

**SAVT**



**SASKATCHEWAN  
ASSOCIATION**  
*of Veterinary Technologists*

# Bylaws

Approved November 3, 2018

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## 1. TITLE

- 1.1 The Association shall be known as the “Saskatchewan Association of Veterinary Technologists Inc.” (SAVT)

## 2. OBJECTIVES OF THE SASKATCHEWAN ASSOCIATION OF VETERINARY TECHNOLOGISTS INC.

- 2.1 To promote progressive and humane medical care for all creatures
- 2.2 To promote the profession of veterinary technology to the public
- 2.3 To maintain the professional image and high ethical standards of Veterinary Technologists through continuing education and public relations
- 2.4 To speak for Veterinary Technologists in regard to legislative action
- 2.5 To promote the educational and professional advancement of Veterinary Technologists
- 2.6 Maintain a Code of Ethics

## 3. CODE OF ETHICS

- 3.1 A Code of Ethics elevates a group from a vocation to an occupation with professional standards.
- 3.2 A Code of Ethics cannot be created by resolution or formed overnight, but is founded on standards of behavior for the enrichment of the membership and to those animals within their care.
- 3.3 It is the duty of all members of the Association to conduct themselves in accordance with this Code of Ethics.
- 3.4 Members must comply with *The Veterinarians Act, 1987*, SAVT Bylaws, and the SVMA Bylaws.
- 3.5 Complete honesty and integrity is expected of all members.
- 3.6 Members shall practice humane treatment of animals at all times.
- 3.7 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.
- 3.8 No member shall make a diagnosis or determine any course of treatment.
- 3.9 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.
- 3.10 No member shall violate the confidence of a client or their employer.
- 3.11 Members shall keep abreast with current advancements in the veterinary field.

## 4. DEFINITIONS

- 4.1 Association – The Saskatchewan Association of Veterinary Technologists Inc. (SAVT)
- 4.2 Board of Directors, Board, or BOD – The SAVT Board of Directors
- 4.3 Council – Council of the SVMA
- 4.4 CVMA – Canadian Veterinary Medical Association
- 4.5 Director – an individual whom is either elected by the members or appointed to a specific position on the Board of Directors and whom has been assigned responsibilities and duties relating to the management of the Association
- 4.6 Ex-Officio – is a member of a body (a board, committee, council, etc) who is part of it by virtue of holding another office

- 4.7 Liaison – an individual who is either elected or appointed to maintain a critical connection between the SAVT Board of Directors and another Board of Directors, a designated association, a committee, an advisory board, a task force, or a student body
- 4.8 Officers – members elected to carry out the day-to-day business of the Association within their delegated scope of authority
- 4.9 Practice – (noun) refers to the veterinary facility
- 4.10 Practise – (verb) refers to the action of performing veterinary medicine
- 4.11 Practise of Veterinary Technology – an individual is deemed to be practising veterinary technology when they:
  - a) Represent oneself directly or indirectly, as engaging in the practise of veterinary technology, and/or
  - b) Use any words or letters of titles as to induce the belief that the individual using them is qualified to engage in the practise of veterinary technology and/or
  - c) Provide professional medical care, monitor and treat animals, under the supervision of a veterinarian
- 4.12 Quorum of Directors – for the transaction of business shall be a majority of voting Directors currently serving on the Board of Directors, one of whom must be the President or President-Elect
- 4.13 Registered – means registered in accordance with *The Veterinarians Act, 1987*, the SVMA and SAVT Bylaws
- 4.14 RVT – Registered Veterinary Technologist
- 4.15 RVTTC-TTVAC – The Registered Veterinary Technologists and Technicians of Canada or Technologues et Techniciens Veterinaires Agrees du Canada
- 4.16 SAVT – Saskatchewan Association of Veterinary Technologists Inc.
- 4.17 SVMA – Saskatchewan Veterinary Medical Association

## 5. MEMBER OBLIGATION TO THE ASSOCIATION

- 5.1 It is the duty of the member to reply promptly to all correspondence from the Association.
- 5.2 A breach of the Code of Ethics is deemed to be conduct injurious to the objectives of the Association.
- 5.3 A breach of the Code of Ethics will result in a reprimand, fine, or termination of membership.
- 5.4 The non-payment of a fine is deemed to be conduct injurious to the objectives of the Association.
- 5.5 The non-payment of annual dues as outlined in bylaw #6 MEMBERSHIP shall result in termination of active membership and removal from the registrar.

