



**Objects
By-Laws
Code of Ethics
of the

Ontario Association of
Veterinary Technicians**

**February, 2006
Revised, March, 2010**

Objects of the Ontario Association of Veterinary Technicians

- To promote, maintain and regulate the professional standards of veterinary technicians and veterinary technologists.
- To promote and further the education of veterinary technicians and veterinary technologists.
- To sponsor, encourage and promote liaison with other individuals, associations and groups engaged in similar or related fields of activity.
- To promote the interests of the Association.
- To promote humane medical care of all animals.

Mission Statement of the
Ontario Association of Veterinary Technicians
“DEDICATED TO PROFESSIONALISM”

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Ontario Association of Veterinary Technicians

By-law #1:

A by-law relating generally to the affairs of the Ontario Association of Veterinary Technicians.

ARTICLE 1 INTERPRETATION

In this by-law and all other by-laws and resolutions of the Corporation, unless the context requires otherwise:

- (i) *Corporation*: means the Ontario Association of Veterinary Technicians;
- (ii) *Board*: means the Board of Directors of the Corporation;
- (iii) *Corporations Act*: means the Ontario Corporations Act, Chapter C. 38 of the Revised Statutes of Ontario 1990, and any statute which amends or is passed in substitution for that Act.
- (iv) *Corporations Act Definitions*: all terms defined in the Corporations Act have the same meaning in this by-law and all other by-laws and resolutions of the Corporation;
- (v) *Directors*: means the Directors of the Corporation as appointed or elected from time to time pursuant to article 4 of this by-law #1;
- (vi) *Singular/plural*: the singular includes the plural;
- (vii) *Gender*: the feminine includes the masculine.
- (viii) *Poll and Ballot*: have the meanings assigned to them in the parliamentary authority of the Corporation.

ARTICLE 2 CORPORATE SEAL

The seal an impression whereof is printed on the cover hereof shall be the corporate seal of the Corporation.

ARTICLE 3 HEAD OFFICE

The head office of the Corporation shall be in the Province of Ontario therein as the Directors may from time to time determine.

ARTICLE 4 BOARD OF DIRECTORS

4.1 The affairs of the Corporation shall be governed by a Board of Directors each of whom at the time of her election or within ten (10) days thereafter and throughout her Term of Office shall be a Full Member of the Corporation.

4.1.1 Despite any vacancies, the remaining Directors may exercise all the powers of the Directors so long as a quorum of the Directors remains in Office.

4.1.2 The Board of Directors shall have nine Directors elected by the Members as described in article 4.3 of this by-law below.

4.1.3 At the end of the President's term she shall hold the office of Past President, and shall be a Director by virtue of the office, for the period of one year, provided she is otherwise qualified to be a Director.

4.2 QUALIFICATIONS OF DIRECTORS

Each elected Director shall:

Be at least eighteen years of age;

Be mentally competent;

Not be an undischarged bankrupt;

Be a Full Member of the corporation;

Be a person interested in furthering the objects of the Corporation.

4.3 NOMINATIONS

4.3.1 At least three months before the end of the calendar year, the Secretary will invite all Members in good standing to submit, by December 31 of that year on a form prescribed by the Secretary, nominations of qualified Members to sit on the Board of Directors.

4.3.1.1 All nominees must consent to their nomination and complete and return to the Secretary, the Nominee Election Package prescribed by the Secretary, by January 15 of the subsequent year.

4.3.2 The Directors shall appoint three persons who are Full Members in good standing to the Nominating Committee, one of whom shall be a Director who has agreed not to stand for re-election to the Board and who shall serve as Committee chair.

4.3.2.1 Appointed Members of the Nominating Committee shall serve a term of one year, renewable for a second year at the discretion of the Directors.

4.3.2.2 The Nominating Committee shall:

4.3.2.2.1 Identify at least one Member of the Corporation, who is qualified and willing to stand for election as a Director, for each vacant position to be filled by election;

4.3.2.2.2 Present its report on nominees to the Members through commonly accepted means of communication no later than January 31st of each year. This report must include at a minimum the names and resumes of each nominee.

4.4 ELECTION OF DIRECTORS

4.4.1 The Members of the Corporation shall elect Directors prior to the Annual General Meeting of the Corporation by means of advance voting by the Members. Advance Voting shall be conducted in the following manner:

- (a) A mail or email to each Member entitled to vote to the Member's current address of the nomination package at least 15 days prior to the Annual General Meeting, which package shall include a form of ballot as prescribed by the Directors.
- (b) Ballots must be received at the head office of the Corporation by 5:00 p.m. local time at least seven days prior to the Annual General Meeting.
- (c) Ballots will be counted by the staff of the Corporation under the supervision of the Secretary during the seven days prior to the Annual General Meeting.
- (d) Announcement of results of voting will be posted on the Corporation's web site prior to the Annual General Meeting or be made at the Annual General Meeting.

- 4.4.2 A Director's term of office is two years or until her successor is elected or appointed.
- 4.4.3 If an election of the Directors is not held at the proper time, the Directors continue in office until their successors are elected.
- 4.4.4 In odd numbered years five Directors shall be elected; in even numbered years four Directors shall be elected.
- 4.4.5 A Director may serve a maximum of three consecutive terms of office with a maximum of six terms in a lifetime. Terms are considered consecutive if the interval between them is less than twelve months.
- 4.4.6 In the case where a Director is elected or appointed to complete the term of another Director, a partial term of less than one year shall not be counted as a term of office in calculating a Director's eligibility for election or re-election.
- 4.4.7 The acts of a Director are valid even if a defect in her appointment or qualification is discovered afterwards.

4.5 QUORUM

Seventy percent of Directors shall constitute a quorum.

4.6 REMOVAL OF DIRECTORS

- 4.6.1 The Members may, by a resolution passed by at least two-thirds of the votes cast at a General meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of her term of office, and may, by a majority of the votes cast at that meeting, elect any person in her stead for the remainder of the term.
- 4.6.2 The Directors shall report the resignation of any Director to the Members at the earliest opportunity by any means.
- 4.6.3 A majority of the Directors have the authority to impose sanction on any other Director(s) found in violation of the board's code of conduct.

4.7 VACANCIES

- 4.7.1 The office of a Director of the Corporation shall be vacated if the Director:
 - (a) Resigns the office by notice in writing to the Secretary or the President;
 - (b) Has died;
 - (c) No longer meets the qualifications of a Director as specified in article 4.2 of this by-law;
 - (d) Misses three consecutive Regular meetings or 25% of all Regular meetings of the Board within any 12 month period. A Director may apply for reinstatement, which may be granted by resolution of the Directors. The reinstatement mechanism may be used only once per Director.
- 4.7.2 Vacancies on the Board of Directors however caused, may, so long as a quorum of Directors remains in office, be filled by the Directors from among the qualified Members of the Corporation. The term of such appointment shall be until the next Annual Meeting of the Members, at which time the position shall be deemed to be vacant and filled in accordance with Article 4.4.1. If there is not a quorum of Directors the remaining Directors shall forthwith call for a vote in accordance with section 4.4.1 and shall announce the results of such election on the website and by email to Members within seven days after the deadline date for receipt of ballots.

4.8 MEETINGS

- 4.8.1** The Directors may hold meetings at such place or places, in or outside Ontario, as they may from time to time determine.
- 4.8.2** Each new Board may, without notice, hold its first meeting for the purpose of organization and election and appointment of officers immediately following the Annual meeting of the Corporation provided a quorum of Directors is present.
- 4.8.3** The Directors may appoint a day or days in any month or months for Regular meetings at an hour to be named and of such Regular meeting no notice need be sent.
- 4.8.4** Other meetings may be called by the President or Vice-President or by the Secretary on direction in writing of two Directors. Notice of other meetings shall be delivered or mailed electronically to each Director not less than forty-eight hours before the meeting is to take place. No formal notice of any such meeting shall be necessary if all the Directors are present or those present have given their consent to the meeting being held in their absence.

4.9 ERRORS IN NOTICE

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

4.10 VOTING

- 4.10.1** At all meetings of the Directors every question shall be decided by a majority of the votes cast.
- 4.10.2** The Chair may vote on any question before the Directors. Such vote will normally be exercised only when:
 - (a) The vote is conducted by secret ballot; or
 - (b) The vote of the Chair either creates or denies the necessary majority for a question to be carried.
- 4.10.3** Voting shall be done by a show of hands unless a Director present requests that the vote to be taken by ballot.
- 4.10.4** 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.

