

World Veterinary Association

Internal Procedures

Contents

A. EXECUTIVE SUMMARY

B. COLLECTIVE BODIES

- B.A Presidents Assembly (PA)**
- B.B Council**
- B.C Executive Committee (EXCOM)**
- B.D Secretariat**
- B.E Administrative Committees (ADCOM)**
- B.F Technical/Special/*Ad hoc* Committees**

C. OFFICERS OF THE WVA

- C.A President**
- C.B. Immediate Past President (IPP)**
- C.C Vice-Presidents (VP)**
- C.D Executive Secretary (ES)**
- C.E Councillors**
- C.F *Ad hoc* Representatives**
- C.G. Committee Chairpersons**
- C.H Committee Members (CM)**
- C.I National Delegation and National Delegate (ND)**
- C.J Representatives of Associate Members**
- C.K Representatives of Associate Country Members**
- C.L Representatives of Observer Members**
- C.M Representatives of Affiliated Members**
- C.N Honorary Members**
- C.O Individual Members**

D. FINANCES

A. EXECUTIVE SUMMARY

1. The World Veterinary Association is the global professional veterinary organization. It represents the veterinary profession in all its aspects at global international level, including international governmental and non-governmental organizations. It elaborates policies at the same international level and projects them appropriately, communicating within the profession, to the general public and the international regulatory bodies. It cooperates with other international organizations and participates in committees, working groups, meetings or other forms of cooperation or communication for establishing policies relevant to common interest with other stake holders.
2. The Veterinary Profession is relatively speaking a small profession in numbers all over the world and very thinly spread. At the same time, due to its role in international trade, it is probably the most internationalised profession and its significance is growing more important the more the international society is globally integrated. It, therefore, needs to be able to express itself at the global international level at various fora. This is an objective for the WVA.
3. The constituency of the WVA consists of national veterinary associations, country associate members and international specialist veterinary associations. Further, the industry can be part of it as affiliated members, while international governmental or non-governmental organizations can be granted observer status. Additionally, honorary membership is granted to distinguished veterinarians. An individual veterinarian can also become an individual member of the WVA.
4. In 1997 a new Constitution and supplementary procedures were adopted. The WVA is now able to provide an improved service to the profession with an organization which is more efficient, effective, flexible and less expensive. To achieve this improved service, as a policy-making organization, the WVA needs to develop and operate an extensive network of responsible officers at various levels and clearly established relations between the members of the network. On these relations, routine activities and further actions or initiatives are based.
5. This Manual describes the internal structure and functioning of the WVA as a result of the adoption of the new Constitution. This Constitution created entirely new conditions for operating the organization. Therefore, experience is lacking. Over a reasonable duration of time the procedures will be carefully monitored and fine tuned. This is a responsibility for the Executive Committee (EXCOM).
6. At the moment the WVA is not in a position to fully finance its activities. This is particularly true in view of the extensive network which resulted after establishing contacts with various international organizations and developing specific activity for establishing policies.

7. In order to serve the profession, the need for maintaining such a network is self-evident. However, in order that such a network be operational, it requires committed and devoted colleagues for serving the various positions of the WVA. Also, one has to keep in mind that international relations are time-consuming procedures. Therefore, the WVA officers should be in a position to devote the time needed to the function they are undertaking.
8. Equal commitment and devotion, in supporting any member of them, undertaking special responsibilities within the WVA, is also required from the relevant member of the constituency.
9. Those preconditions have to be carefully considered by all involved in undertaking special functions within the WVA. It does not help individuals or members of the constituency, and certainly not the WVA, to project candidatures for a WVA position, if the said individuals or organizations know a priori that they will not be able, for strictly objective reasons, to perform the duties expected of them.
10. In the following the responsibilities, functional and structural relations between the various collective bodies (or organs) and the officers of the WVA organization are described. It consists of the following main chapters:

- Collective Bodies
- Officers
- Finances

B. COLLECTIVE BODIES

B.A The Presidents Assembly (PA)

11. The Presidents Assembly is the collective expression of the constituency of the WVA and its governing body, authoratively deciding, within the limitation put by the Constitution, on everything concerning the WVA and its activities. It, therefore, possesses the ultimate power and is its strategic body, directing the WVA by:
 - identifying the policy areas needed to be addressed
 - putting priorities for these areas
 - specifying the objectives in goals
 - providing the means for reaching the goals
 - allocating the budget resources according to its decisions
 - electing the officers to fulfil its objectives

The PA is convened to a meeting every three years, on the occasion of the World Veterinary Congress.

