



DRAFT REVISION – 24th January 2023

Administrative Procedures Manual of the World Veterinary Association

The World Veterinary Association (WVA) Administrative Procedures Manual (APM) lays down procedures to be followed by the Association, its Governing Bodies, Member Organizations and Secretariat, in carrying out the activities and fulfilling the goals of the Association as laid down in the WVA Constitution and By-Laws.

1. WVA Membership

The Council may grant WVA Constituent membership status to a veterinary professional organisation that fulfils the criteria for such membership as defined in the Constitution and Bylaws, provided that the philosophy, scope, mission, goals, and objectives of the organisation are compatible with those of the WVA. It is the intent of the WVA that one national professional organisation will represent the entire veterinary profession in any given country as a Constituent WVA member. However, the WVA recognizes that there may be circumstances in which one or more additional veterinary organisations from a country with an existing Constituent member(s) may subsequently seek Constituent membership. When such an application is made, the WVA will consult with the existing Constituent member organisation(s) from that country. The WVA will encourage the applicant organisation to form an alliance, if possible, with the existing WVA constituent member(s) from that same country for the purposes of WVA membership.

1.1. Application and Approval

1.1.1. Application procedure for a constituent member

- Veterinary Organisations, expressing an interest in becoming a WVA Member will receive a WVA information package, including an indication regarding the membership fee that would apply in the case, they become a WVA Constituent Member.
- The application package to become a Constituent Member of WVA shall consist of the following:
 1. Completed WVA application form, as supplied by the Secretariat (see the application form [here](#) (Annexe 1)

2. A confirmation by formal document (e.g. Articles of Incorporation or Charter) translated into English that confirms that the applicant organization is legally established.
 3. A written statement regarding the organization goals and objectives.
 4. A motivation letter from the organization for standing as a WVA Member.
- The completed application package shall be sent to the WVA Secretariat.

1.1.2. Approval procedure for constituent WVA member

- After due consideration and recommendation by the WVA Executive Committee, the Council shall decide on the application.
- This decision will include the allocation of the new Constituent Member to:
 - one of the WVA geographical regions, or
 - international organisations,

taking into consideration the applicant's point of view.

- In the case of international organisations, the association's objectives and/or speciality, composition, aims must be acceptable to the Council.
- Following a positive Council decision, Constituent Membership shall be deemed as effective from the date the membership fee is received by WVA.

❖ Membership certification for a constituent member can be found [here](#). (Annexe 2).

1.1.3. Application procedure for an observer member

- Applications to become an Observer Member of WVA shall be made on a form supplied by the Secretariat (see application form [here](#) (Annexe 3)).
- The completed applications will be sent to the Secretariat.

1.1.4. Approval procedure for an observer member

- After due consideration and recommendation by the WVA Executive Committee, the Council shall decide on the application.
- Observer Membership shall be deemed as effective from the date of the positive Council decision.



❖ Observer membership certification can be found [here](#) (Annexe 4).

1.2. Readmission

1.2.1. Readmission procedure

Members may be readmitted by the Council providing they have met any previous and current obligations.

1.3. Voting rights

1.3.1. Voting rights calculation

- Each Constituent Member has a number of votes allocated according to the annual amount of membership fee paid during the previous calendar year preceding a vote.
- The number of votes shall be based on the actual annual amount paid by the Constituent Member [and which takes into account any extraordinary decreases in membership fees granted by Council for a particular year(s)].
- Membership fee paid for the previous calendar year and number of votes:

Minimum fee up to 5% of maximum fee 1 vote

5,1% to 10% of maximum fee 2 votes

10,1% to 15% of maximum fee 3 votes

15,1% to 20% of maximum fee 4 votes

20,1% to 25% of maximum fee 5 votes

25,1% to 30% of maximum fee 6 votes

30,1% to 35% of maximum fee 7 votes

35,1% to 40% of maximum fee 8 votes

40,1% to 45% of maximum fee 9 votes

45,1% to 50% of maximum fee 10 votes

50,1% to 55% of maximum fee 11 votes

55,1% to 60% of maximum fee 12 votes



60,1% to 65% of maximum fee	13 votes
65,1% to 70% of maximum fee	14 votes
70,1% to 75% of maximum fee	15 votes
75,1% to 80% of maximum fee	16 votes
80,1% to 85% of maximum fee	17 votes
85,1% to 90% of maximum fee	18 votes
90,1% to 95% of maximum fee	19 votes
95,1% to 100% of maximum fee	20 votes

- Allocated voting shall mean the same as weighted voting.