4.11 POWERS

- 4.11.1** The Directors of the Corporation shall govern the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, same as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do.
- 4.11.2** Without in any way derogating from foregoing, the Directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, option or other securities, lands, buildings and other property, movable or immovable, real or

personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

4.11.3 The Directors may establish such committees as they consider necessary, appoint Members and establish guidelines for the operation of the committees. They may disband such committees, other than those prescribed by the by-laws, in their sole discretion.

4.11.4 The Directors may establish in writing policies which regulate the exercise of their powers under the by-laws, so long as the policies are consistent with the by-laws.

4.12 REMUNERATION

Nothing in these by-laws shall prohibit a Director or Member from receiving reasonable remuneration and expense reimbursement for her services to the corporation in any capacity.

4.13 BOOKS AND RECORDS

4.13.1 The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

4.14 NON-DIRECTORS AT BOARD MEETINGS

Members of the corporation may attend any meeting of the Directors. The Directors may invite or permit any person to attend or speak at any meeting of the Directors. No person other than a Director is entitled to vote at a meeting of the Directors.

ARTICLE 5 OFFICERS OF CORPORATION

5.1 The officers of the Corporation are the President, Vice-President, Secretary and Treasurer.

5.1.1 One person may not hold more than one office at a time.

5.1.2 The President and Vice-President shall be elected by the Directors from among their number at the first meeting of the Directors after the annual election of such Directors. Such elections shall be conducted by ballot. A majority of the votes cast shall be required for election. In the event that no candidate receives a majority, subsequent ballots shall be held, dropping the name of the candidate receiving the fewest votes, until a candidate receives a majority of the votes. If only two candidates remain on a ballot and the vote is tied, the election shall be determined by a coin toss.

5.1.3 Candidates for President and Vice-President must have served as a Director for the previous twelve consecutive months.

5.1.3.1 In the event that either or both of the offices of President and Vice-President cannot be filled in accordance with Article 5.1.3, the Board of Directors may, subject to approval by at least 75% of the Directors, allow the candidacy for election of any current Director to fill the vacancy notwithstanding the length of time that she has served as a Director immediately prior to said election.

5.1.4 The Directors shall by resolution appoint a Secretary who need not be a Director.

5.1.5 The Directors shall by resolution appoint a Treasurer who need not be a Director.

5.2 DUTIES OF THE PRESIDENT

- 5.2.1** The President shall, when present, preside at all meetings of the Members and the Directors.
- 5.2.2** The President, with the Secretary or any other officer appointed by the Directors for the purpose, shall sign all by-laws and membership certificates.
- 5.2.3** The President shall be ex-officio a member of all standing and special committees.

5.3 DUTIES OF THE VICE-PRESIDENT

- 5.3.1** During the absence or inability of the President, her duties shall be performed and her powers exercised by the Vice-President.
- 5.3.2** The Vice-President shall also perform such duties and exercise such powers as the President may from time to time delegate or the Directors may prescribe.

5.4 DUTIES OF THE SECRETARY AND OF THE TREASURER

5.4.1 DUTIES OF THE SECRETARY

- 5.4.1.1** The Secretary shall be the clerk of the Board of Directors.
- 5.4.1.2** She shall attend all meetings of the Directors and record all facts and minutes of all proceedings in the books kept for that purpose.
- 5.4.1.3** She shall give all notices required to be given to Members and to Directors.
- 5.4.1.4** She shall be custodian of the seal of the Corporation and of all books, papers, records, correspondence, contract and other documents belonging to the Corporation which she shall deliver up only when authorized by a resolution of the Directors to do so, and to such person or persons as may be named in the resolution.
- 5.4.1.5** She shall also perform such other duties as may from time to time be determined by the Directors.
- 5.4.1.6** If the office of the Secretary is vacant, or if for any reason the Secretary is unable to act, anything required or authorized to be done by the Secretary may be done by a Director, Officer or employee of the Corporation who has been authorized to act in her place by the Directors.

5.4.2 DUTIES OF THE TREASURER

- 5.4.2.1** She shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all money and other valuable effects in the name and to the credit of the Corporation in such bank and banks as may from time to time be designated by the Directors.
- 5.4.2.2** She shall disburse the funds of the Corporation under the direction of the Directors, taking proper vouchers thereof and shall render to the Directors at the regular meetings thereof or when ever required of her, an account of all transactions and the financial position of the Corporation.
- 5.4.2.3** She shall also perform such other duties as may from time to time be determined by the Directors.
- 5.4.2.4** If the office of the Treasurer is vacant, or if for any reason the Treasurer is unable to act, anything required or authorized to be done by the Treasurer may be done by a Director, Officer or employee of the Corporation who has been authorized to act in her place by the Directors.

5.5 OFFICERS' TERM OF OFFICE

- 5.5.1** An Officer's term of office is one year or until a successor is elected or appointed.
- 5.5.2** The office of an Officer is vacated when she:
- (a) Resigns the office by notice in writing to the Secretary/Treasurer or the President;
 - (b) Has died;
 - (c) No longer meets the qualifications of a Director as specified in article 4.2 of this by-law;
- 5.5.2.1** An Officer may resign her office without thereby resigning as a Director.
- 5.5.3** An Officer may be removed from her office before her term expires for failure or inability to perform her duties as set out in the by-laws or the written policies of the Directors.
- 5.5.3.1** An Officer may be removed from office by a resolution passed for that purpose at a meeting of the Directors.
- 5.5.3.2** When an Officer's position is vacant, it may be filled for the balance of the term according to the procedure set out in article 5.1 of this by-law.
- 5.5.3.3** An Officer may be removed from her office without thereby being removed as a Director.

5.6 EXECUTION OF DOCUMENTS

- 5.6.1** Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by either the President or Vice- President and by the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require the same.
- 5.6.2** Notwithstanding any provision to the contrary contained in the by-laws of the Corporation, the Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations of the Corporation may or shall be executed.

ARTICLE 6 MEMBERSHIP

- 6.1** The Directors shall approve or disapprove all membership applications.
- 6.1.1** Every application for membership shall be made on a form provided by the Corporation and shall be signed by the applicant.
- 6.1.2** Each such application shall be accompanied by the prescribed fee.
- 6.1.3** Each Member shall be informed by the Corporation the disposition of her application for membership.

6.2 ELIGIBILITY

To be eligible for membership, and to remain a Member in good standing, a person must:

- (i) Subscribe and adhere to the objects of the Corporation;
- (ii) Maintain the honour and dignity of the profession of Veterinary Technician or Veterinary Technologist; and
- (iii) Pay all Association dues and fees owing.

6.3 CLASSES OF MEMBERS

- 6.3.1** There shall be seven classes of Members: Full Members, Honourary Members, Honourary Life Members, Student Members, Associate Members, Complimentary Members and Retired Members.
- 6.3.2** Full Members:
Full Membership may be granted to a Canadian citizen or landed immigrant who provides proof of graduation from a formal course of study in Veterinary Technology that, in her graduating year, was approved by the Directors, or its equivalent. Full Members are entitled to vote at any meeting of the Members of the Corporation and are eligible to be Directors.
- 6.3.3** The Directors may, at their discretion and by resolution of the Board, grant Honourary membership to a person who has distinguished herself in furthering the objects of the Corporation or in advancing the study or profession of veterinary technology. Honourary Members and Honourary Life Members must meet the requirements of a Full Member and shall have the same rights and privileges as a Full Member.
- 6.3.4** Honourary Members:
An Honourary Member may be admitted by the Directors for a period of one year, and is exempt from the payment of Association dues for that period.
- 6.3.5** Honourary Life Members:
An Honourary Life Member may be admitted by the Directors, and is exempt from the payment of Association dues for life.
- 6.3.6** Student Members:
A Student Member is a person who is currently enrolled in a formal course of study in Veterinary Technology which has been approved by the Directors.
- 6.3.7** Associate Members:
An Associate Member is a person who has graduated from a course of study not approved by the Directors, or who is self-educated in the field of veterinary technology.
- 6.3.8** Complimentary Members:
A Complimentary Member is a person who is a member of another association with which the Corporation has entered into a membership agreement.
- 6.3.9** Retired Members:
A person who qualifies and registers for Retired Status as outlined in Policy 5.1 Retired Member Status shall be exempt from continuing education requirements.
- 6.3.10** Student, Associate and Complimentary Members are not entitled to vote at meetings of Members of the Corporation and are not eligible to be Directors.