B.B The Council

12. The Council consists of regional representatives, in numbers according to the voting power of each region. It is responsible for:
 - the implementation of the policies decided by the PA
 - acting on behalf of the PA between its meetings.
13. The Council appoints the WVA members of the committees after an EXCOM proposal. It delegates its means, goals and power to the EXCOM. It meets at least once a year.
14. The appointments in the Council are tied with the election of Councillors and the term of a new President. It means that if the appointments are delayed until a regular Council meeting (probably in about a year from the election) one third of the term of the President and the Council will be lost.
15. Nevertheless, a Council meeting must be held immediately after the election to delegate assignments.

B.C The Executive Committee (EXCOM)

16. The EXCOM consists of the President, the Immediate Past President and the two Vice-Presidents, each one of whom is especially responsible for one of the two administrative committees (Policy and Finance) of which they are the chairpersons. The EXCOM manages the day to day business of the WVA. It is responsible for:
 - executing the decisions of the PA and the Council
 - initiating proposals for new actions.

It furthers delegates tasks and responsibilities to special or/and ad hoc committees and individual councillors

17. The EXCOM:
 - controls and reviews the projects
 - advises the President on special actions to be taken
 - develops, recommends, implements and communicates policies and guidelines
 - reviews, evaluates and assesses the reports concerning actions of the network.
18. The EXCOM is convened by the President or after a request by the Vice-Presidents, physically or at telephone conferences, as soon as enough items for consultation have been accumulated.

B.D The Secretariat

19. The Secretariat is the administrative headquarters of the WVA and the administrative coordinator of the network in all its aspects. It prepares, in cooperation with the President, the specific guidelines concerning implementation of policies and executive actions for the performance of all members of the network in accordance to the existing decisions. It is also responsible for the follow-up of these actions and takes care of submission of the necessary reports.
20. In order that the Secretariat be able to perform its duties and also for preserving a well-documented historical archive of the organization, any document issued by any collective body of the WVA or any of its officers is communicated to the Secretariat. The Secretariat is responsible for alerting everybody to this duty regularly or when appropriate.
21. The Secretariat is responsible for the administrative organization of all the WVA meetings, takes notes on the procedures and issues the Minutes for approval by the appropriate bodies. It also takes care of the follow-up of execution of all decisions and further actions as the case may be, within the time framework set, issuing the appropriate circulars.
22. The Secretariat supports, by providing with all relevant correspondence connected with a specific activity, all elected or appointed officers (President, Immediate Past President, Vice-Presidents, Councillors) or those responsible for collective bodies (chairpersons of committees). All the above communicate in turn copies of their correspondence to the Secretariat.

B.E Administrative Committees (ADCOM)

23. There are two committees of this kind, one for Finance and one for Policy, each chaired by one of the two Vice-Presidents. In each Committee, two more Councillors serve as members.
24. The Finance Committee is responsible for planning and implementing the budget of the WVA. It studies and proposes to the EXCOM the scheme of the subscriptions. It is also responsible for proposing policies on handling financial aspects of the organization, especially regulating justification of expenditure. It cooperates with the Secretary for auditing the books and accounts and submits the relevant reports to EXCOM, Council and PA.
25. Further to the above, the Finance Committee is also responsible for raising funds from external to the organization or outside of the subscription system sources.

26. The Policy Committee is responsible for studying and formulating policies on administrative aspects and/or professional matters of the organization. The subject to be addressed is forwarded either by the President, the Secretariat or any of the WVA special or ad hoc committees
27. The Policy Committee or any other Special/ad hoc Committee, before proposing a policy to the EXCOM, is studying the WVA structural and functional environment within which a specific policy will be applied and particularly the long-term consequences to the organization as a result of the application of a given policy.
28. The policies may be detailed arrangements for conducting a specific activity or action or a broader piece of WVA regulation. The EXCOM decides on the level of collective body approval for a particular policy.
29. After approval by the EXCOM/Council or PA, the Secretariat takes care of further administrative steps depending on the EXCOM decision.
30. After final approval, the policy is numbered and circulated by the Secretariat for inclusion in the WVA Manual.
31. The steps 26-28 are also applicable to policies originating from the Technical/Special/ad hoc Committees

B.F Technical/Special/Ad hoc Committees

32. Technical / Special and Ad hoc committees can be created, as it may be required, for serving special tasks under the provisions of paragraphs 9.2 and 9.3 of the By-Laws.
33. The work of the committees is normally conducted remotely by electronic means and mail. However, EXCOM may approve other methods of communication, such as face-to-face meetings under special circumstances.