1.4. Regional boundaries

1.4.1. Regional boundaries policy

WVA recognizes 6 geographical regions:

- Africa
- The Middle East and Northern Africa
- North America
- Latin America
- Asia and Oceania
- Europe

2. General Assembly (GA)

2.1. The GA shall meet at least once a year, preferably in person, at the venue of the World Veterinary Association Congress. If an in-person meeting is not possible, the GA shall meet using any electronic means available.

2.1.1. Procedure for convening a meeting

- Meetings of the WVA GA are convened by the Council.
- Extraordinary meetings of the General Assembly may be held if requested by ten (10) Constituent Member organizations or at the request of the Council.



- Notifications including a draft agenda for the meeting and additional documents will be sent to all members at least forty-five (45) days before the date of the meeting.

2.2. GA agenda

2.2.1. Setting of agenda procedure

WVA Constituent members can raise additional items to be placed on the draft agenda. A written proposal for agenda items must be received by the Secretariat thirty (30) days before the meeting.

2.2.1.2. Format of Papers

For every item on the Agenda, there will be a short written statement on the contents of the issue, a reference to enclosures of interest, a written recommendation from the Council, Committee or WVA Constituent Member that raised the point.

2.3. Quorum

2.3.1. Quorum procedure

- The name of the delegate representing the Constituent Member shall be registered with the Secretariat at least seven (7) days in advance of the General Assembly meeting.
- A delegate cannot represent more than 1 Member association.
- At the start of the meeting, all representatives for the Constituent and Observer Members present at the meeting shall identify themselves and sign in.
- In the event that the meeting is conducted by electronic means, those voting for the Constituent Members shall connect to the meeting sufficiently in advance to identify themselves and the organisation they are representing to allow the secretariat to calculate the quorum and to set up the electronic voting system in advance.
- The total number of votes the Constituent Members present at the meeting shall be counted to decide whether or not the quorum needed for taking decisions is present.

2.4. Discussion and voting

2.4.1. Procedures for discussion and voting



- Prior to speaking, each speaker must identify themselves, and be recognized by the Chair.
- A motion related to an item under discussion must be proposed and seconded before it can be discussed. Only one motion can be under consideration during the meeting at one time.
- The person proposing the motion shall be given the first opportunity to speak to the motion, and an opportunity to make a final comment on the motion before the vote.
- The seconder of the motion and any other person recognized by the Chair can speak to a motion only once.
- However, any person who has spoken once to a motion may speak a second time, as long as all Members wishing to speak to the motion have had an initial opportunity to do so.
- Persons speaking to a motion shall be limited to five (5) minutes to make their comments. A person speaking a second time shall be limited to three (3) minutes to make their additional comments. Any person who disregards the order of the Chairperson shall cause the Chairperson to declare a ten (10) minute recess in the meeting.
- An amendment to a motion may:
 - Insert a word or phrase in the main motion.
 - Add a word or phrase at the end of the main motion.
 - Strike out and insert wording in the main motion.
 - The amendment will then be voted on. The Chair will repeat the main motion including any changes. The main motion will then be voted upon.
 - In the event that the meeting is conducted by electronic means or persons join via electronic means, the voting procedure will be done via an electronic system. Instructions regarding the voting procedure will



be sent to the representative voter of the WVA Constituent Members in advance.

- A motion to table the main motion permits no discussion and must be voted on at once when seconded.

3. Council

3.1. Nominations

3.1.1. Election of officers and Councillors

- The Nominations Committee is a standing committee comprised of the Immediate Past President and two Councillors who are selected by the Council at least 270 days prior to the date of succession in office.
- The Nominations Committee will be supported by the WVA secretariat.
- The Nominations Committee will send calls for nominations for the elections to the constituent members at least 180 days prior to the planned date for succession in office.
- Submitting a nomination must be done by sending the completed Nomination Form ([link](#) for Councillors form and [link](#) for President-Elect form) to the Secretariat. (Annexes 5 and 6)
- Submissions for nomination must be received by the Secretariat no later than 120 days prior to the planned date for succession.
- All candidates will be announced at least 90 days prior to the planned date for succession.
- Candidates can be nominated from any constituent member organization in good standing.
- For the elections of a President-Elect, each constituent member organization may nominate no more than one candidate.
- For the elections of Councillors, each constituent member may nominate one candidate from the geographical region or the international organisation they belong to.



