterinary College and OMAFRA.

SECTION 4

Other Officers: All other officers of the Association (e.g. Executive Director, Convention Manager, etc.) shall be elected by the Executive Board.

SECTION 5

In the event that an officer is unable to complete the term of office, the vacancy shall be filled by an appointment by the remaining Executive Officers.

SECTION 6

Tenure: Terms of office shall begin at the close of the annual meeting and shall continue until the close of the next annual meeting or until successors to the offices have been duly elected and installed.

ARTICLE II - DUTIES OF OFFICERS

SECTION 1

The duties of the President shall be:

A. To preside at annual and special meetings of the Association.
B. To coordinate and supervise activities of the Association.
C. To receive and count the ballots cast at the regular elections.

SECTION 2

The duties of the Vice President shall be:

A. To assist the President in all duties as requested and to preside at annual and special meetings of the Association in the absence of the President.
B. To take over the duties of the office of President in the event that officer is incapable of performing his duties.
C. To act as, or appoint, a program chairman for the Association's scientific meetings.

SECTION 3

The duties of the Secretary shall be:

A. To be the corresponding officer of the Association.
B. To keep minutes of meetings, present to executive for approval within 5 working days of receipt so that they may be posted promptly on member web site.
C. To conduct other duties of the office as designated by the Executive Board.

SECTION 4

The duties of the Treasurer shall be:

A. To keep a financial record of the Association.
B. To collect dues, pay expenses and submit the financial statement at each annual meeting.
C. To submit the financial records of the Association to the audit committee within one month of the end of the calendar year.
D. A term shall be 3 years; no individual shall sit more than 2 consecutive terms.

ARTICLE III – EXECUTIVE BOARD

SECTION 1

A. The Executive Board shall consist of the President, Vice-President Secretary, Treasurer, immediate Past-President and 4 Directors.

B. Prior to the annual meeting, the nominating committee shall seek nominations for Director positions and for secretary and treasurer when required. Nominations will be accepted from the floor at the annual meeting. In the event that there are no nominations, the executive board may appoint members to these positions..
C. Approval of minutes within 5 working days of receipt so that they may be posted promptly on member web site.

SECTION 2

Duties of the Executive Board:

A. The Executive Board shall conduct any business of the Association which requires attention in the interim between annual or special meetings of the membership, or in cases where the need for prompt attention to a business matter is necessary.
B. The Executive Board shall report to the membership at each annual or special meeting all business upon which it has acted.
C. The Executive Board shall faithfully uphold the Constitution and By-Laws of the Association, and be guided accordingly in all its actions.

SECTION 3

Board of Governors:

A. The President, President-Elect, Secretary, Treasurer, and the immediate Past-President shall constitute the Board of Governors who, under pressing circumstances, may, in absence of the Executive Board, act for and will be responsible to the Executive Board.
B. The Board of Governors shall have the responsibility of appointing representatives for meetings of organizations and agencies where the interests of this Association or its individual members are concerned.

SECTION 4

Compensation and Liability:

A. Executive Board members shall not receive compensation for their services but may be reimbursed for travel and other expenses incurred in transacting Association business.
B. The Association may, by resolution of the Executive Board, provide for indemnification by the Association of any and all of its directors or officers or former directors or officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceedings in which they, or any of them, are made parties, or a party, by reason of having been directors or a director or officer of the Association, except in relation to matters as to which such director or officer or former director or officer shall be

adjudged in such action, suit, or proceedings to be liable for negligence, or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

ARTICLE V - MEMBERSHIP

SECTION 1

Election Requirements: Candidates, for active or associate membership, will present an application to the Secretary on a form approved by the Executive Board. The form shall state the applicant's name, address, school and year of graduation, province or provinces in which licensed to practice, and the kind of practice or regulatory work in which engaged. The first year's dues shall accompany the application. Each applicant for ACTIVE membership who is a resident of Ontario shall be licensed to practice veterinary medicine in the Province of Ontario and shall remain so during his membership in this Association.

SECTION 2

All applications so received by the Secretary shall be referred to the membership committee for consideration. Upon completion of such consideration, the Chairman of the membership committee shall refer the application to the Executive Board for action. Applications may be accepted, rejected, returned or tabled at the discretion of the Executive Board.

SECTION 3

The annual dues shall be determined by the Executive Board. The Secretary shall mail (electronically or standard) a dues notice to each member with a notice of the regular annual meeting. Dues in arrears for more than six months, following the regular annual meeting, shall cause forfeiture of good standing.

SECTION 4

Any member shall be dropped from membership for cause and upon a two-thirds majority vote of the Executive Board.

ARTICLE VI - MEETINGS

SECTION 1

The agenda, place, date and duration of the annual meeting, shall be decided by Executive Board action.

SECTION 2

QUORUM: The membership present at a general meeting of the members shall constitute a quorum.

SECTION 3

A quorum for the Executive Board shall be six, two of which shall be members of the Board of Governors.

SECTION 4

A quorum for the Board of Governors shall be four.

ARTICLE VII - COMMITTEES

SECTION 1

The Executive Board nors shall appoint the chairmen of all committees and shall delineate the duties of each committee. The chairman shall select the members of his committee. Members shall serve for a term of one year and may be reappointed.
Each chairman should submit a written report to the Executive Board at each annual meeting that reflects continuous attention to his area of responsibility throughout the year. Reports should include: (1) Date of committee meetings (2) Names of members attending (3) Useful information worthy of dispensing to OAEP members (4) Actions and programs recommended for Executive Board consideration. Each Committee shall have at least one member who is a Director.

SECTION 2

Standing committees of the Association shall be as listed. With the Executive Board approval, new standing and special committees may be established at any time and those that have accomplished their purpose may be discontinued.

1. Membership committee.
2. Nomination committee (Chaired by the Past President and including members not standing for appointment).
3. Continuing education committee.
4..
5. Equine Welfare Committee
6. Racing Committee

ARTICLE VIII - AMENDMENTS

These By-Laws may be amended at any annual meeting of the Association by a majority vote of the members present provided the proposed amendment is presented in writing and has been read to the members present.
Last Updated: AGM 2004