C. OFFICERS OF THE WVA

C.A President

34. The President represents the WVA and is responsible for the function of the whole organization. He/she coordinates with direct actions or through the Secretariat all activity of the collective bodies or individual officers towards achieving and fulfilling the WVA goals. He/she can delegate special missions to any officer, member of collective bodies or the constituency, as it may be required.
35. The President proposes the appointment of the various non-elected officers of the WVA network. He/she is assisted and advised on his/her duties by the Vice-Presidents and the Secretariat whom he/she is responsible for well briefing on all his/her actions.

C.B Immediate Past President (IPP)

36. The Immediate Past President is a member of the Executive Committee and serves in Council with the same duties and responsibilities, where applicable, as those of Councillors.
37. The Immediate Past President advises and assists the President in executing the decisions of the Presidents' Assembly, Council and the Executive Committee.

C.C Vice-Presidents (VP)

38. The Vice-Presidents are directly responsible for the respective ADCOM they are chairing. They advise the President within the functioning of the EXCOM and keep themselves well informed on the activities of the WVA.
39. It is expected that by the end of their term as Vice-Presidents they are well briefed and prepared for assuming the presidency of the WVA, ensuring continuity towards achieving its goals and evolution by implementation of fresh ideas.

C.D Executive Secretary (ES)

40. The ES is appointed by the President. He/she is responsible for the functioning of the Secretariat and acts as an advisor to the President.
41. The ES monitors the actions of all collective bodies or officers and is informed on all their activities. Initiates actions within the constitutional provisions or other standard WVA document describing procedures, or in accordance to the directions of the President or the decisions of collective bodies.
42. The ES is responsible for pro-active actions in the preparation of meetings or activities expected to take place by various collective bodies or officers. He/she is also responsible for post-meeting or follow-up actions, submissions of the necessary reports and drafting the appropriate Minutes.
43. The ES is in addition the Treasurer of the WVA and responsible for reimbursing money according to the budget, the collective bodies' decisions and the submission of appropriate supporting documents.
44. The ES is responsible for the WVA book-keeping and preservation of the archives of the organization. The ES should remind others that every document issued by any collective or individual officer of the organization is communicated to the Secretariat.
45. Finally he/she is responsible for the whole functioning of the Secretariat.

C.E Councillors

46. The number of Councillors is in accordance with the voting power of each region or group of associate members. They therefore represent collectively and individually their geographical region or a group of associate members.
47. A Councillor conveys the policies of the WVA to the part of the constituency he/she is representing and at the same time convey the inputs of the region or the group of associate members to the WVA through his/her active participation to the Council meetings and its activities.
48. A Councillor is also responsible for advocating WVA membership, to those potential members of the WVA, in his/her part of the constituency which he/she represents, outside the organization.
49. Further to the above, each Councillor may be given special assignments by EXCOM.

C.F *Ad hoc* Representatives

50. International organizations call regular global or regional meetings according to their organizational requirements.
51. Either EXCOM members or Councillors appointed by EXCOM are to participate in relevant meetings of the respective organization if deemed necessary by EXCOM. If these WVA Officers are unable to participate or a meeting is taking place at a distant location, an *ad hoc* representative for this meeting is designated by the President in consultation with EXCOM and the Secretariat.
52. An *ad hoc* representative is temporarily appointed and his/her mission is to participate in a meeting of particular international organization and defend the WVA policies and positions in relation to the Agenda of the meeting.
53. In order that the *ad hoc* representative be able to perform his/her duties, the Secretariat, in cooperation with the President will brief the *ad hoc* representative on the existing policies and positions and provide other background information for a successful and rewarding participation in a meeting. Specific instruction may be issued by the President.
54. The mission of an *ad hoc* representative starts by accepting the request forwarded to him/her by the Secretariat and ends at the time of submission of a report to EXCOM on the participation in the meeting. Copy of this regulation with at least chapters of interest is forwarded along with other instructions to the *ad hoc* representative in view of the particular activity.

