



Saskatchewan Association of Veterinary Technologists Inc.  
*Bylaws – GREEN BOOK*

<b><i>TABLE OF CONTENTS</i></b>	<b><i>Page</i></b>
<i>Objectives of the Saskatchewan Association of Veterinary Technologists</i>	<i>2</i>
<i>Code of Ethics</i>	<i>2</i>
<i>General Department</i>	<i>2</i>
<i>Professional Department</i>	<i>2</i>
<b><i>ARTICLE I – TITLE</i></b>	<b><i>3</i></b>
<b><i>ARTICLE II – DEFINITIONS</i></b>	<b><i>3</i></b>
<b><i>ARTICLE III – PURPOSE</i></b>	<b><i>3</i></b>
<b><i>ARTICLE IV – OBLIGATION TO THE ASSOCIATION</i></b>	<b><i>3</i></b>
<b><i>ARTICLE V – MEMBERSHIP</i></b>	<b><i>4-7</i></b>
<b><i>ARTICLE VI – BOARD OF DIRECTORS</i></b>	<b><i>7-9</i></b>
<b><i>ARTICLE VII – OFFICERS</i></b>	<b><i>9-10</i></b>
<b><i>ARTICLE VIII – STANDING COMMITTEES</i></b>	<b><i>11</i></b>
<b><i>ARTICLE IX – ANNUAL AND OTHER MEETINGS OF THE MEMBERS</i></b>	<b><i>11-12</i></b>
<b><i>ARTICLE X – FINANCE, BOOKS AND RECORDS</i></b>	<b><i>13</i></b>
<b><i>ARTICLE XI – PUBLICATIONS</i></b>	<b><i>14</i></b>
<b><i>ARTICLE XII – AMENDMENTS</i></b>	<b><i>14</i></b>
<b><i>ARTICLE XIII – INTERPRETATION</i></b>	<b><i>14</i></b>

***The Saskatchewan Association of Veterinary Technologists was founded to serve, support and register Veterinary Technologists in the province. The Association places emphasis on professional and educational advancement of Veterinary Technologists, so that they may better serve the Veterinary Medical Profession. The Saskatchewan Association of Veterinary Technologists Inc., is a non-profit, non-union organization.***



Saskatchewan Association of Veterinary Technologists Inc.  
*Bylaws – GREEN BOOK*

**OBJECTIVES OF THE  
SASKATCHEWAN ASSOCIATION OF VETERINARY TECHNOLOGISTS INC.**

- 1) To promote progressive and humane medical care for all creatures.
- 2) To promote and maintain the professional image and high ethical standards of Veterinary Technologists through continuing education and public relations.
- 3) To speak for Veterinary Technologists in regard to legislative action.
- 4) To promote the educational and professional advancement of Veterinary Technologists.
- 5) To develop and maintain a Code of Ethics.

**CODE OF ETHICS**

A Code of Ethics places a group into a self-regulating body and brings that group from a vocation to an occupation with professional standards.

A Code of Ethics cannot be created by resolution or formed overnight, but is founded on standard of behavior for the enrichment of the associates and those with whom they have affiliation: for the betterment of their clientele.

**GENERAL DEPARTMENT**

1. Complete honesty and integrity is expected of all members.
2. It is the duty of all members of the Association to conduct themselves in a said manner in accordance with this Code of Ethics.
3. No member shall indulge in an illegal Veterinary Practice or encourage others to participate in such practice, and it is the duty of the members to report such violations.
4. When working under the supervision of a veterinarian in a commercial operation, technologists must be paid by employing veterinarians, and not clientele: in accordance with The Veterinary Act of Saskatchewan.

**PROFESSIONAL DEPARTMENT**

1. Members shall practice humane treatment of animals at all times.
2. No member shall belittle or injure the character of a member of any Animal Health Technologist/Veterinary Technologist or Veterinary Nurse Association or member of any Veterinary Medical Association.
3. No member shall violate the confidence of a client or their employer.
4. No member will violate Section 2 of the Veterinary Act of Saskatchewan.
- 5 Members shall make every effort to keep abreast with current advancements in the veterinary field.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **ARTICLE I – TITLE**

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The Association shall be known as the "Saskatchewan Association of Veterinary Technologists Inc."