- For Council elections, candidates can accept no more than one nomination at the same time.
- Individuals can only be a candidate for one position at a time.

3.2. Election

3.2.1. Election procedure

- Elections shall be conducted at least 45 days prior to the date of succession.
- The election shall be conducted via electronic vote.
- Voting is by secret ballot and all votes are considered confidential.
- Any candidate who receives greater than 50% of the votes cast will be declared elected.
- Voting will be repeated, as necessary, by eliminating all but the three (3) most popular nominations for a second round, and by eliminating all but the two most popular nominations for a Third Round (if necessary).
- In the event that there are the same or a fewer number of candidates nominated as the number of vacant position/s, an election round for that position will not be opened and the eligible candidate/s will be declared elected for that position. All ballots must be completed within the designated window of time to be considered eligible for counting.

3.2.2. Candidate notification

- The Chair of the Nominations Committee will communicate the results to all candidates immediately after the election is finalized.
- Elected individuals will be encouraged to attend the upcoming Council meeting held in conjunction with the GA meeting. The WVA will not cover their participation costs.
- Once candidates have been informed, election results will be announced to all members and will be posted on the WVA website.

3.3. Replacement of Councillors

3.3.1. Councillor replacement procedure

- If a Councillor is unable to perform or does not perform their appointed duties for six months without adequate notification of a valid reason, that Councillor shall be deemed to have resigned their position. The WVA General Assembly may rule by simple majority on whether the circumstances applying to a particular case warrant reappointment of the affected Councillor.
- If a replacement is required, the next highest polling candidate from the most recent election shall be appointed.
- If such a candidate does not exist, the region or organisation from which the Councillor was elected shall be asked to elect an acting Councillor until the next General Assembly. Replacement Councillors shall serve the rest of the current term of the Councillor that they have replaced. This part term shall not prevent them serving one additional term as permitted under the Constitution.

3.4. Council meeting

3.4.1. Convening a meeting procedure

- In each Council meeting, the Council shall decide on the following Council meeting (the decision on the next Council meeting should be a fixed agenda point).
- In general, the WVA Secretariat shall announce Council meetings at least 90 days prior to an in-person meeting and 30 days prior to a meeting conducted by electronic means.
- In urgent situations, Council meetings can be held as deemed necessary.

3.5. Council agenda

3.5.1. Setting of agenda procedure

- In general, the Secretariat will send a draft agenda to all Councillors at least 14 days prior to the Council meeting and ask for comments and additional agenda points.



- The draft agenda should indicate how to access the documents to be discussed at the meeting.
- A final agenda will be sent by the WVA secretariat at least 48 hours in advance of the meeting.

3.6. Quorum

3.6.1. Council meetings without a quorum

In the event that there is no quorum, the Council may continue to meet, however, decisions taken shall be ratified by a written procedure involving all Members of the Council following that meeting.

3.7. Discussion and voting

3.7.1. Procedures for discussion and voting

- The WVA Council meeting will be chaired by the WVA President who will follow the agenda or any other order decided at the beginning of the meeting.
- A motion related to an item under discussion must be proposed and seconded before it can be discussed. Only one motion can be under consideration during the meeting at one time.
- The person proposing the motion shall be given the first opportunity to speak to the motion, and an opportunity to make a final comment on the motion before the vote.
- The seconder of the motion and any other person recognized by the Chair can speak to a motion only once.
- However, any person who has spoken once to a motion may speak a second time, as long as all Members wishing to speak to the motion have had an initial opportunity to do so.
- Persons speaking to a motion shall be limited to five (5) minutes to make their comments. A person speaking a second time shall be limited to three (3) minutes to make their additional comments. Any person who disregards the order of the Chairperson shall cause the Chairperson to declare a ten (10) minute recess in the meeting.



- An amendment to a motion may:
 - Insert a word or phrase in the main motion.
 - Add a word or phrase at the end of the main motion.
 - Strike out and insert wording in the main motion.
 - The amendment will then be voted on. The Chair will repeat the main motion including any changes. The main motion will then be voted upon.
- A motion to table the main motion permits no discussion and must be voted on at once when seconded.
- The WVA President will give the floor to each Councillor who would like to comment/recommend an issue.
- Councillors can ask for a secret vote.