C.G. Committee Chairpersons

55. According to the Constitution, the two Vice-Presidents each take the chairpersonship of one of the two WVA Administrative Committees. Chairpersons for the Technical Committees, Special Committees and *Ad hoc* Committees are preferably selected from among the Councillors, but non-Councillors may also be selected. Chairpersons are proposed to the Council for appointment by the President with EXCOM approval.
56. The selection is based on the specialities of the Councillors observing at the same time sharing of the responsibilities between geographical regions and groups of specialist associations as they are described in the Constitution.
57. The chairperson of a committee is responsible for proposing to the President, the composition of the committee within and outside the Council and also for calling experts for particular tasks. All these arrangements are to take place by mail or electronic means and completed the soonest after the appointment of the chairperson.
58. The activities of the Committees are developed remotely. Nevertheless, if there is a need for a meeting to be held, approval shall be applied for from EXCOM (paragraph 33). Under such circumstances the chairperson is responsible for looking for a relevant sponsorship outside of the WVA, with the support of the WVA.
59. The Committee chairperson is responsible for drafting the internal procedures to be followed within the committee and its effective communication with the rest of the WVA milieu. He/she is the coordinator of all actions of the committee and directly responsible to the President for the progress of the committee's activities. He/she is also responsible for reporting in writing to the Council meetings, the progress as against the original planning. Non-Councillor chairpersons shall report to Council through a Councillor, nominated by the President with EXCOM approval.

C.H Committee Members (CM)

60. The members of the committees are distinguished in two different categories. Council members and members outside the Council. The membership of Administrative Committees is restricted to Council members, whereas the Technical/Special *ad hoc* Committees can be supported by members and experts outside the Council members.
61. The Council and committee members directly help their chairperson to perform his/her duties and can be tasked by the chairpersons with particular assignments. They are always well-informed on all the activities of the committees, potentially providing a pool of future chairpersons of the particular committee they are serving.

62. Members from outside the Council members directly represent parts of the constituency and should be experts on the subject of the committee. They contribute to the work of the committee by reflecting the *inter alia* regional, specialist associations' or affiliate members opinions.
63. The experts are called upon for expressing their opinion on special aspects of the committee activities.

C.I National Delegation and National Delegate (ND)

64. National WVA members are represented in the Presidents' Assembly by a national delegation. National delegations may not have more than 4 delegates.
65. The Presidents of the member organisations are expected to represent their organisation to the WVA. Constitutionally, this is manifested by the Presidents Assembly.
66. However, taking into account the language barriers that may exist or the different allocation of responsibilities among different organisations, this responsibility can be delegated to other persons, who, however, should be directly responsible to the President of the organisation.
67. Each national delegation shall choose amongst its members one national delegate (ND) who shall co-ordinate the inputs of the members of the delegation and shall have the right to speak and vote on behalf of the members of the delegation.
68. Such national delegate will be regarded by the WVA as the national representative of the WVA member country.
69. The national delegate is expected to be well-informed on the activities of the WVA, is able to contribute to its activities and ready to assume specific tasks and responsibilities requested by the President of the WVA.
70. The national delegate is the advocate of the WVA within his/her organisation and disseminates the WVA policies and positions within his/her nation. Provides reports on the activities of his/her organisation, particularly in relation to the WVA policies.
71. He/she is in a continuous contact with the regional Councillors and contributes to the documentation of positions at the regional level. Helps the Councillors in performing their duties, in particular providing for their presence in national or regional professional or scientific meetings or congresses.
72. He/she is also soliciting for WVA membership to those countries with which they are maintaining bilateral relations and which are not members of the WVA.

73. Another responsibility of ND's is to advocate industries in his/her country, related with the veterinary profession, to become affiliated members.

C.J. Representatives of Associate Members

74. The equivalent of the ND for associate members is their representative. The preferable representative is the President of the organisation.

75. These organisations are very important for formulating policies of the WVA. Some of these have their own policies. It is to the interest of the Profession as a whole that these policies be known to the WVA. If it is considered appropriate, and only for strengthening the policies, it is the responsibility of the associate member representative to propose that a specific policy be adopted also by the WVA.

76. The President of the WVA can also ask one or more of the specialist/regional and country associate organisations to work together towards the formulation of a WVA policy, covering the activities of one or more specialist/regional/country associate organisations. Ad hoc technical committees can be formed, as may be required for addressing such questions,

C.K. Representatives of Associate Country Members

77. An Associate Country member has the status of a National Member until WVA receives another application from the same country. The preferable representative is the President of the organisation.