### **ARTICLE II – DEFINITIONS**

- 2.1 Board of Directors, Board, or Directors - the elected or appointed Board of Directors
- 2.2 Officers – The members of the Board of Directors and ex-officio members of the board
- 2.3 Association – The Saskatchewan Association of Veterinary Technologists Inc.

### **ARTICLE III – PURPOSE**

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- 1) To promote and maintain communication and co-operation between Veterinary Technologists regarding job opportunities, educational programs, workshops and short courses.
- 2) To promote and maintain a co-operative professional relationship with the Veterinary profession.
- 3) To charge admissions to functions, such that these admissions will cover the costs of such functions.
- 4) To raise monies from time to time as necessary, by donation or otherwise, in order to maintain or add to the property of the Association for continuing education.

### **ARTICLE IV - OBLIGATION TO THE ASSOCIATION**

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- 1) It is the duty of the member to reply promptly to all correspondence from the Association.
- 2) A breach of the Code of Ethics is deemed to be conduct injurious to the objectives of the Association.
- 3) A breach of this Code will result in a reprimand, fine or termination of membership.
- 4) The non-payment of a fine is deemed to be conduct injurious to the objectives of the Association.
- 5) The non-payment of annual dues as outlined in Article 5.11 shall result in termination of active membership and removal from the register.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **ARTICLE V – MEMBERSHIP**

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**5.1** The Board of Directors shall approve or disapprove all membership applications either: Active, Associate, Temporary, Student or Honorary.

#### **5.2 Active Membership**

**5.2.1** Active Membership may be granted to an individual who:

(a) submits proof of graduation from a formal course of study in Animal Health Technology/ Veterinary Technology as approved by the Board program or if applicable, has obtained a certificate of completion from the NAIT AHT/VT Equivalency Assessment Service; and

(b) presently resides in Saskatchewan, or who resides outside the province of Saskatchewan but is employed in the animal health and care industry in the province of Saskatchewan; and

(c) submits written acceptance of the Association Code of Ethics; and

(d) pays the prescribed fees, and

(e) Passes the national exam as approved by CAAHTT,

(f) Application for membership must be completed within six months of writing the examination. If not completed after six months, the stages of application for membership must be repeated

**5.2.2** Transfer of Professional Status is granted to any Active Member in good standing of any Provincial Association as per the CAAHTT Letter of Undertaking.

**5.2.3** To maintain active membership, a member must accumulate a minimum of 20 continuing education credits every two (2) years, beginning January 1, of the year following date of registration.

#### **5.3 Temporary Membership**

**5.3.1** Temporary Membership may be granted to an individual who:

(a) Is a graduate of an accredited Animal Health Technology/Veterinary Technology program or if applicable, has obtained a certificate of completion from the NAIT AHT/VT Equivalency Assessment Service; and is pending the writing of; or confirmation of results of, the national exam as approved by CAAHTT; and

(b) presently resides in Saskatchewan, or who resides outside the province of Saskatchewan but is employed in the animal health and care industry in the province of Saskatchewan; and

(c) submits written acceptance of the Association Code of Ethics; and

(d) pays the prescribed fees.

**5.3.2** The fee for temporary membership shall be the same as that prescribed for Active Members.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

**5.3.3** Temporary members shall enjoy the rights and privileges of an active member with the exception of the right to vote in any proceedings of the Association or to hold office in the Association.

### **5.4 Non-Practicing Membership**

**5.4.1** Non practicing Membership will be granted at the discretion of the Board of Directors. This member will be kept current on SAVT activities, but does not have the right or license to practice as a Veterinary Technologist in Saskatchewan. They do not have the right to hold office in the Association nor the right to obtain support from the Association in any legal action which may be brought against them or which may appear likely to be brought against them. Voting rights will be at the discretion of the Board of Directors and based on length of time as a registered technologist.

**5.4.2** Non Practicing Membership may be granted to an individual who:

- (a) submits written acceptance of the Code of Ethics; and
- (b) pays the prescribed fees.