6.4 TERMINATION OF MEMBERS

The Board of Directors may, by resolution passed by at least two-thirds of the Directors present and voting at a meeting of the Board of which notice specifying the intention to pass such resolution has been given, remove a Member (of any class) from membership in the Corporation for failing to meet the qualifications for membership as defined in article 6.2 (i) and (ii) of this bylaw.

6.5 RESIGNATION OF MEMBERS

- 6.5.1** Members may resign by resignation in writing, which shall be effective upon its receipt by the Corporation.

6.5.2 A Member who resigns shall remain liable for payment of any assessment or other sum levied or which become payable by her to the Corporation prior to her resignation.

6.6 ASSOCIATION DUES AND FEES

- 6.6.1** The Association dues for all categories of Members shall initially be set by the Annual meeting.
- 6.6.2** Any change in the Association dues shall be approved by the Directors.
- 6.6.3** Association dues shall be payable in full on or before June 1st, in each year for the ensuing year and, if not paid within 60 days following the due date, a Member in default shall automatically cease to be a Member of the Corporation. Any such person shall, upon payment of all unpaid dues and provided that there are no other outstanding criteria for membership, be reinstated to membership by the Registrar.
- 6.6.4** The Board of Directors may from time to time pass a resolution to set the administrative fees which may be levied on Members in the following circumstances;
- (a) Association dues received more than sixty (60) days following the due date;
 - (b) Reinstatement of persons whose memberships have lapsed for more than one year;
 - (c) Non sufficient funds (NSF) cheques.
- The Directors will notify the Members of the amount of such fees through the Association's publication or otherwise in writing.
- 6.6.5** There shall be no refund of Association dues or administrative fees.

ARTICLE 7 ANNUAL AND GENERAL MEETINGS OF MEMBERS

7.1 LOCATION

Every Annual or General meeting of the Members shall be held at the head office of the Corporation or elsewhere in Ontario as the Directors may determine.

7.2 PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order will be used as parliamentary authority.

7.3 ANNUAL MEETINGS

The Annual meeting shall be held in February of each year.

- 7.3.1** At every Annual meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statements, the report of the auditors, and the names of the Directors elected by advance poll shall be presented. Auditors for the ensuing year shall be appointed and remuneration fixed.
- 7.3.2** The Members may consider and transact any business either special or general without any notice thereof at any Annual meeting of the Members.

7.4 GENERAL MEETINGS

- 7.4.1** A General Meeting of the Members of the Corporation may be called by the Directors to address any issue.
- 7.4.2** The Directors shall call a General Meeting of the Members if at least ten percent of the Members request that a General Meeting be called. Those Members requesting a General Meeting shall state in a requisition signed by them the general nature of

the issues to be addressed at the meeting. The requisition shall be deposited at the Head Office of the Corporation.

- 7.4.3** Notice of the time and place of every such meeting shall be given to each Member in accordance with article 11 of this by-law. Such notice shall include the general nature of the issues to be addressed at the meeting.

7.5 ERROR OR OMISSION IN NOTICE

No error or omission in giving notice of any Annual or General meeting or any adjourned meeting, whether Annual or General, of the Members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any Member may at any time waive notice of any such meeting or may ratify, approve and confirm any or all proceedings taken or had thereat.

7.6 ADJOURNMENTS

Any meetings of the Corporation or of the Directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as was included on the Agenda at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made even though no quorum is present.

7.7 QUORUM OF MEMBERS

A quorum at any meeting of the Members is the lesser of five percent of the Full Members or seventy-five Full Members, at least three-quarters of whom must be present in person.

7.8 VOTING

Each Full Member in good standing of the Corporation shall at all meetings of Members be entitled to one vote and she may vote by proxy.

- 7.8.1** Each Member of the Corporation in good standing and entitled to vote shall, at all meetings of Members, be entitled to one vote and she may vote by proxy. A Member who is entitled to vote at Meetings of Members may appoint, by proxy, another Member entitled to vote to attend at a meeting and vote on the Member's behalf.
- 7.8.2** A proxy must be in writing and include the date and the name of the person nominated to attend the meeting for the Member. The proxy may revoke former proxies, restrict the use of the proxy or state how the person is to vote on the Member's behalf.
- 7.8.3** A proxy can be revoked in writing by depositing the revocation at the Corporation's head office any time until the last business day before the meeting or with the Chairman of the meeting on the day of the meeting. A proxy that is not revoked beforehand expires one year from its date.
- 7.8.4** The Directors may by resolution, fix a time when proxies to be used at a meeting must be delivered to the Corporation or an agent of the Corporation. The time cannot be more than forty-eight hours before the meeting, excluding Saturdays and holidays. If a period of time is fixed, it must be stated in the notice of the meeting.
- 7.8.5** At all meetings of Members every question shall be decided by a majority of the votes of the Members present in person or represented by proxy unless otherwise required by the by-laws of the Corporation, or by law.
- 7.8.6** Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any Member entitled to vote. Upon a show of hands, every

Member having voting rights shall have one vote plus the votes that she has been delegated by proxy, and unless a poll be demanded a declaration by the chairman that a resolution has been carried or not carried 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.

7.8.7 The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the Members present in person or by proxy, and such poll shall be taken in such manner as the chairman shall direct and the result of such poll shall be deemed the decision of the Corporation in General meeting upon the matter in question.

7.9 In case of an equality of votes at any General meeting, whether upon a show of hands or at a poll, the Chair shall be entitled to a casting vote.

ARTICLE 8 FINANCIAL YEAR

Unless otherwise ordered by the Directors, the fiscal year of the Corporation shall terminate on the 31st day of May each year.

ARTICLE 9 CHEQUES, ETC.

9.1 All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Directors and any two of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation' bankers for the credit of the Corporation, or the same may be endorse "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose.

9.1.1 Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms and settlement of balance and release or verification slips.

ARTICLE 10 DEPOSIT OF SECURITIES FOR SAFEKEEPING

10.1 The securities of the Corporation shall be deposited for safekeeping with one or more banks, trust companies or other financial institutions to be selected by the Directors.

10.1.1 Any and all securities so deposited may be withdrawn from time to time, only upon the written order of agents of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Directors and such authority may be general or confined to specified instances.

10.1.2 The institutions which may be so selected as custodians of the Directors shall be fully protected in acting in accordance with the directions of the Directors and shall in so event be liable for the due application of the securities so withdrawn from deposit or proceeds thereof.

ARTICLE 11 NOTICE

- 11.1** Wherever under the provisions of the by-laws of the Corporation, notice is required to be given, such notice may be given either personally or by post, courier or electronic mail that is addressed to the Director, Officer or Member.
- 11.2** The notice shall be delivered or mailed ten or more days prior to the meeting.
- 11.3** For the purpose of sending any notice, the address of any Member, Director or Officer shall be her last address as recorded on the books of the Corporation.
- 11.4** The notice shall include the date, time and place of the meeting and the general nature of the issues to be dealt with.

ARTICLE 12 BORROWING

- 12.1** The Directors may from time to time:
- (a) Borrow money on the credit of the Corporation; or
 - (b) Issue, sell or pledge securities of the Corporation; or
 - (c) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligations or liability of the Corporation.
- 12.2** From time to time the Directors may authorize any director, officer or employee of the Corporation or any other person to make arrangement with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to be securities to be give thereof, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the Directors may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

ARTICLE 13 BY-LAWS

- 13.1** A by-law and an amendment, repeal or re-enactment of a by-law must be:
- (i) Passed by a resolution of the Directors; and
 - (ii) Ratified by two-thirds of the votes cast at a General Meeting of the Members called for the purpose of considering the by-law; or
 - (iii) If not ratified in the meantime, then ratified by two-thirds of the votes cast at the next Annual Meeting of the Members.
- 13.2** A by-law and an amendment, repeal or re-enactment of a by-law is effective:
- (i) When passed and ratified as in article 13.1 above; and
 - (ii) Until the next Annual meeting of the Members if passed by the Directors but not ratified by the Members at a General Meeting.
- 13.3** The Members in the General Meeting or the Annual Meeting may ratify, reject, amend or otherwise deal with any by-law passed by the Directors and submitted to the Members for ratification. No acts done or rights acquired under a by-law are prejudicially affected by the rejection, amendment or other dealing with the by-law by the Members.