## 6. MEMBERSHIP

The SAVT Board of Directors shall approve or disapprove all membership applications.

### 6.1 Active Membership

Active Memberships 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 accredited by the CVMA and approved by the SVMA; and

- b) Presently resides in Saskatchewan, or who resides outside the province of Saskatchewan but is engaged in the practise of veterinary technology in the province of Saskatchewan; and
- c) Submits acceptance of the Association Code of Ethics; and
- d) Pays the prescribed fees, and
- e) Passes the national exam as accepted by the CVMA and approved by the SVMA Council; and
- f) A letter of standing is required from all jurisdictions in which veterinary technologists are regulated where the applicant has held an association or college membership; and
- g) Has been approved by the SVMA Council.

i) Applicants whom have graduated from a non CVMA accredited college must be eligible to work in Canada and complete an accreditation process approved by the Board and Council.

ii) To maintain active membership, a member must accumulate a minimum of twenty (20) continuing education credits, approved by the Board of Directors, every two (2) years, beginning January 1, of the year following date of registration.

iii) Short Term Active membership may be granted to a Registered Veterinary Technologist from another province who wishes to practise in the province of Saskatchewan for a total of less than 90 days, either consecutively or non-consecutively arranged. The requirements outlined in 6.1 must be met.

## 6.2 Provisional Membership

Provisional Membership may be granted to an individual who:

- a) Submits proof of graduation from a formal course of study in Animal Health Technology or Veterinary Technology as accredited by the CVMA and approved by the SVMA; and
- b) Has graduated within the previous six (6) months; and
- c) Is pending the writing of; or confirmation of the results of the national exam as accepted by the CVMA and approved by the SVMA; and
- d) Presently resides in Saskatchewan, or who resides outside the province of Saskatchewan but is engaged in the practise of veterinary technology in the province of Saskatchewan; and
- e) Submits acceptance of the Association Code of Ethics; and
- f) Pays the prescribed fees; and
- g) Has been approved by the SVMA Council

i) The fee for Provisional Membership shall be the same as that prescribed for Active Members.

ii) Provisional Members shall enjoy the right and privilege to practise as a Veterinary Technologist in Saskatchewan under the limitations set by the Board of Directors and Council, but does not have the right to vote in any proceedings of the Association, or to be elected to a voting position on the Board in the Association.

- iii) Provisional Membership expires at the start of the next examination window following their pending written exam date.

### 6.3 Social Membership

- a) A Social Member will be kept current on SAVT activities, but does not have the right or privilege to:
  - i) Practise as a Veterinary Technologist in Saskatchewan,
  - ii) Vote in any proceedings of the Association; and/or
  - iii) Be elected to a voting position on the Board in the Association
- b) Social Membership may be granted to an individual who:
  - i) submits acceptance of the Association's Code of Ethics; and
  - ii) pays the prescribed fees; and
  - iii) is a former RVT registered in any province
- c) A Social Member will be considered a new applicant when applying for Active Membership.

### 6.4 Student Membership

- a) Student membership is required to practise as a student veterinary technologist. This includes practicums, clinic rotations and casual employment.
- b) Student Membership may be granted to an individual who:
  - i) is currently a student in a formal course of study in Animal Health Technology/Veterinary Technology as accredited by the CVMA and approved by the SVMA; and
  - ii) submits acceptance of the Code of Ethics; and
  - iii) pays the prescribed fees
- c) A Student Member will be kept current on SAVT activities, but does not have the right to vote in any proceedings of the Association or to be elected to a voting position on the Board in the Association.
- d) A Student Member term shall be September 1 – August 31.