**5.4.3** Non Practicing Membership does not include membership in Canadian Association of Animal Health Technologists and Technicians.

**5.4.4** Non Practicing Member will be considered a new applicant when applying for Active Membership

### **5.5 Student Membership**

**5.5.1** Student Membership may be granted to an individual who:

- (a) is currently a student in an approved Animal Health Technology/Veterinary Technology program; and
- (b) submits written acceptance of the Code of Ethics; and
- (c) pays the prescribed fees.

**5.5.2** A Student Member will be granted at the discretion of the Board of Directors. A Student Member will be kept current on SAVT activities, but does not have the right and license to practice as a Veterinary Technologist in Saskatchewan and the right to vote in any proceedings of the Association, to hold office in the Association and the right to obtain support from the Association in any legal action which may be brought against him or which may appear likely to be brought against him.

### **5.6 Honorary Membership**

Will be granted at the discretion of the Board of Directors. An Honorary Member will be kept current on SAVT activities, but does not have the right or license to practice as a Veterinary Technologist in Saskatchewan. He does not have the right to vote in any proceedings of the Association, to hold office in the Association nor the right to obtain support from the Association in any legal action which may be brought against him or which may appear likely to be brought against him.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **5.7 Registration of Members**

An officer appointed by the Board of Directors shall maintain a register of all Members, and issue member cards and/or certificates to all members.

### **5.8 Resignation of Members**

**5.8.1** Members must submit their resignation in writing, which shall be effective upon acceptance by the Board of Directors.

**5.8.2** In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the Association prior to acceptance of his resignation. Such payment is a debt owing to the Association and may be sued for in any court of competent jurisdiction.

### **5.9 Termination of Membership**

A member may have their membership terminated by the Board of Directors, if it determines he has engaged in conduct which is injurious to the Objects, Bylaws or the Code of Ethics of the Association.

### **5.10 Ethics Committee**

- (a) The Board of Directors, upon its own motion or upon receipt of a written complaint against a member, may form an Ethics Committee;
- (b) after investigation by the Ethics Committee into the conduct of that member a formal inquiry may be called giving twenty-one (21) days notice setting out the time and place for an inquiry, and specifying the complaint made against the member;
- (c) The member against whom the complaint has been made; may be represented by council;
- (d) The rules of evidence applicable to judicial proceedings do not apply to any inquiry under this section;
- (e) If the member does not appear at the specified time and place the Board of Directors may proceed in the member's absence;
- (f) The Board of Directors may reprimand, order further education, fine, suspend indefinitely for a fixed period of time, or strike from the register or a combination of any of the above, any member who:
  - (i) has been convicted of any indictable offence.
  - (ii) has violated the Veterinary Act of Saskatchewan or any successor to it.
  - (iii) has violated the Objects, Bylaws or Code of Ethics of the Association.
  - (iv) has been guilty of professional incompetence, malpractice or improper conduct in the practice or the profession or otherwise.
  - (v) has exhibited conduct unbecoming a member.
- (g) The decision of the Board of Directors in an ethics hearing shall be final and binding and shall not be challenged in or revisable by any court of law.



Saskatchewan Association of Veterinary Technologists Inc.  
*Bylaws – GREEN BOOK*

**5.11 Dues and Fees**

**5.11.1** The membership fees for of all categories of Members will increase automatically by 3% each year and shall be due on January 1st of each year.

**5.11.2** Any Member, who does not pay his fees within sixty (60) days of the first of January of each year, shall automatically cease to be a member of the Association. But any such member may on payment of all unpaid dues or fees, be reinstated upon approval of the Board of Directors.

**5.11.3** The membership fees for Student Members will increase automatically by 3% of the prescribed fee each year and the term shall be September 1 – August 30.

**ARTICLE VI - BOARD OF DIRECTORS**

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**6.1 Board of Directors**

The affairs of the Association shall be managed by a Board of Directors. There shall be a Past-President, President, President-Elect, Secretary, Financial Officer, Members-at-Large and CAAHTT Directors. At any time the Board shall be no less than three (3), and no more than ten (10), each of whom at the time of his election and throughout his term of office shall be an Active Member of the Association.