ARTICLE 14 PROTECTION OF DIRECTORS, OFFICERS AND OTHERS

- 14.1** Every Director and Officer of the Corporation in exercising her powers and discharging her duties shall act honestly and in good faith with a view to the best interests of the Corporation and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Corporation shall comply with the Act, the regulations, articles, and by-laws.
- 14.2** Limitation of Liability - Provided that the standard of care required of her has been satisfied, no Director or Officer shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on her part, or for any other loss, damage or misfortune which shall happen in the execution of the duties of her office or in relation thereto, unless the same are occasioned by her own willful neglect or default.
- 14.3** Indemnity of Directors and Officers - Subject to the Corporations Act, the Corporation shall indemnify a Director or Officer of the Corporation, a former Director or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Director or Officer of a body corporate of which the Corporation is or was a shareholder or creditor, and her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by her in respect of any civil, criminal or administrative action or proceeding to which she is made a party by reason of being or having been a director or officer of such corporation or body corporate if,
- (a) She acted honestly and in good faith with a view to the best interests of the Corporation; and
 - (b) In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, she had reasonable grounds for believing that her conduct was lawful. The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by the OAVT Act or the law.
- 14.4** Insurance: Subject to the Corporations Act, the Corporation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding article as the Board may from time to time determine.

By-Law #2:

A by-law relating to the powers of the Association to promote, maintain and regulate the professional standards of veterinary technicians and veterinary technologists.

ARTICLE 1 REGISTRATION

A person must meet and maintain the following qualifications and conditions to use the designation "Registered Veterinary Technician" or "Registered Veterinary Technologist" or the initials "R.V.T."

1.1 Admission Standards

Every person must:

- (a) Be a Member in good standing of the Corporation; and
- (b) Produce evidence, in a form prescribed by the Registrar, that she has not been convicted of a criminal offence; and
- (c) Successfully complete an examination, prescribed by the Directors, on professional ethics and the Ontario regulatory environment; and
- (d) Meet the additional qualifications set out below.

1.1.1 Graduates from Ontario Programs

Every person who graduates from a post-secondary institution in the province of Ontario must:

- (a) Graduate from a program of study that has been approved by the Directors; and
- (b) Successfully complete the entrance examination prescribed by the Directors.

1.1.2 Applicants from other Canadian provinces and territories

Every person who is a Registered Member in good standing of a provincial or territorial association of veterinary technology with whom the Corporation has signed a letter of undertaking must provide evidence, in a form prescribed by the Registrar, that she is not currently under discipline from another association.

1.1.3 Applicants from other jurisdictions

Every person from another jurisdiction must:

- (a) Demonstrate, in a form prescribed by the Registrar, written and oral proficiency in one of Canada's official languages. This requirement may be waived if, in the opinion of the Registrar, the person has studied or worked in a country where the use of one of those languages is required;
- (b) Demonstrate, in a form prescribed by the Registrar, that she has graduated from a program of study in veterinary technology that is equivalent to a program in Ontario that has been approved by the Directors; and
- (c) Successfully complete the entrance examination prescribed by the Directors.

1.1.4 Costs

All costs relating to an application for admission to the R.V.T. designation shall be borne by the applicant.

1.2 Admission Process

A person who meets the qualifications and conditions stated in the by-laws may be granted the R.V.T. designation by resolution of the Directors, upon receipt by the Registrar of:

- (a) An application in the form prescribed by the Registrar;
- (b) Evidence that he has fulfilled the conditions and qualifications as set out in the by-laws.

1.3 Maintaining R.V.T. Status

To maintain the rights and privileges of a Registered Veterinary Technician, a person must:

- (a) Remain a Member in good standing of the corporation;
- (b) Complete the continuing education requirements as set out in the by-laws; and
- (c) Pay the dues pertaining to Registered status ("Registration dues").
- (d) A person who qualifies and registers for Retired Status as outlined in Policy 5.1 shall be exempt from continuing education requirements

1.4 Loss of R.V.T. Status

A person ceases to be a Registered Veterinary Technician if:

- (a) She submits a letter of resignation to the Registrar;
- (b) Her status is revoked by decision of the Discipline Committee and such revocation has not been successfully appealed to the Divisional Court.

1.4.2 A person's Registered Status shall be suspended if:

- (a) She is more than 60 days late in paying the dues pertaining to Registered status
- (b) She is more than 60 days late in providing written proof of completion of required Continuing Education Credits ("CE")
- (c) She fails to meet the minimum requirements of continuing education credits

1.4.3 If a member's registered status is suspended for failure to pay a prescribed fee or failure to submit proof of continuing education credits, the Registrar may, within one year of the date of the suspension, lift the suspension on receipt of,

- (a) The fee the member failed to pay or written proof of CE; and
- (b) The penalty for late submission

1.4.4 If the Registrar does not lift the suspension of a certificate of registration that was suspended under subsection 1.4.2, the certificate is revoked one year after the day of the suspension.

1.5 Appeal

1.5.1 The Directors shall appoint a Registration Appeals Committee consisting of one Director, two Members of the Corporation in good standing who are not Directors, and two persons who are not Members of the Corporation, and shall name one of the appointees as Chair of the committee.

1.5.1.1 Three members of the Committee shall constitute a quorum.

1.5.2 The Registration Appeals Committee shall have the power to hear appeals from Members whose application for Registration have been denied or whose registered status have been revoked after April 1, 2009, and to make such determination and prescribe such remedies as it deems appropriate.

1.5.2.1 Members whose R.V.T. status has been revoked shall have the right to appeal to the Divisional Court.

1.5.3 Appeals shall be made in writing, stating the grounds for the appeal, in a form prescribed by the Registrar.

1.5.4 The Registration Appeals Committee shall render its decision in writing to the appellant and the Registrar within sixty days of the receipt of the appeal.

ARTICLE 2 PROFESSIONAL STANDARDS

2.1 Professional Misconduct

The following are acts of professional misconduct for the purposes of these by-laws:

2.1.1 Practice of the Profession

2.1.1.1 Contravening a term, condition or limitation imposed on the Member's certificate of registration.

2.1.1.2 Failing to meet the standards of the profession.

2.1.1.3 Performing a procedure which the Member knows or ought reasonably to know that she is not qualified to perform by education, training or experience.

2.1.1.4 Practicing veterinary medicine in contravention of the Veterinarian's Act.

- 2.1.1.5** Failing to properly carry out a veterinarian's order, except when:
 - (a) The order involves a procedure which the Member knows or ought reasonably to know that she is not qualified to perform by education, training or experience; or
 - (b) Carrying out the order would place the Member, another person or a patient at serious risk of harm.
- 2.1.1.6** Doing anything to a patient in the course of practicing the profession in a situation in which consent is required by law, without such a consent.
- 2.1.1.7** Abusing a client physically or verbally.
- 2.1.1.8** Causing or allowing the physical abuse of a patient, or failing to provide humane medical care for a patient.
- 2.1.1.9** Using information obtained during a professional relationship with a client or using her professional position of authority to coerce, improperly influence, harass or exploit a client or former client.
- 2.1.1.10** Practicing the profession,
 - (a) While under the influence of any substance; or
 - (b) While suffering from illness or dysfunction, which the Member knows or ought reasonably to know impairs the Member's ability to practice.
- 2.1.1.11** Discontinuing professional services that are needed unless,
 - (a) The client requests the discontinuation;
 - (b) The client withdraws from the service;
 - (c) Reasonable efforts are made to arrange alternative or replacement services;
 - (d) The client is given a reasonable opportunity to arrange alternative or replacement services;
 - or
 - (e) Continuing to provide the services would place the Member at serious risk of harm.
- 2.1.1.12** Recommending a product or service that the Member knows or ought reasonably to know is not likely to benefit the patient.
- 2.1.1.13** Putting the Member's interest, other than her personal health or safety, ahead of the patient's or client's in the course of performing the Member's professional duties.
- 2.1.1.14** Giving information about a patient to a person other than the client or his or her authorized representative except,
 - (a) With the consent of the client or his or her authorized representative;
 - (b) As required or allowed by law; or
 - (c) In a review, investigation or proceeding under these by-laws in which the professional conduct, competency or capacity of the Member is in issue and only to the extent reasonably required by the Member or the Corporation for the purposes of the review, investigation or proceeding.
- 2.1.1.15** Failing to provide a truthful and appropriate explanation of the nature of a professional service following a client's request for an explanation.
- 2.1.1.16** Failing, without reasonable cause, to provide access to the client or his or her authorized representative to the patient's record or such part or parts of the patient's record as is reasonable under the circumstances.
- 2.1.2 Members and their Qualifications**
 - 2.1.2.1** Inappropriately using a term, title or designation in respect of the Member's practice.