3.8. Minutes

3.8.1. Circulation and adoption of minutes

- The minutes of the Council meeting will be taken by the WVA secretariat.
- The draft minutes of the Council meeting will be circulated to the WVA Councillors.
- The WVA Councillors will be given 14 days to make their comments.
- The secretariat will correct the draft minutes and will introduce them to the agenda of the next WVA Council meeting for adoption.
- The corrected draft minutes will be available to all WVA Constituent Members on request.

4. Committees

4.1. Establishment of Committees procedure

- The WVA Council will establish WVA standing, and special committees on targeted issues, as needed.



- The Committees will be given clear terms of reference, including tasks, budget and deliverables.
- Committee Members shall be approved by the Council.
- Individuals other than Council members may be appointed to serve on a Committee following the approved nomination procedure ([link to ToR and nomination form](#)).
- The President, President-Elect and Immediate Past President are *ex officio members* (without a vote) of all WVA Committees and any other entity.
- Committees and other entities will be supported by the WVA Secretariat for the organisation of meetings and drafting of reports.

4.2. Policies and Positions

- WVA Committees and Working Groups may initiate drafting of WVA Position Statements (PS). Once finalised, the draft position will be reviewed by the WVA Policy Committee ([link to the PS procedure infographic](#)).
- The Policy Committee will review and provide suggestions for revision to ensure that the document is in line with the [WVA](#) policy statement ToR ([link](#)). Once approved by the Policy Committee, the draft position will be forwarded to the WVA Council.
- The WVA Council will review the draft PS to ensure that the document is in line with the WVA goals and objectives. Once approved, the Secretariat will share the draft PS with the WVA member associations to provide their comments and suggestions within 4-6 weeks.
- After the deadline for members comments, the committee or group that initiated the draft PS will consider the comments received and incorporate or identify why they should not be incorporated, and will finalize the document.
- The revised document will be sent to the PC for final revision, and once approved, will be forwarded to the Council for adoption and publication.

- Policy papers, reports, administrative procedures, action plans etc. can be reviewed and modified at any time, but will be reviewed by the appropriate committee or group no less than once every 5 years.

5. Finance

5.1. Funds

The funds of the Association are constituted from annual membership fees of Constituent Members, income from the Association's capital, from congresses, donations and any other income that may be derived from global organizations in recognition of the international value of the veterinary contribution to animals, human and environmental health and welfare.

5.2. Finance procedures

5.2.1. Membership fees system procedure

- The membership fees system and the rate of fees shall be determined by the General Assembly based on the recommendation of the Council with special consideration being given to developing countries.
- The fees of such countries may be reduced by the Council subject to approval by the General Assembly.

5.2.2. Standard procedure to follow up WVA membership fees

- Since not all WVA members pay the annual membership fees before the date mentioned on the invoice, the following procedure will be used. The purpose of the procedure is to remind members of their obligations and to encourage them to pay in time. However, any member that at the date mentioned in the invoice has not paid the total amount that was invoiced will have no voting and nomination rights from the date mentioned on the invoice until 14 days after all outstanding fees have been received.

5.2.2.1 Procedure to follow up WVA membership fees.

- January
 - The WVA secretariat shall send out the invoices for the newly started year. The due date 30th April for payment shall be mentioned on the invoice.
- Beginning of April



- The WVA secretariat shall send a reminder to the member(s) that haven't paid yet, and inform them that if they don't pay before April 30th, they will lose the rights to nominate and to vote.
 - iii. June
 - The WVA secretariat shall send a second reminder to the non-paying member.
 - iv. July – August
 - The Secretariat shall try to contact member(s) who haven't paid their fees by telephone to encourage the member to pay the fees.
 - v. September
 - A personal communication will be sent from the WVA President to the President of the non-paying member organisation, urging the member to pay its fees and informing the member about the consequences of non-paying.
 - vi. January of the following year
 - The WVA Secretariat shall send out the invoices for that year.
 - Where applicable the outstanding amount of the previous year shall be added in red.
 - The Finance Committee and/or ExCom to review all outstanding accounts and take a decision for further action.
 - vii. May to September
 - Repetition steps 2. to 5.
 - viii. January of the third year
 - According to the WVA Constitution and Bylaws, the WVA Membership of the Association shall terminate in the case where a member fails to pay its membership fees for two years (unless a special reason for non-payment is given and a respite is accepted by the Council).
 - The WVA secretariat shall undertake a last attempt to see if the member wishes to continue its WVA membership.
 - In case of no-reply by 20 January (year three), the WVA secretariat shall delist the association from the WVA member list and inform the association about the determination of their WVA membership.
 - the WVA Council will be informed about any members that are delisted.