**6.2 Election of Board of Directors**

The election of President, President-Elect, Secretary, Financial Officer and Members-at-Large shall be by secret ballot.

**6.3 Term of Office**

The term of office for the Board of Directors will commence at the adjournment of the Annual General Meeting at which he is elected.

The Secretary and Financial Officer will serve two (2) year terms.

The Past-President, President, President-Elect and Members-at-Large will serve one (1) year terms.

Any Director may hold a particular office for two (2) terms; he may then seek another office after completion of the term(s); he may aspire to the same office after being absent from office for one full term.

The CAAHTT Directors will serve two (2), three (3) year terms commencing on July 1 following appointment.

The CAAHTT Directors will serve on the CAAHTT Board no more than the two (2), three (3) year terms; he may aspire to the same office after being absent from office for one full term.

**6.3.1** Directors and Officer of the Board must attend 75% of all scheduled meetings within a (12) month period unless excused for reasonable cause. Failure to comply will result in automatic removal from office. If extensive illness hinders a Director to the point that they cannot complete their duties of office, they will resign.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **6.4 Termination, Board of Directors**

Members of the Association may, by resolution passed by at least two thirds of the votes cast by secret ballot at a special meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his term of office. Members may, by a majority of votes cast at that meeting, elect any eligible person in his stead for the remainder of his term.

### **6.5 Vacancies, Board of Directors**

Vacancies on the Board of Directors, with the exception of the President, however caused, may so long as a quorum of Directors remain in office, be filled by the Directors from among the qualified members of the Association, if they shall see fit to do so. Otherwise, such vacancy shall be filled at the next Annual General Meeting of the members at which the new Directors are elected, but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy.

### **6.6 Quorum and Meetings, Board of Directors**

**6.6.1** A quorum for the transaction of business shall be a minimum of 50% of Directors currently serving on the Board.

**6.6.2** The Board of Directors may hold its meetings at such place or places as it may from time to time determine.

**6.6.3** Notice of a Board of Directors' meeting shall be given to the Directors at least one (1) week prior to the date of the meeting in so long as sufficient notice is given by confirmed delivery email, telephone, mail, courier or personal delivery.

**6.6.4** The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they may determine.

**6.6.5** The Directors may consider or transact any business either special or general at any meeting of the Board; all meetings of the Board shall be open to the general membership except where matters of discipline are being discussed.

### **6.7 Error in Notice, Board of Directors**

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

### **6.8 Voting, Board of Directors**

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



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **6.9 Powers, Board of Directors**

**6.9.1** The Directors of the Association may administer the affairs of the Association in all things and make or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and, save as hereinafter provided generally, may exercise all such other powers and do all such other acts and things as the Association by its charter or otherwise authorized to exercise to do.

**6.9.2** Without in any way derogating from the foregoing, the Directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other property, movable or immovable, real or personal, or any right or interest therein owned by the Association, for such consideration and upon such terms and conditions as they may deem advisable.

**6.9.3** The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.

### **6.10 Remuneration of Directors**

The Directors shall receive no remuneration for acting as Directors, but shall be reimbursed for reasonable expenses incurred while carrying out their responsibilities.

## **ARTICLE VII – OFFICERS**

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### **7.1 Terms and Duties of the President**

**7.1.1** The President shall serve a one (1) year term which is automatically followed by one term as Past-President. In the event of a vacancy, the immediate Past-President shall succeed to the Presidency to fill the remaining term and may, thereafter, complete the Immediate Past-President term.

**7.1.2** The President, if present, shall chair or act as chair at all meetings of the members of the Association and of the Board of Directors. He is hereby empowered to call to the chair the President-Elect, if present, or any other member of the Board of Directors as he may see fit. Should the President not be present at a meeting within twenty (20) minutes after the hour for which the meeting is called; the President- Elect, if present, shall call the meeting to order, and proceed with the business. In the absence of the President-Elect, the members may proceed to elect a Chairman. This provision shall apply to both meetings of the members of the Association and of the Board of Directors.

**7.1.3** The President shall be charged with the general management and supervision of the affairs and operations of the Association.