### 6.5 Honorary Membership

- a) May be awarded 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 practise as a Veterinary Technologist in Saskatchewan, the right to vote in any proceedings of the Association, or to be elected to a position on the Board of the Association.

### 6.6 Lifetime Membership

- a) Any member of the Association who has attained the age of sixty-five (65) years and has paid their dues annually for twenty-five (25) years may, by a two-thirds majority vote of the members present at the annual general meeting, be made a lifetime member of the association.
- b) There shall not be any fee payable by a Lifetime Member.
- c) A Lifetime Member shall enjoy the right to vote in proceedings of the Association and the right to be elected to a voting position on the Board in the Association.
- d) A Lifetime Member who wishes to engage in the practise of Veterinary Technology shall meet the registration requirements for active membership.

## 6.7 Registration of Members

- a) The Executive Director shall:
  - i) Maintain a register of all Members
  - ii) Send all new completed membership applications to the SVMA within seven (7) days of receipt
- b) In order to use the term RVT or Registered Veterinary Technologist, the individual must be included on both the SAVT and SVMA's active registers.

## 6.8 Resignation of Members

- a) Members must submit their resignation in writing, which shall be effective upon acceptance by the Board of Directors and immediately forwarded to Council. Failure to provide resignation in writing will result in the member no longer being in good standing.
- b) In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him or her to the Association prior to acceptance of their resignation. Such payment is a debt owing to the Association and may be sued for in any court of competent jurisdiction.

## 6.9 Termination of Membership

The Board shall have the authority to terminate a membership pursuant to non-compliance with *The Veterinarians Act, 1987*, SAVT Bylaws or SVMA Bylaws.

## 6.10 Complaints Process

The Board, upon its own motion or upon receipt of a written complaint against a member, shall refer such motion or complaint with supporting documents to the Registrar of the SVMA forthwith.

## 6.11 Dues and Fees

- a) All membership fees will increase automatically by a minimum of 3% each budget year.
- b) Any Member, who does not pay their fees by December 31 of each year, shall be terminated from membership by the Board and immediately forwarded to Council.

# 7. BOARD OF DIRECTORS

## 7.1 Board of Directors

The affairs of the Association shall be managed by a Board of Directors.

- a) The Board shall consist of no less than three (3) directors, and no more than fifteen (15) directors.
- b) The positions of the board include: Past-President, President, President-Elect, Secretary, Financial Officer, Members-at-Large, ex-officio and liaison positions as appointed.

## 7.2 Election of Board of Directors

The President, President Elect, Secretary, Financial Officer, and Members-at-Large shall be elected by secret ballot of the Active members of the Association.

- a) The Board shall commission an Executive Director to oversee the management of the Association. The Executive Director shall serve at the pleasure of the Board and shall be non-voting.
- b) The Board may appoint such non-voting ex-officio or liaison positions it deems appropriate, such as, but not limited to: RVTTT-TTVAC Directors, SVMA Liaisons, Student Liaisons, Public Liaisons.

### 7.3 Terms and Duties of Office

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

- a) Past President
  - i) Shall serve a one (1) year term automatically following the completed term as President.
  - ii) The Past-President shall succeed to the Presidency if the President is unable to complete the term of office for the position elected. Under such a circumstance, the President in consultation with the Board of Directors may appoint a member to the office of Past-President.
  - iii) The Past-President shall act in a non-voting advisory capacity at the Board of Director meetings.
- b) Secretary
  - i) Shall serve a two (2) year term.
  - ii) The Secretary shall attend all meetings of the Board of Directors and General Membership and record all facts and minutes of all proceedings.
- c) Members-at-Large
  - i) Shall serve a one (1) year term.
  - ii) The Members-at-Large will assist the Board of Directors.
- d) Executive Director
  - i) Shall be the chief financial officer and the chief administrative officer of the Association.
  - ii) The Executive Director shall be remunerated for his or her service to the Association.
  - iii) In the event of the Executive Director's death, disability, or other inability to serve, the Board of Directors shall divide the duties of that office among themselves and/or hire such additional staff as necessary to ensure the continuation of the Association's day-to-day operations until a new Executive Director can be appointed.
- e) RVTTT-TTVAC Directors
  - i) Will serve a three (3) year term commencing on December 1 following appointment.
  - ii) The RVTTT-TTVAC Director will serve 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.
  - iii) RVTTT-TTVAC Directors will serve to represent the SAVT on the RVTTT-TTVAC Board. They will follow the job description set out by the SAVT and RVTTT-TTVAC. They are expected to serve in an active role on the national level.