5.2.3. Secretariat

- The Council shall delegate financial administration and bookkeeping to the Secretariat.
- The Council shall mandate the Secretariat to carry out the payment of invoices up to a specified amount.

5.2.4. Finance Committee

- The Council shall appoint the Finance Committee.
- The Finance Committee shall prepare a budget for the next fiscal year/s and present it to the Council and General Assembly.
- The Finance Committee shall be responsible for controlling all income and expenditures.
- The Finance Committee will review the administrative and bookkeeping procedures in the Secretariat.

5.2.5. Audit

- Every year the accounts of the Association will be examined by a qualified auditor who shall be appointed by the Council.
- This expert shall present a statement which is submitted to the Finance Committee and the Council, along with the annual report of the Secretariat.

5.3. Reimbursements of expenses

5.3.1. Reimbursement of expenses for attending meetings on behalf of WVA

- The rules apply to individuals attending meetings as requested by WVA, including WVA Councillors participating in the meetings of the WVA Council.
- Reimbursements of members of the General Assembly will not take place as those members are considered to represent their own organisation.



- Persons eligible to receive reimbursement for travel expenses and allowances must make sure that they have not received any similar reimbursement or allowance or are not entitled to a similar reimbursement or allowance from another institute, organisation or person for the same trip.
- Costs for travel and accommodation that don't fall within the following rules can only be reimbursed when prior approval is given by the WVA Secretariat.
- ❖ Further information regarding the procedures for travel expenses, hotel accommodation, meals and how to claim can be found [here](#) (Annexe 7)
- ❖ WVA Expenses claim form can be found [here](#) (Annexe 8).

6. Secretariat

6.1. Site of the Secretariat

The WVA will have a permanent Secretariat.

6.2. Overall responsibilities of the WVA Secretariat:

- Responsibility for supporting the good governance process within WVA
- Responsibility for the management of the Association.
- Responsibility for the WVA finances and bookkeeping, within the mandate given by Council.
- Overall responsibility for a high level of internal and external communication including maintaining social media accounts.
- Membership maintenance and development.

7. WVA Awards

7.1. Application and approval

7.1.1. Application procedure

- The WVA Council may decide to give a WVA award to selected veterinarian (s) in recognition of their outstanding and exemplary services to veterinary science and the veterinary profession.
- WVA Constituent Members can nominate individuals.



- Current Members of the WVA Council and Ad Hoc members serving on WVA committees and working groups are not eligible for nomination.
- In the event that an award decision is needed that can not be decided upon by the specific committee and/or working group, a WVA Awards Committee will be convened and consist of the President of the WVA (or their designee) and three Members of the WVA Council (President is the Chair and non voting) and will be supported by the WVA secretariat.
- A call for nominations for WVA awards and application form should be sent to the Members at least 90 days prior to the WVA Award presentation.
- Nominations should consist of:
 - Completed Nomination Form.
 - Nominating letter describing the nominee's contributions to veterinary science and the veterinary profession.
 - The nominee's current resume or CV.
 - Supporting letter from the nominator who is familiar with the nominee's contributions in the veterinary field giving a motivation for its nomination.
 - And any additional information required by the specific award description.
- The nominator should obtain the nominee's agreement prior to being nominated.
- In addition, the WVA President may make special awards.

7.1.2. Approval procedure

- Nominations should be received by the Secretariat at least 45 days prior to the Award presentation.
- The committee will decide on the winner of the award. In the event of a tie, the President shall have a deciding vote. Each committee Member may also indicate if they believe there is no suitable nominee for the Award. If the

majority of the committee is in agreement, then the Award shall not be presented.

- The secretariat will inform all nominators and the successful candidate about the committee's decision.
- Unsuccessful nominations may be resubmitted for the next call for nominations.
- The Award recipient will be invited to the event where they will receive the award.