- 2.1.2.2 Failing to advise the Registrar promptly of a change in the name used by the Member in providing or offering to provide professional services.
- 2.1.2.3 Using a name other than the Member's name as set out in the register in the course of practising the profession except where the use of another name is necessary for personal safety, the Member's employer and the Registrar have been made aware of the pseudonym and the pseudonym is distinctive.
- 2.1.3 Record Keeping and Reports**
 - 2.1.3.1 Falsifying a patient record.
 - 2.1.3.2 Failing to keep records as required by the regulations and standards of veterinary medicine.
 - 2.1.3.3 Making a record, or issuing or signing a certificate, report or other document in the course of practising the profession that the Member knows, or ought reasonably to know is false, misleading or otherwise improper.
- 2.1.4 Miscellaneous Matters**
 - 2.1.4.1 Impugning the character of another Member.
 - 2.1.4.2 Contravening the OAVT Act or by-laws.
 - 2.1.4.3 Contravening a federal, provincial or territorial law or a municipal by-law if,
 - (a) The purpose of the law or by-law is to protect animal or public health;
 - or
 - (b) The contravention is relevant to the Member's suitability to practise.
 - 2.1.4.4 Failing to comply with an order of a panel of the Complaints Committee, Discipline Committee or Fitness to Practise Committee of the Corporation.
 - 2.1.4.5 Failing to comply with a written undertaking given to the Corporation or to carry out an agreement entered into with the Corporation.
 - 2.1.4.6 Failing to cooperate in a Corporation investigation.
 - 2.1.4.7 Failing to take reasonable steps to ensure that the requested information is provided in a complete, accurate and timely manner where a Member is required to provide information to the Corporation pursuant to the OAVT Act or these bylaws.
 - 2.1.4.8 Engaging in conduct or performing an act relevant to the practice of the profession that, having regard to all circumstances, would reasonably be regarded by Members as disgraceful, dishonourable or unprofessional, or would bring the Corporation or profession into disrepute.
 - 2.1.4.9 Failing to participate in the Association's mandatory plan of professional errors and omissions insurance.
 - 2.1.4.9.1 A person who qualifies and registers for Retired Status as outlined in Policy 5.1 shall be exempt from participating in the professional errors and omissions insurance policy

2.2 Continuing Education

- 2.2.1 The In each two-year period beginning January 1 of the year following the date of Registration, each Member shall accumulate a minimum of twenty Continuing Education Credits.
 - 2.2.1.1 Up to ten credits in excess of the minimum requirement may be transferred and credited to the following two-year period.
- 2.2.2 The definition of continuing education credits shall be fixed by the Directors.

2.2.3 It is the responsibility of the Member to submit written proof of completion of such credits to the Registrar by March 1 of the year following the end of each two-year period.

2.2.4 Exemption from CE requirements

Applications for CE exemption for the current renewal period (to a maximum of 10 credits) can be made in writing to the registrar and must be accompanied by supporting documentation (i.e. Doctor's letter). Deadline for application for exemption is November 15th to allow for processing prior to January 1st deadline.

- Medical Health reasons;
 - Illness or disability six (6) months or more with letter from doctor;
 - Death of a spouse, child, or dependant with letter from doctor;
 - Seriously ill spouse, child, or dependant with letter from doctor
 - Out of the country for more than six (6) months but less than one (1) year.

2.3 Schedule of Essential Competencies

The following list describes the competencies which a Registered Veterinary Technician is expected to acquire and maintain in order to be deemed competent and capable of the practice of the profession. These competencies also form the basis on which a veterinarian appropriately decides whether to delegate a task to a Member and supervises a Member in its performance.

- (a) **ANATOMY AND PHYSIOLOGY** – describe the anatomy, understand the physiology and understand the effects of common diseases upon cells, tissues, and the following body systems in ruminant and non-ruminant animals: skeletal, muscular, nervous, cardiovascular, central vascular, digestive, lymphatic, respiratory, excretory, reproductive, endocrine, integumentary and senses.
- (b) **ANAESTHESIA** – understand the indications, advantages, disadvantages, effects on the body, and the associated adverse side effects of the commonly used preanaesthetics and IV, IM and inhalation anaesthetic agents. Describe the stages and planes of general anaesthesia and the parameters used for monitoring during anaesthesia. Be familiar with the parts of anaesthetic machine and how to use it including the advantages and disadvantages of rebreathing and nonrebreathing systems, and precision and nonprecision vaporizers. Understand the important concepts of analgesics, muscle relaxants, assisted and controlled ventilation, fluid therapy and monitoring acid-base balance and proper oxygenation.
 - Administer analgesics and anaesthetics
 - Monitor anaesthetics
- (c) **ANIMAL BEHAVIOUR AND WELFARE** – know the chronological order of behavioural development and social behaviour. Understand methods of preventing, eliminating or modifying behaviour problems. Identify common behaviour problems. Understand the physical and psychological requirements of animals and discuss animal welfare vs. rights and various codes of conduct.
- (d) **BREEDING, REPRODUCTION, AND NEONATAL CARE** – define the basic reproductive characteristics and neonatal requirements in the bovine, canine, caprine, equine, feline, ovine and porcine. This includes puberty onset, estrus cycles, semen evaluation, gestation/parturition, pregnancy diagnosis and neonatal care.
 - Collect, prepare and evaluate vaginal smear
 - Perform semen evaluation
- (e) **CLINICAL CHEMISTRY** – understand and perform common laboratory tests and the significance of abnormal results of tests used to evaluate kidney, pancreatic, liver function, electrolytes and minerals in small and large animals.

- (f) EMERGENCY AND FIRST AID – describe triage, how to monitor respiratory, cardiovascular, renal and neurological status of the emergency patient. The clinical signs, treatment and monitoring of the patient with respiratory, cardiovascular, central nervous system, renal, reproductive system and ingestion of toxic substance emergencies. Perform CPR.
- (g) ETHICS AND JURISPRUDENCE – describe the legal and ethical aspects of the veterinary profession and how it relates to veterinary technicians/technologists. (Provincial Veterinary Medical Legislation Practice Act and OAVT By-Laws).
- (h) EXOTIC ANIMAL MEDICINE – understand the anatomical and physiological differences of avians and reptiles as compared to mammals. Understand and apply optimum housing and husbandry, restraint and handling, and nutritional requirements. Describe noninfectious and infectious diseases and parasites of various exotic species.
- (i) GENETICS – know the definitions and principles of genes and their crosses, inheritance, chromosomal abnormalities, types and lethal genes, genetic engineering, embryo transfer and artificial insemination.
- (j) IMMUNOLOGY – describe how the immune system defends the body against infection including innate and adaptive immunity, and how the body responds to a viral invasion. List and describe antibody classes and their roles in the immune response, types of adaptive responses, and hypersensitivities, cell-mediated and humoral immunodeficiencies. Describe the types production and use of vaccines.
- (k) LABORATORY ANIMAL MEDICINE – understand the practical and theoretical aspects of, research uses and characteristics; handling and breeding, signs of pain and distress, health and housing conditions; and injectable drug protocols, sites and volumes for injections and samples of: mice, rats, hamsters, gerbils, rabbits and guinea pigs.
- Determine sex
 - Perform IP, IM, SQ and IV injections
 - Know anaesthetic and recovery procedures
 - Clip teeth of rabbits or guinea pigs
 - Understand and perform anaesthetic and recovery procedures
- (l) LARGE ANIMAL NURSING – understand the practical and theoretical aspects of physical examination and normal values, common diseases and illness and the technicians role, pre & postoperative care, techniques and routes of drug administration and animal husbandry.
- Perform venipuncture – coccygeal (cow), jugular (ruminant and equine)
 - Give oral medication – balling gun, dose syringe, oral speculum and stomach tube
 - Equine leg and tail wraps
 - Give IM and SC injections
- (m) LARGE ANIMAL NUTRITION – understand the importance of nutrients in feeding large animals, the basic requirements in various life stages and the effects that environment has on nutrition requirements.
- (n) MEDICAL TERMINOLOGY – understand pertinent medical terms for all curriculum subjects.
- (o) MICROBIOLOGY AND MYCOLOGY – understand the practical and theoretical aspects of microscopic organisms including: equipment needed, various bacterial and fungal media, collection of specimens, identification of gram-positive and gram-negative bacteria, fungal identification, and how to perform various diagnostic tests to identify specific bacteria and fungi.