- iv) The RVTTC-TTVAC Director's role as an ex-officio, non-voting member of the SAVT Board of Directors is to be the liaison between the SAVT and RVTTC-TTVAC. A RVTTC-TTVAC Director will be required to give a report at each SAVT Board of Directors meeting.
  - v) Two active members will be appointed to the RVTTC-TTVAC Board by the SAVT Board of Directors and shall be subject to any RVTTC-TTVAC Terms of Office.
- f) Public Liaison
    - Will serve:
      - i) a two (2) year term commencing on December 1 following appointment;
      - ii) to represent the public on the SAVT Board;
      - iii) as an ex-officio non-voting member of the SAVT Board of Directors
  - g) Student Liaisons
    - Shall serve a term following the appointment for the duration that they are a Student Member.
  - h) Any Director may hold a particular office for two (2) terms; he/she may then seek another office after completion of the term(s); he/she may aspire to the same office after being absent from office for one full term.
  - i) Directors and Officers of the Board must attend 75% of all scheduled meetings within a twelve (12) month period unless excused for reasonable cause and complete the duties of the office for which elected. If a director is absent from three meetings in succession attendance will be evaluated to ensure completion of duties is reasonable. 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.

#### 7.4 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/her term of office. Members may, by a majority of votes cast at that meeting, elect any eligible person in his/her stead for the remainder of the term.

#### 7.5 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.

#### 7.6 Quorum and Meetings, Board of Directors

- a) The Board of Directors may hold its meetings at such place or places as it may from time-to-time determine. A quorum of directors is required for the transaction of business.
  - i) Any one or more Directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar telecommunications device, which allows all persons participating in the meeting to hear each other. Participation by telephone shall be equivalent to presence in person at the meeting for purposes of determining if a quorum is present
  - ii) Unanimous written consent in lieu of meeting. The Board may take action without a meeting if written consent to the action is signed by a majority of the directors. Written consent includes email correspondence
- b) 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.
- c) The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they may determine.
- d) 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 member except where matters of discipline are being discussed.

#### 7.7 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.

#### 7.8 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 Chair 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 Chair 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 favour of or against such resolution.

#### 7.9 Powers, Board of Directors

- a) 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.
- b) Without in any way derogating from the foregoing, the Directors are empowered to purchase, lease, or dispose of property and investments owned by the Association.
- c) The Board of Directors may appoint such agents and commission such individuals as it shall deem necessary 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.

- d) In the event that any director has a conflict of interest that might properly limit such director's fair and impartial participation in Board deliberations or decisions, such director shall inform the Board as to the circumstances of such conflict. If those circumstances require the nonparticipation of the affected director, the Board may nonetheless request from the director any appropriate non-confidential information which might inform its decisions. "Conflict of interest", as referred to herein, shall include but shall not be limited to, any transaction by or with the Corporation in which a director has a direct or indirect personal interest, or any transaction in which a director is unable to exercise impartial judgement or otherwise act in the best interest of the Corporation.
- e) No Director shall cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediately family or any organization to which such director has allegiance, has a personal interest that may be seen as competing with the interest of the Corporation. Any director who believes he or she may have such a conflict of interest shall so notify the Board prior to deliberation on the matter in question, and the Board shall make the final determination as to whether any director has a conflict of interest in any matter. The minutes of the Board meeting shall reflect disclosure of any conflict of interest and the recusal of the interested Director.