78. An Associate Country member has all the privileges and responsibilities of a National Member and hence also pays the membership fee applicable to National Members and can elect Councillors for their particular WVA Region.

79. If a second (or third etc.) application from the same country is received, it will be a condition of membership that a National Delegation is formed by the 2 (or more) Associate Country members.

C.L. Representatives of Observer Members

80. The observer members are important international governmental or non-governmental organizations, which can help the WVA to be a part of an extensive network of existing organizations. This is very important in promoting the veterinary professional positions to the general public, since these organizations are either part of it or having better means of approaching it.

81. Therefore, the observer members are part of the mailing list of the WVA and constitute part of the WVA cooperation activities, within the framework of responsibilities of the WVA custodians and the WVA representatives.

82. Ideally, the observer members should appoint a person responsible for their relationship with the WVA and will act as this organization's representative to the WVA. Preferably, the same person should be the counterpart of the WVA representative to this organization, the two acting as the points of liaison between the WVA and a particular observer member organization.
83. The observer member representative to the WVA is the person for direct mailing and the one expected to participate in the PA meetings.
84. The observer member representative disseminates the WVA policies in his/her organization and in cooperation with the WVA counterpart (representative to his/her organization) identify areas for developing common policies.

C.M Representatives of the Affiliated Members

85. It is very important that the affiliated members are not seen only as supporters of the WVA, but also as partners for mutually beneficial relations.
86. Establishment of a direct contact, between a specific person of the affiliated member with the Secretariat of the WVA, is expected to significantly improve these relations.
87. The representatives of the affiliated members are well informed, through mailing distribution list of the activities of the WVA, can provide inputs on the relationship between the activity and the support provided. Also provide information and propose actions for improved relations promoting mutual interests of the affiliated member and the WVA.

C.N Honorary Members

88. The honorary members are outstanding personalities or have extensive experience on the WVA and its relations with organizations or bodies of the international societies. They may be regarded as ad hoc WVA ambassadors in specific cases.
89. Such tasks can only be delegated by the President himself/herself with a special contact and request. The President himself/herself can also seek directly their advice. Any other officer can do it, but only through the President.

C.O Individual Members

90. Individual membership is very important for the WVA. Communication of the WVA with individual veterinarians has been very poor and most of the veterinarians throughout the world have never heard about the existence of the WVA.
91. Therefore, promoting the individual membership is significant in promoting the WVA, making it known to individual veterinarians and disseminating its policies.

92. It is an ongoing responsibility of all the officers of the WVA at all levels and representatives of the WVA, to promote the individual WVA membership.

Individual members shall receive the Minutes of the Presidents' Assembly, the Veterinary Bulletin, as well as other information issued by the Secretariat to members for public consumption.

- b. At World Veterinary Congresses Individual members shall pay the same enrolment fee as applicable to ordinary members (Congress Rule 3.3).

D. FINANCES

93. The income of the WVA is based on the subscription rates of its members, decided by the PA and also, on the contribution of third parties, either directly or indirectly.
94. The main expenditure is related one way or another with administrative expenses. This is entirely normal for a policy-making and lobbying organization like the WVA.
95. At the same time, budget size prescribes the ability of the organization to develop initiatives, as it may be seen through the description of the activities, of the various collective bodies or individual officers of the WVA.
96. The WVA depends on the commitment undertaken by its constituency members, voluntarily and outside their regulated subscription obligations. This form of contribution is considerable and it can vary from providing the necessary support to their NR to participate in the PA meetings, to promoting a Councillor election and supporting him/her in performing his/her duties.
97. This policy is expected to promote the WVA activities, strengthening them beyond its real financial capabilities per se. It will produce in turn the necessary conditions for attracting more support.
98. For strengthening the WVA finances, a special three-year plan is outlined by the Finance Committee at the beginning of its term. This plan is approved by the EXCOM and adjusted every year, according to the progress report submitted by the Vice-President chairperson of the Finance Committee.
99. The report on the budget is approved yearly by the Council after appropriate official auditing of the books and the accounts. The PA Assembly reviews the reports of each past three years of its meeting.
100. Money allocation is signed by any two of the President, Secretary and Chairperson of the Finance Committee. No money allocation shall be signed by the recipient.