- (p) PARASITOLOGY – list the parasites scientific and common names, life cycles, clinical signs, laboratory techniques for identification of parasites, and treatment and control of parasite infestations. Perform laboratory techniques and identify parasites.
- Perform fecal flotation, sedimentation and direct smear
 - Administer Knotts test for heartworm antigens
- (q) PERSONAL AND PROFESSIONAL MANAGEMENT SKILLS – describe techniques that involve: increased client communication; basic management and business practices; personal and career management techniques; and marketing strategies.
- (r) PHARMACEUTICAL MATH – perform conversion of numbers to different metric units. Calculate dosages, dilutions, concentrations of solutions and drip rates.
- (s) PHARMACOLOGY – understand pharmacological terminology, pharmacokinetics, the basic classifications of drugs and general characteristics of each. The importance of proper drug administration including withdrawal times and problems with incorrect administration. Be aware of legal requirements with regards to handling, storage and record keeping of narcotic drugs. A basic understanding of common drugs used, their major effects and contraindications.
- Read and fill prescriptions
 - Perform inventory control
 - Reconstitute vaccines and prepare medications.
- (t) RADIOGRAPHY AND ULTRASOUND – understand the principles involved with x-rays and their production. Areas of study should include: practical and theoretical aspects of the x-ray machine, safety, radiographic positioning and restraint, radiographic quality, technique charts, and contrast media. Understand the basic physics of ultrasound, the ultrasound machine, the concepts of the final image and artifacts.
- Take and process diagnostics radiographs of various positions
- (u) RESTRAINT AND ANIMAL HANDLING – understand common behavioural characteristics and the danger potential of each species so that the most successful method of restraint is used and the safety of both animal and handler are kept in mind.
- Handle and restrain animals in various positions for examination and treatment
 - Show proper use of equipment such as: Elizabethan collar, cat bag, muzzle, restraint pole, halter and twitch
- (v) SANITATION, STERILIZATION AND DISINFECTION – understand the principles and different methods of sanitation, sterilization and disinfection; and how and where to use the different methods.
- Clean and disinfect cages and kennels
 - Operate and maintain autoclave
- (w) SMALL ANIMAL NURSING – understand the practical and theoretical aspects of physical examination and normal values, fluid therapy, routes of drug administration, blood collection and transfusion, ECG, anal sac expression, enemas, bandaging, animal husbandry, euthanasia and necropsy techniques.
- Perform venipuncture – cephalic, jugular, saphenous
 - Perform parenteral injections – subcutaneous, intramuscular, intradermal and intraperitoneal
 - Place IV catheter – cephalic, saphenous and jugular veins
 - Give oral medication – pilling, gastric lavage, nasogastric intubation
 - Collect urine – urinary catheterization and cystocentesis
 - Apply bandages and splints
 - Nail trims, enemas, express anal sacs, clean and medicate ears, apply eye medication
- (x) SMALL ANIMAL NUTRITION – explain the six basic nutrients and their role in supporting life. Understand and calculate a companion animals maintenance energy

requirements based on its particular life stage, why different nutrient levels change with each life stage and what effects excesses or deficiencies may have. Assist in the management or prevention of obese, critically ill and FLUTD patient. Understand the components of a pet food label and help pet owners make an educated decision on which food to feed.

- (y) **SURGICAL PREPARATION AND INSTRUMENT CARE** – recognize common surgical instruments, needles, and suture material, and their intended use. Perform proper instrument care and pack preparation for sterilization. Use aseptic technique for surgical preparation of patient and surgical site as well as correct surgical scrubbing and personal conduct in the operating room. Assist in common surgical procedures such as feline neuters, declaws and suturing.
- (z) **URINALYSIS, HAEMATOLOGY AND CYTOLOGY** – understand and perform the practical and theoretical aspects of collection and analysis of urine, Complete Blood Count, and collection, staining and interpretation of cytologic samples.
 - Perform manual differential, red and white blood cell counts
 - Perform urinalysis (sediment, SG, chemstick)
- (aa) **VETERINARY DENTISTRY** – recognize normal and abnormal dental structures, conditions and lesions, causes and stages of gingivitis and periodontitis. Perform complete dental prophylaxis, care and use of dental hand instruments and a home care program. Understand the principles of dental radiography. Assist with dental extractions.
- (bb) **VIROLOGY** – know the composition of a virus, the process of replication, and classification and identification of common viruses. Describe sample collection techniques of specimens and submission of samples. Perform various diagnostic testing procedures and common techniques for the prevention of contracting a virus.
- (cc) **ZOONOSES** – define bacterial, viral, parasitic, and mycotic zoonotic diseases and their etiology, symptoms (human and animal), transmission, diagnosis, treatment, prevention and control.

ARTICLE 3 COMPLAINTS

3.1 Complaints Committee

The Directors shall appoint a Complaints Committee consisting of one Director, two members of the Corporation in good standing who are not Directors, and two persons who are not Members of the Corporation, and shall name one of the appointees as chair of the Committee.

3.1.1 Three members of the Committee shall constitute a quorum.

3.2 Committee Powers

The Complaints Committee shall consider and investigate written complaints regarding the conduct or actions of Members.

3.2.1 Despite article 3.2, the Complaints Committee shall refuse to consider and investigate a written complaint if, in its opinion,

- (a) The complaint does not relate to professional misconduct, incompetence or incapacity on the part of a Member of the Corporation; or
- (b) The complaint is frivolous, vexatious or an abuse of process.

3.2.2 No action shall be taken by the Complaints Committee under article 3.2.4 unless,

- (a) A complaint in a form prescribed by the Registrar has been filed with the Registrar;

- (b) The Member of the Corporation whose conduct or actions are being investigated has been notified of the complaint and given at least 30 days in which to submit in writing to the Committee any explanations or representations the Member may wish to make concerning the matter; and
 - (c) The Committee has examined all the information and documents that the Corporation has that are relevant to the complaint.
- 3.2.3** Notice of a complaint under clause 3.2.2 (b) shall include reasonable information about any allegations contained in the complaint.
- 3.2.4** The Complaints Committee in accordance with the information it receives shall,
- (a) Direct that the matter be referred, in whole or in part, to the Discipline Committee or the Fitness to Practise Committee;
 - (b) Direct that the matter not be referred under clause (a);
 - (c) Require the person complained against to appear before the Complaints Committee to be cautioned;
 - (d) Refer the matter for alternative dispute resolution if the Committee considers it appropriate to do so and the complainant and the Member agree; or
 - (e) Take any action it considers appropriate in the circumstances and that is not inconsistent with the OAVT Act or these bylaws.
- 3.2.5** The Complaints Committee shall give its decision in writing to the Registrar and, except in the case of a decision made under clause 3.2.4 (a), its reasons for the decision.
- 3.2.6** Except as provided by this article, the Complaints Committee need not hold a hearing or afford to any person an opportunity for a hearing or an opportunity to make oral or written submissions before making a decision or giving a direction under this article.
- 3.2.7** The Complaints Committee shall use its best efforts to dispose of a complaint within 120 days of its being filed with the Registrar.

3.3 Notice of Decision

The Registrar shall provide the complainant and the person complained against with a copy of the written decision made by the Complaints Committee and its reasons for the decision, if any.

ARTICLE 4 DISCIPLINE

4.1 Discipline Committee

The Directors shall appoint a Discipline Committee consisting of one Director, two Members of the Corporation in good standing who are not Directors, and two persons who are not Members of the Corporation, and shall name one of the appointees as chair of the Committee.

4.1.1 Three members of the Committee shall constitute a quorum.

4.2 Committee Powers

The Discipline Committee shall,

- (a) Hear and determine matters directed or referred to it under articles 3, 7 and 8; and
- (b) Perform any other duties assigned to it by the Directors.

4.2.1 Professional Misconduct

The Discipline Committee may find a Member of the Corporation guilty of professional misconduct if, after a hearing, the Committee believes that the Member has engaged in conduct that,

- (a) Contravenes the OAVT Act or these by-laws;
- (b) Contravenes an order of the Discipline Committee, the Complaints Committee or the Registrar; or
- (c) Is defined as being professional misconduct in these by-laws.

4.2.2 Incompetence

The Discipline Committee may, after a hearing, find a Member of the Corporation to be incompetent if, in its opinion, the Member has displayed in her professional responsibilities a lack of knowledge, skill or judgment or disregard for the welfare of a person or animal of a nature or extent that demonstrates that the Member is unfit to continue to carry out her or her professional responsibilities or that a certificate of registration held by the Member under the OAVT Act should be made subject to terms, conditions or limitations.