#### 7.10 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.

## 8. OFFICERS

The Officers of the Association shall consist of the President, President-Elect, and the Financial Officer.

### 8.1 Terms and Duties of the President

- a) 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. If the Past-President is called on to do this more than one time, then they will have the option to decline and the Board of Directors may appoint an SAVT member in good standing to fill the position.
- b) The President, if present, shall chair or act as chair at all meetings of the members of the Association and the Board of Directors. The President is hereby empowered to call to the chair the President-Elect, if present or any other member of the Board of Director's they 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 Chair. This provision shall apply to both meetings of the members of the Association and of the Board of Directors.
- c) The President shall be charged with the general management and supervision of the affairs and operations of the Association.
- d) The President shall, with the approval of the Board of Directors, appoint all standing and special committees and shall promptly fill all vacancies.

## 8.2 Terms and Duties of the President-Elect

- a) 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.
- b) In the absence or inability of the President, the President-Elect shall exercise the powers and duties of the President.

## 8.3 Duties of the Financial Officer

- a) The Financial Officer will serve a two (2) year term.
- b) The Financial Officer is responsible for overseeing all financial management including budgeting, records, and transactions.
- c) The Financial Officer will ensure transparency of all finances and will report to the Board of Directors.

## 9. STANDING COMMITTEES

- 9.1 Standing Committees shall be made up of a Chair who is an active member appointed by the President, and other members may be appointed by the Board of Directors as needed. Standing Committees shall be constructed as deemed necessary.

## 10. ANNUAL AND OTHER MEETINGS OF THE MEMBERS

- 10.1 Where not in conflict with these bylaws, the proceedings of the Association shall be governed by the most current edition of "Roberts Rules of Order".

### 10.2 General

- a) 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 email, telephone, mail, courier, personal delivery, and/or by notice on website not less than twenty-one (21) days before the time fixed for the holding of such meeting.
- b) Any member in good standing may add an item to an agenda without any notice thereof except in the case of the termination of any Directors.

### 10.3 Annual General

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

### 10.4 Special Meetings

- a) The Board of Directors shall have the power to call a special meeting of the members provided that notice given as to the nature of the business, as well as time and place. Notice shall be sent by email, telephone, mail, courier, personal delivery or by notice on website not less than twenty-one (21) days before the time fixed for the holding of such meeting.
- b) Members may request a special meeting by providing a written petition of forty-five (45) percent of the voting members of the Association stating the reason for the meeting. Upon receipt 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.

#### 10.5 Notice

- a) Wherever under the provisions of the bylaws of the Association, notice is required; it is to be given by email, telephone, mail, courier, personal delivery or notice on website.
- b) 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.
- c) 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 their last address recorded on the books of the Association.

#### 10.6 Quorum of Members

- a) A quorum for the transaction of business at any General Meeting of members shall consist of 10% of members eligible to vote.

#### 10.7 Voting of Members

- a) Each Active and Lifetime member of the Association shall at all meetings of members be entitled to one vote.
- b) At all meeting of members, every motion shall be decided by a majority of the votes of the eligible voting members present in person.
- c) Every motion shall be decided in the first instance by a show of hands, unless a poll be demanded by an Active or Lifetime member. The status of a motion will be entered into the minutes of the Association without requiring the specific numbers for and against.

## 11. FINANCE, BOOKS AND RECORDS

#### 11.1 Financial Year

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

#### 11.2 Borrowing

The Board may from time-to-time borrow money on the credit of the Association.

#### 11.3 Execution of Documents

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.

#### 11.4 Books and Records

- a) 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 regularly and properly kept.
- b) The Books and Records of the Association may be inspected by any member of the Association. An appointment shall be made with the Executive Director for the inspection.

## 12. PUBLICATIONS

12.1 The Board of Directors is authorized to publish a newsletter and other printed or electronic material.

## 13. AMENDMENTS

- 13.1 These Bylaws may be amended only by majority vote taken on a Special Resolution at a General Meeting.
- 13.2 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.

## 14. INTERPRETATION

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