**7.1.4** The President shall, with the approval of the Board of Directors, appoint all standing and special committees and shall promptly fill all vacancies occurring thereto.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **7.2 Terms and Duties of the Past-President**

- 7.2.1** The Past-President shall serve a one (1) year term automatically following the term as President. The Past-President shall succeed to the Presidency if the President is unable to complete the term of office for which he is elected. Under such a circumstance, the President in consultation with the Board of Directors may appoint the office of Past-President.
- 7.2.2** The Past-President shall attend all meetings of the Board of Directors in an advisory capacity and will be entitled to one vote.

### **7.3 Terms and Duties of the President-Elect**

- 7.3.1** A President-Elect shall be elected to serve a one (1) year term and shall succeed to President automatically after a vote of confidence by the general membership. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Past-President.
- 7.3.2** In the absence or inability of the President, the President-Elect shall exercise the powers and duties of the President.

### **7.4 Duties of the Secretary**

- 7.4.1** The Secretary shall attend all meetings of the Board of Directors and General Membership Meetings and record all facts and minutes of all proceedings in the books kept for that purpose.

### **7.5 Duties of the Financial Officer**

- 7.5.1** The Financial Officer will oversee the financial books and records of the Association.

### **7.6 Duties of the Members-at-Large**

- 7.6.1** The Members-at-Large will assist the Board of Directors with projects.

### **7.7 Terms and Duties of the CAAHTT Directors**

- 7.7.1** CAAHTT Directors will serve to represent the SAVT on the CAAHTT Board. They will follow the job description set out by the SAVT and CAAHTT. They are expected to serve in an active role on the national level.
- 7.7.2** The CAAHTT Director's role as an Officer of the SAVT Board of Directors is to be the liaison between SAVT and CAAHTT. A CAAHTT Director will be required to give a report at each SAVT Board of Directors meeting.
- 7.7.3** Two members will be appointed to the Canadian Association of Animal Health Technologists and Technicians (CAAHTT) Board by the SAVT Board of Directors. The CAAHTT Directors will each serve a three (3) year term commencing on June 1 following appointment.
- 7.7.4** The CAAHTT Directors will serve on the CAAHTT Board no more than the two (2), three (3) year terms; they may aspire to the same office after being absent from office for one full term.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

### **7.8 Terms and Duties of the Conference Chair**

7.8.1 The conference chair will serve a one (1) year term. The conference chair may serve multiple consecutive terms.

7.8.2 The conference chair will preside over conference committee meetings. They will be responsible for tasks as outlined in the conference committee SOP manual. They will be in contact with the Office Administrator regarding financial aspects of the conference. They will provide an update on the conference committee activities at each meeting of the SAVT Board of Directors.

### **ARTICLE VIII - STANDING COMMITTEES**

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8.1 Standing Committees shall be made up of a Chairman who is an active member appointed by the President, and other members may be appointed by the Board of Directors as needed. The following standing committees shall be constructed as deemed necessary:

- (A) **Conference**
- (B) **Public Relations**
- (C) **Ethics**
- (D) **Chapters**
- (E) **Nominating/Election**
- (F) **Advisory Council**

### **ARTICLE IX - ANNUAL AND OTHER MEETINGS OF THE MEMBERS**

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9.1 Where not in conflict with these bylaws, the proceedings of the Association shall be governed by "Robert's Rules of Order".

### **9.2 General**

9.2.1 The Board of Directors shall have power to call at any time a general meeting of the members of the Association. But notice of the time and place of every such meeting shall be given to each member by sending the notice by confirmed delivery email, telephone, mail, courier or personal delivery not less than twenty-one (21) days before the time fixed for the holding of such meeting.

9.2.2 The members may consider and transact any business either special or general without any notice thereof at any meeting of the members, except in the case of the termination of any Directors before the expiration of his term of office.

### **9.3 Annual General**

9.3.1 The Annual General Meeting shall take place at the time and place as determined by the Board of Directors.

9.3.2 The order of business for the Annual General Meeting of the Association shall include, but not be limited to the following:

- a. Meeting called to order.
- b. Approval of agenda.
- c. Minutes from the last meeting read.
- d. President's report.
- e. Treasurer's report.