4.2.3 If the Discipline Committee finds a Member guilty of professional misconduct or to be incompetent, it shall make an order doing one or more of the following:

- (a) Directing the Registrar to revoke any certificate of registration held by the Member under the OAVT Act.
- (b) Directing the Registrar to suspend any certificate of registration held by the Member under the OAVT Act for a specified period, not exceeding 24 months.
- (c) Directing the Registrar to impose specified terms, conditions or limitations on any certificate of registration held by the Member under the OAVT Act.
- (d) Directing that the imposition of a penalty be postponed for a specified period and not be imposed if specified terms are met within that period.

4.2.4 If the Discipline Committee finds a Member guilty of professional misconduct, it may, in addition to exercising its powers under article 4.2.3, make an order doing one or more of the following:

- (a) Requiring that the Member be reprimanded, admonished or counselled by the Committee or its delegate and, if considered warranted, directing that the fact of the reprimand, admonishment or counselling be recorded on the register for a specified or an unlimited period.
- (b) Imposing a fine in an amount that the Committee considers appropriate, to a maximum of \$5,000, to be paid by the Member to the Corporation.
- (c) Directing that the finding and the order of the Committee be published, in detail or in summary, with or without the name of the Member, in the official publication of the Corporation and in any other manner or medium that the Committee considers appropriate in the particular case.
- (d) Fixing costs to be paid by the Member.

4.2.5 In making an order under paragraph (d) of article 4.2.3, the Committee may specify the terms that it considers appropriate, including but not limited to terms requiring the successful completion by the Member of specified courses of study.

4.2.6 In making an order revoking or suspending a certificate of registration or imposing terms, conditions or limitations on a certificate of registration, the Committee may fix a period during which the Member may not apply under article 8.

4.3 Published Decision

The Discipline Committee shall cause a determination by the Committee that an allegation of professional misconduct or incompetence was unfounded to be published in the official

publication of the Corporation, on the request of the Member against whom the allegation was made.

4.4 Costs

If the Discipline Committee believes that the commencement of the proceeding was unwarranted, the Committee may order that the Corporation reimburse the Member of the Corporation for her costs or the portion of them fixed by the Discipline Committee.

ARTICLE 5 FITNESS TO PRACTISE

5.1 Fitness to Practise Committee

The Directors shall appoint a Fitness to Practise Committee consisting of one Director, two Members of the Corporation in good standing who are not Directors, and two persons who are not Members of the Corporation, and shall name one of the appointees as chair of the Committee.

5.1.1 Three members of the Committee shall constitute a quorum.

5.2 Committee Powers

The Fitness to Practise Committee shall,

- (a) Hear and determine matters directed or referred to it under articles 3, 7 or 8; and
- (b) Perform any other duties assigned to it by the Directors.

5.2.1 Incapacity

The Fitness to Practise Committee may, after a hearing, find a Member of the Corporation to be incapacitated if, in its opinion, the Member is suffering from a physical or mental condition or disorder such that,

- (a) The Member is unfit to continue to carry out her professional responsibilities; or
- (b) A certificate of registration held by the Member under the OAVT Act should be made subject to terms, conditions or limitations.

5.2.2 If the Fitness to Practise Committee finds a Member to be incapacitated, it shall make an order doing one or more of the following:

- (a) Directing the Registrar to revoke the Member's certificate of registration.
- (b) Directing the Registrar to suspend the Member's certificate of registration for a specified period, not exceeding 24 months.
- (c) Directing the Registrar to impose specified terms, conditions or limitations on the Member's certificate of registration.
- (d) Directing that the imposition of a penalty be postponed for a specified period and not be imposed if specified terms are met within that period.

5.2.3 In making an order under paragraph (d) of article 5.2.2, the Committee may specify the terms that it considers appropriate, including but not limited to terms requiring the production to the Committee of evidence satisfactory to it that any physical or mental condition or disorder in respect of which the penalty was imposed has been resolved.

5.2.4 In making an order revoking or suspending a certificate of registration or imposing terms, conditions or limitations on a certificate of registration, the Committee may fix a period during which the Member may not apply under article 8.

5.3 Published Decision

The Fitness to Practise Committee shall cause a determination by the Committee that an allegation of incapacity was unfounded to be published in the official publication of the Corporation, on the request of the Member against whom the allegation was made.

5.4 Costs

If the Fitness to Practise Committee believes that the commencement of the proceeding was unwarranted, the Committee may order that the Corporation reimburse the Member for her costs or the portion of them fixed by the Committee.

ARTICLE 6 PROCEDURE ON HEARINGS

This article applies to hearings of the Discipline Committee under article 4 and to hearings of the Fitness to Practise Committee under article 5.

6.1 Parties

The Corporation and the Member of the Corporation whose conduct or actions are being investigated are parties to the hearing.

6.1.1 A party to the hearing shall be given an opportunity to examine before the hearing any documents that will be given in evidence at the hearing.

6.2 Committee Members

Members of the Discipline Committee or Fitness to Practise Committee holding a hearing shall not have taken part before the hearing in any investigation of the subject-matter of the hearing, other than as a Director considering the referral of the matter to the Discipline Committee or Fitness to Practise Committee, and shall not communicate directly or indirectly about the subject-matter of the hearing with any person or with any party or representative of a party except on notice to and opportunity for all parties to participate.

6.3 Advisers

Despite article 6.2, the Discipline Committee or Fitness to Practise Committee may seek legal advice from an adviser independent from the parties and, in that case, the nature of the advice shall be made known to the parties so that they may make submissions as to the law.

6.4 Public Hearings

A hearing of the Discipline Committee shall, subject to articles 6.4.1 and 6.4.2, be open to the public.

6.4.1 The Discipline Committee may make an order that the public, including Members of the Corporation, be excluded from a hearing or any part of a hearing if the Committee is satisfied that,

- (a) Matters involving public security may be disclosed;
- (b) Financial or personal or other matters may be disclosed at the hearing of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public;
- (c) A person involved in a civil or criminal proceeding may be prejudiced; or
- (d) The safety of a person may be jeopardized.

6.4.2 The Discipline Committee may also make an order that the public, including Members of the Corporation, be excluded from any part of a hearing in which it will deliberate whether to exclude them from a hearing or a part of a hearing.

6.5 Closed Hearings

A hearing of the Fitness to Practise Committee shall, subject to article 6.5.1, be closed to the public, including Members of the Corporation.

6.5.1 A hearing of the Fitness to Practise Committee shall be open to the public, including Members of the Corporation, if the person who is alleged to be incapacitated requests it in a written notice received by the Registrar before the day the hearing commences, unless the Fitness to Practise Committee is satisfied that,

- (a) Matters involving public security may be disclosed;
- (b) Financial or personal or other matters may be disclosed at the hearing of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest outweighs the desirability of acceding to the request of the person who is alleged to be incapacitated;
- (c) A person involved in a civil or criminal proceeding may be prejudiced; or
- (d) The safety of a person may be jeopardized.

6.5.2 The Fitness to Practise Committee may also make an order that the public, including Members of the Corporation, be excluded from any part of a hearing in which it will deliberate whether to exclude them from a hearing or a part of a hearing.

6.6 Evidence Recorded

The oral evidence taken before the Discipline Committee or Fitness to Practise Committee shall be recorded and, if requested by a party, copies of a transcript shall be provided to the party at the party's expense.

6.7 Right to Participate in Decision

No member of the Discipline Committee or Fitness to Practise Committee shall participate in a decision of the committee following a hearing unless he or she was present throughout the hearing and heard the evidence and argument of the parties.

6.8 Documentary Evidence

Documents and things put in evidence at a hearing shall, on the request of the party who produced them, be returned by the Discipline Committee or Fitness to Practise Committee within a reasonable time after the matter in issue has been finally determined.

6.9 Committee Decision

Subject to article 6.9.1, the committee shall give its decision in writing with reasons and serve it,

- (a) On the parties; and
- (b) If the matter was referred to the Discipline Committee as a result of a complaint under article 3.2, on the complainant.

6.9.1 If the hearing was closed, the Discipline Committee or Fitness to Practise Committee may, in its discretion, withhold reasons when it serves its decision on the complainant.

ARTICLE 7 REFERENCE BY DIRECTORS

7.1 Directed Hearings

- 7.1.1 The Directors may direct the Discipline Committee to hold a hearing and determine any allegation of professional misconduct or incompetence on the part of a Member of the Corporation.
- 7.1.2 The Directors may direct the Fitness to Practise Committee to hold a hearing and determine any allegation of incapacity on the part of a Member of the Corporation.