7.2. Award type

Examples for awards:

- John Gamgee Award (A gold medal)
- Presidential Award.

The World Veterinary Day Award and others given by WVA alone or in collaboration with partners follows its specific rules.

8. Honorary members

8.1. Application procedure

- Nomination for Honorary Membership for distinguished persons shall be made by a WVA Member to the WVA secretariat using the [application form](#) for Honorary Membership (Annexe 9).
- At the first WVA Council meeting following the submission of the application, the WVA Council will consider the nomination.

8.2. Approval procedure

- The Council will decide to recommend (or not) to the GA to appoint Honorary Members of the WVA.
- In case of a positive decision, the Council will recommend to the GA to appoint Honorary Members of the WVA in the first WVA GA meeting following the Council decision.

- The secretariat will inform the nominator about the Council decision and arrange the official presentation of the Honorary Membership during the first WVA GA meeting following the Council decision([Honorary Membership Certification](#). Annexe 10).

9. WVA Council handover ceremony and recognition of out-going President and Councillors

- Following WVA Elections, the WVA Secretariat shall organize a WVA Council handover ceremony to take place during the successive WVA GA meeting (in conjunction with the date of succession) to recognize and acknowledge the service of the out-going President and Councillors to the WVA and to award them with a plaque/trophy/medal etc. as a token of appreciation.
- The maximum amount of 1000 euro for all awards shall be confirmed by the WVA Finance Committee in advance.

10. Appeals

The appeals process intends to provide an opportunity for resolving issues surrounding formal decisions like elections. The process is used when the issue cannot be resolved by mutual agreement.

10.1. Appeals Committee

- The WVA Council will call for nominations for the Appeals Committee.
- The WVA General Assembly will appoint the Members of the Appeals Committee.
- The Committee will have seven members, one from each WVA region and one from international organisations.

10.2. Appeals procedure



- In case a dispute refers to a specific region, committee Members coming from the same region shall recuse themselves.
- Equally, committee Members from the same region as the complainant shall also recuse themselves.
- A WVA Constituent Member organisation that is concerned about the occurrence of factual or procedural errors in the decision-making process can submit its question or complaint in writing to the committee within 10 days following the announcement of the decision. Reasons for questioning the decision and how it was made, as well as supporting evidence should be included in the letter.
- The committee will confirm the receipt of the complaint to the complainant and consider the case in detail.
- When deemed necessary the committee can ask for further information and hear individuals (such as Officers, Councillors, representatives of WVA Member organisations and the Secretariat) regarding the case.
- The committee will give its reasoned decision within 30 days after a complaint has been received. The committee's decision will be communicated to the concerned WVA Constituent Member organisations and other parties. The involved WVA Constituent Member organisations and other parties that do not agree with the committee's decision have the right to appeal within 10 days following the notification of the opinion.
- The appeal will be dealt with by the WVA Council within 42 days.
- The outcome of the dispute and appeal procedure will be communicated to all WVA Constituent Members.

11. Changes in the Administrative Procedures Manual

- The WVA Council can decide on changes in the Administrative Procedures Manual.
- The WVA Secretariat will inform all WVA members of any change that will occur.

12. Miscellaneous

12.1. WVA Representatives

12.1.1. WVA representative policy

- In principle, WVA should be represented by WVA Officers, Councillors and Secretariat staff.
- At specific events, the WVA Council may appoint other individuals to represent the WVA.
- The WVA Secretariat will inform the appointed representative regarding the event and the WVA point of views regarding the main topics of the event.
- Those appointed to represent the WVA must act as ambassadors of the WVA.
- A brief report must be sent to the WVA secretariat within 30 days after attending meetings on behalf of the WVA and according to the Council instructions.

13. Entry into force

This Administrative Procedures Manual is adopted by the WVA Council on 28 February 2023 and takes precedence over all former ones.