# Saskatchewan Association of Veterinary Technologists Inc.

## *Bylaws – GREEN BOOK*

- f. Election of Director(s).
- g. Old Business.
- h. New Business.
- i. Adjournment.

### **9.4 Special Meetings**

**9.4.1** The Board of Directors shall have the power to call a special meeting of the members provided that notice is given as to the nature of the business, as well as time and place. Notice shall be sent by confirmed delivery email, telephone, mail, courier or personal delivery not less than twenty-one (21) days before the time fixed for the holding of such meeting.

**9.4.2** The President shall direct the Office Administrator to call a special meeting upon receipt of a written petition of fifty-five (55) percent of the voting members of the Association stating the reason for the special meeting. The President shall promptly determine the time and place for such meeting and notice will be given twenty-one (21) days before the time fixed for the holding of such meeting.

### **9.5 Notice**

**9.5.1** Wherever under the provisions of the bylaws of the Association, notice is required; it is to be given by confirmed delivery email, telephone, mail, courier or personal delivery.

**9.5.2** No error or omission in giving notice of any annual or other meeting or any adjourned meeting, of the Association shall invalidate such meeting or make void any proceedings taken thereat.

**9.5.3** For the purpose of sending notice to any member or Director, for any meeting or otherwise, the address of any member or Director shall be his last address recorded on the books of the Association.

### **9.6 Quorum of Members**

**9.6.1** A quorum for the transaction of business at the Annual General Meeting of members shall consist of 10% of the active members.

**9.6.2** A quorum for the transaction of business at any General Meeting of members shall consist of the active members present.

### **9.7 Voting of Members**

**9.7.1** Each active member of the Association shall at all meetings of members be entitled to one vote.

**9.7.2** No active member shall be entitled to vote at meetings of the Association unless he has paid all fees or special assessments, if any, then payable by him.

**9.7.3** At all meetings of members, every question shall be decided by a majority of the votes of the active members present in person.



Saskatchewan Association of Veterinary Technologists Inc.  
*Bylaws – GREEN BOOK*

- 9.7.4** Every question shall be decided in the first instance by a show of hands, unless a poll be demanded by an active member. A declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes accorded in favor of or against such resolution.

**ARTICLE X – FINANCE, BOOKS AND RECORDS**

**10.1 Financial Year**

Unless otherwise ordered by the Board of Directors, the fiscal year of the Association shall terminate on the 30th day of September of each year.

**10.2 Borrowing**

The Directors may from time to time:

- (a) borrow money on the credit of the Association; or
- (b) issue, sell or pledge securities of the Association; or
- (c) charge, mortgage, or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Association.
- (d) authorize any Director of the Association or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given thereof, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Association as the Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Association.

**10.3 Execution of Documents**

**10.3.1** Deeds, transfers, licenses, contracts and engagements entered into on behalf of the Association shall be signed by the President and an officer appointed by the Board of Directors.

**10.3.2** Contracts in the ordinary course of the Association may be entered into on behalf of the Association by the President, and any person authorized by the Board.

**10.3.3** Notwithstanding any provisions to the contrary contained in the bylaws of the Association, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract, or obligations of the Association may or shall be executed.

**10.4 Books and Records**

**10.4.1** The Board of Directors shall see that all necessary books and records of the Association required by the bylaws of the Association or by any applicable statute or law are



Saskatchewan Association of Veterinary Technologists Inc.  
*Bylaws – GREEN BOOK*

regularly and properly kept.

- 10.4.2** The Books and Records of the Association may be inspected by any member of the Association. An appointment shall be made with the Office Administrator for the inspection.

**ARTICLE XI – PUBLICATIONS**

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

**ARTICLE XII – AMENDMENTS**

- 12.1** These Bylaws may be amended only by majority vote taken on a Special Resolution at a General Meeting.

- 12.2** A copy of the proposed amendments shall be sent to all members of the Association no less than twenty-one (21) days prior to the General Meeting.

**ARTICLE XIII – INTERPRETATION**

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