Annexe 1

**Application of Interest Form for Constituent Membership of
the World Veterinary Association**

1. Name of the Veterinary Organisation:

2. Contact details of the Veterinary Organisation:

Address: _____

Tel: _____

Fax: _____

E-mail: _____

Website: _____

Title, Name and email address of your organization representative: _____

3. Total number of veterinarians in your country: _____

4. Total number of veterinarians in your organization: _____

5. The majority of members in your organization are veterinarians: YES NO

6. Membership in your organization is open to all veterinarians in the country (or customs territory), or to all veterinarians with the requisite expertise and/or qualifications for the discipline or activity represented by the organisation: YES NO

7. Application submission: applications should include the following documents:

- I. A confirmation by formal document (e.g. Articles of Incorporation or Charter) translated into English that confirms that the applicant organization is legally established.
- II. A written statement regarding the organization goals and objectives.
- III. A motivation letter from the organization for standing as a WVA Member.

President/Chairperson _____

Signature: _____

Date:



World Veterinary Association

This is to certify that the

.....

has been accepted as a

CONSTITUENT MEMBER

of the World Veterinary Association

on

on behalf of the WVA Council

President of the WVA

*Executive Manager
of the WVA Secretariat*

e 3

or **Observer*** Membership of



the World Veterinary Association

1. Name of the Veterinary Organisation:

2. Contact details of the Veterinary Organisation:

Address: _____

Tel: _____

Fax: _____

E-mail: _____

Website: _____

Title, Name and email address of your organization representative: _____

3. Total number of veterinarians in your country: _____

4. Total number of veterinarians in your organization: _____

5. Application submission: applications should include the following documents:

- I. A confirmation by formal document (e.g. Articles of Incorporation or Charter) translated into English that confirms that the applicant organization is legally established.
- II. A written statement regarding the organization goals and objectives.
- III. A motivation letter from the organization for standing as a WVA Member.

President/Chairperson _____

Signature: _____

Date: _____

***Observers have no voting or nomination rights**



World Veterinary Association

This is to certify that the

.....

has been accepted as a

OBSERVER MEMBER

of the World Veterinary Association

on

on behalf of the WVA Council

President of the WVA

*Executive Manager
of the WVA Secretariat*



WORLD VETERINARY
ASSOCIATION

NOMINATION FORM FOR WVA COUNCILLOR

Completed nominations must be submitted **by** _____ **at midnight CET** to secretariat@worldvet.org

Please note that uncompleted nominations and nominations received after the deadline will be automatically rejected.

Information about the Nominee for the WVA Councillor position

- Last and First name of the nominee:
- Veterinary title (DVM, MVSC, BVSC etc.):
- Organization:
- Address:
- Email:
- Telephone:

Region (underline the region of the nominee):

- ❖ Africa
- ❖ Asia and Oceania
- ❖ Europe
- ❖ Latin America
- ❖ The Middle East and North Africa
- ❖ North America
- ❖ International Veterinary Associations

Information about the Nominator

- Last and First name:
- Organization and affiliation (President, Executive Secretary, Staff, etc.):
- Address:
- Email:
- Telephone:

Signature:

Date:



WORLD VETERINARY
ASSOCIATION

Annexe 6

WVA Elections

NOMINATION FORM FOR WVA PRESIDENT ELECT

Completed nominations must be submitted **by** _____ **of** _____ **20** ____, _____ **pm** (Belgium time) to secretariat@worldvet.org

Please note that uncompleted nominations and nominations received after the deadline will be automatically rejected.

Information about the Nominee for the WVA President Elect position

- Last and First name of the nominee:
- Veterinary title (DVM, MVSC, BVSC etc.):
- Organization:
- Address:
- Email:
- Telephone:

Information about the Nominator

- Last and First name:
- Organization and affiliation (President, Executive Secretary, staff, etc.):
- Address:
- Email:
- Telephone:

Signature:

Date:



Annexe 7

Rules of reimbursement of expenses for attending meetings on behalf of WVA

These rules apply to individuals attending meetings as requested by WVA, including WVA-Councillors participating in the meetings of the WVA Council.

Reimbursements of members of the General Assembly will not take place as those members are considered to represent their own organisation.

Persons eligible to receive reimbursement for travel expenses and allowances must make sure that they have not received any similar reimbursement or allowance or are not entitled to a similar reimbursement or allowance from another institute, organisation or person for the same trip. Costs for travel and accommodation that don't fall within the following rules can only be reimbursed when prior approval is given by the WVA Secretariat.

Travel expenses

Travel should be by the most cost-effective method available. Normally this will be by standard class train or by economy APEX¹ airfares. Whenever a travel ticket exceeds 1750 Euro approval from the Secretariat must be obtained beforehand.

Tickets shall be purchased as early as possible. Once participation in a meeting on behalf of WVA is confirmed, the Secretariat will send reminders to travellers encouraging them to buy the tickets. Together with the reminder, a copy of the rules for reimbursement (or an internet link to these rules) will be sent.

Car travel is permissible for journeys up to 800 km (single journey). Car expenses² will be payable. It is only permissible to use the car for longer journeys where the overall claim does not exceed the costs of travel by air or train. One should make economic use of taxis and, where possible, make full use of public transport. Expenses will be reimbursed at cost and upon receipt of the invoice. No advance payment will be made. In case the traveller wishes, the Secretariat can buy the ticket in the name of the traveller and pay it directly to the air company or travel agent.

Hotel accommodation

Single room accommodation up to a maximum of 200 Euro per night including breakfast on presentation of a receipt. Costs for mini-bar, pay TV, etc. cannot be reimbursed by WVA.

Overnight accommodation is allowed where it is not possible for the delegate to arrive or to depart on the same day as the meeting. The maximum of overnight stays that will be reimbursed is the number of days of the meeting attended plus 1.

¹ APEX = Advance purchase excursion fare. International non-cancellable return airfare ticket offered on the conditions that the ticket is purchased at least 21 days in advance. Try avoiding flying just before school holidays or on Fridays.

² €0.53 per km for car journeys (source: European Parliament - Travel expenses allowances)



Meals

Meals, etc can only be reimbursed on the basis of receipts for meals for expert or WVA representative making the claim. The claim can never exceed:

- Where there is no overnight stay – up to 45 Euro per day
- Where there is an overnight stay – up to 70 Euro per day

In no case should a claim be submitted where meals are provided free of charge or included in the room or conference fee.

How to Claim

Reimbursement is carried out by the WVA Secretariat based upon original receipts. Claims must be made preferably within one month and no later than three months of the expense being incurred. A separate form must be used for each meeting attended and all original receipts or other proofs of payments must be attached to the claim form.

Only fully completed expense claim forms with attached the original receipts can be considered by the Secretariat (including fields such as bank account details (including Bank Name, Address, IBAN & BIC Code!!),

Checking of Expenses

The Secretariat will check expense claims, confirm that they are correct, sign and date the expense claim form. In case of doubt the claim will be referred to the Finance Committee.

Authorisation for Payment

Following confirmation that the expense claim is correct the Executive Secretary will authorise payment, sign and date the expense claim form.



Annexe 8
EXPENSE CLAIM FORM

Name	Address

1. Meeting Attended/Duty performed (please use separate form for each meeting/duty):

Date	Details	Authorised by

2. Expenditure Claimed (no expenditure can be paid without receipts attached)

Travel expenditure:

Date	From	To	By	Cost	Currency

Accommodation expenditure:

Date	Details	Cost	Currency

Meals expenditure:

Date	Details	Cost	Currency

Other expenditure:

Date	Details	Cost	Currency



<p>I wish to be paid in</p> <p>The total amount of</p> <p>Please pay the above expenses in the currency shown into my bank account.</p> <p>Without correct details, bank transfers are impossible!</p>	<p>Bank name</p> <p>Full Bank address</p> <p>.....</p> <p>IBAN code.....</p> <p>SWIFT code.....</p> <p>Account name.....</p>
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I DECLARE THAT THE ABOVE EXPENSES WERE INCURRED IN CARRYING OUT DUTIES FOR WVA AND WERE NOT CLAIMED FROM ANY OTHER SOURCE.

Date.....

Signed



**Nomination Form for Honorary Membership of the
World Veterinary Association**

Information about the Nominee

1. Last and First name of the nominee:
2. Veterinary title (DVM, MVSC, BVSC etc.):
3. Address:
4. Email:
5. Telephone:

Information about the Nominator Organization

1. Name of the WVA Constituent member:
2. Name and position of the nominator:
3. Address:
4. Email:
5. Telephone:

Application submission: applications should include the following documents:

- I. Short CV of the nominee.
- II. A motivation letter from the nominator organization.

Signature: _____ Date: _____



World Veterinary Association

This is to certify that

.....

has been awarded

HONORARY MEMBERSHIP

Of the World Veterinary Association

On

On behalf of the WVA Council

President of the WVA

*Executive Manager
of the WVA Secretariat*