7.2 Interim Order

The Directors may make an interim order directing the Registrar to suspend the certificate of registration of a Member of the Corporation or impose terms, conditions or limitations on a Member's certificate of registration if,

- (a) An allegation respecting the Member has been referred to the Discipline Committee or to the Fitness to Practise Committee; and
- (b) The Directors believe that the actions or conduct of the Member in the course of her practice exposes or is likely to expose a person or animal to harm or injury.

- 7.2.1 No order shall be made under article 7.2 unless the Member has been given,
 - (a) Notice of the Directors' intention to make the order; and
 - (b) At least 14 days to make written submissions to the Directors.

- 7.2.2 Clause 7.2.1 (b) does not apply if the Directors believe that the delay would be inappropriate in view of the risk of harm or injury to a person or persons.

- 7.2.3 Except as provided by this article, the Directors need not hold a hearing or afford any person an opportunity to make oral or written submissions before making a decision or giving a direction under this article.

7.3 Expeditious Process

If an order is made under article 7.2 in relation to a matter referred to the Discipline Committee or to the Fitness to Practise Committee,

- (a) The Corporation shall prosecute the matter expeditiously; and
- (b) The Committee shall give precedence to the matter.

7.4 Duration of Order

An order under article 7.2 continues in force until the matter is disposed of by the Discipline Committee or the Fitness to Practise Committee.

ARTICLE 8 REINSTATEMENT AND VARIATION

8.1 Application

- 8.1.1 A person who has had a certificate of registration revoked or suspended as a result of a proceeding before the Discipline Committee may apply in writing to the Registrar to have a new certificate issued or the suspension removed.
- 8.1.2 A person who has a certificate of registration that is subject to terms, conditions or limitations as a result of a proceeding before the Discipline Committee may apply in writing to the Registrar for the removal or modification of the terms, conditions or limitations.

8.1.3 An application under article 8.1.1 or 8.1.2 shall not be made before the expiry of the period fixed for the purpose by the Discipline Committee under article 4.2.6 or under paragraph (f) of article 8.3, as the case may be.

8.1.4 If the Discipline Committee did not fix a period under article 4.2.6 or under paragraph (f) of article 8.3, an application under article 8.1.1 or 8.1.2 shall not be made earlier than one year from the date of the order under article 5 or the date of the last order made under this article, as the case may be.

8.2 Referral

The Registrar shall refer an application under article 8.1.1 or 8.1.2 to the Discipline Committee.

8.3 Order

The Discipline Committee may, after a hearing, make an order doing one or more of the following:

- (a) Refusing the application.
- (b) Directing the Registrar to issue a certificate of registration to the applicant.
- (c) Directing the Registrar to remove the suspension of the applicant's certificate of registration.
- (d) Directing the Registrar to impose specified terms, conditions and limitations on the applicant's certificate of registration.
- (e) Directing the Registrar to remove any term, condition or limitation on the applicant's certificate of registration.
- (f) Fixing a period during which the applicant may not apply under this article.

8.4 Parties

The Corporation and the applicant are parties to the hearing under this article.

8.4.1 A party to the hearing shall be given an opportunity to examine before the hearing any documents that will be given in evidence at the hearing.

8.5 Closed Hearings

Hearings of the Discipline Committee under this article shall be closed to the public, including Members of the Corporation.

8.6 Evidence Recorded

If requested by a party, the oral evidence taken before the Discipline Committee under this article shall be recorded and, if requested by a party, copies of a transcript shall be provided to the party at the party's expense.

8.7 Right to Participate in Decision

No member of the Discipline Committee shall participate in a decision of the Committee under this article unless he or she was present throughout the hearing and heard the evidence and the argument of the parties.

8.8 Documentary Evidence

Documents and things put in evidence at a hearing under this article shall, on the request of the party who produced them, be returned by the Discipline Committee within a reasonable time after the matter in issue has been finally determined.

8.9 Committee Decision

The Discipline Committee shall give its decision under this article in writing, with reasons, and shall serve each party with a copy of the decision.

8.10 Fitness to Practise

Articles 8.1 to 8.9 apply with necessary modifications to the Fitness to Practise Committee and, for the purpose,

- (a) A reference to the Discipline Committee shall be deemed to be a reference to the Fitness to Practise Committee; and
- (b) A reference to article 4.2.6 shall be deemed to be a reference to article 5.2.4.

8.11 Directors' Powers

The Directors may, without a hearing, with respect to a person who has had a certificate suspended or revoked for any reason under this Act, make an order doing one or more of the following:

- (a) Directing the Registrar to issue a certificate of registration to the person.
- (b) Directing the Registrar to remove the suspension of the person's certificate of registration.

ARTICLE 9 APPEAL TO COURT

9.1 Right to Appeal

A party to a proceeding before the Fitness to Practise Committee or Registration Appeals Committee may appeal to the Divisional Court, in accordance with the rules of court, from the decision or order of the committee.

9.2 Manner of Appeal

Such appeals will be conducted in the same manner as appeals from the decision or order of the Discipline Committee, as prescribed in Article 10 of the OAVT Act, 1993.

9.3 Appeal Does not Stay Order or Decision

An appeal from a decision or order of a committee mentioned in article 9.1 does not operate as a stay of that decision or order.

ARTICLE 10 REGISTRATION DUES

Dues pertaining to the cost of maintaining the system of Registration described in this by-law shall be fixed by the Directors.

By-Law #3:

A by-law relating to the powers of the Association to prescribe the courses of study to be pursued by students and candidates in order to satisfy the academic requirements of Full membership.

ARTICLE 1 APPROVAL OF EDUCATIONAL PROGRAMS

1.1 Approval Standard

The Directors shall from time to time publish the *OAVT Standards for Approval of Programs of Study in Veterinary Technology*.

1.2 Evaluation Committee

The Directors shall appoint an Evaluation Committee consisting of three Members of the Corporation in good standing, and shall name one of the appointees as chair of the Committee.

1.2.1 Three members of the Committee shall constitute a quorum.

1.2.2 The Directors may prescribe further procedures for the operation of the Evaluation Committee or other matters pertaining to the approval process that are not in conflict with these by-laws.

1.3 Committee Powers

The Evaluation Committee shall,

- (a) Receive and consider applications for program approval from educational institutions;
- (b) Appoint a site visit team as described in the College Approval Process;
- (c) Instruct site visit teams in their duties;
- (d) Review the reports of site visit teams and all other pertinent documentation; and
- (e) Perform any other duties assigned to it by the Directors.

1.3.1 The Evaluation Committee, in accordance with the information it receives, shall

- (a) Grant approval for a three-year period;
- (b) Grant approval for a shorter period, specifying such terms, conditions or limitations as it deems appropriate in the circumstances;
- (c) Deny or revoke approval; or
- (d) Grant a two year extension at the discretion of the committee if there are no major changes to the program and if the program was given full approval in the most recent three year period.

1.3.2 In reaching its decision, the Evaluation Committee shall take into consideration the following:

- (a) The application and supporting document submitted by the applicant;
- (b) Test scores of recent graduates from the program on the entrance examination prescribed by the Directors;
- (c) The report of the site visit team; and
- (d) Any other objective information relevant to the program's adherence to the *OAVT Standards for Approval of Programs of Study in Veterinary Technology*.

1.3.3 If the program is currently accredited by another body, or is in the process of applying for such accreditation, the Committee may, at its discretion, waive the requirement for a site visit.

1.4 Committee Decision

The committee shall give its decision in a written report to the applicant and the Directors of the Corporation. The report shall include,

- (a) The reasons for the decision;
- (b) Comments on the program's strengths and weaknesses; and
- (c) Any other information deemed helpful to the applicant in maintaining or improving the quality of its program.

1.4.1 For the purposes of the by-laws, the decision of the Evaluation Committee to grant approval to a program of study shall constitute the approval by the Directors.

1.5 Costs

The applicant shall be responsible for the following costs:

- (a) The application fee, which will be fixed by the Directors;
- (b) All expenses associated with the site visit, including but not restricted to travel, accommodations, meals, telephone, and courier costs.

1.6 Appeal

An applicant may appeal a decision of the Evaluation Committee to the Directors.

1.6.1 An appeal may be made on either of the following grounds:

- (a) That the Evaluation Committee failed to conduct an adequate investigation of the program's compliance with the approval standards; or
- (b) That the decision of the Evaluation Committee was not reasonable under the circumstances.

1.6.2 An appeal must be in writing and must state the specific basis on which the appeal is made under article 1.6.1. The appeal must be accompanied by a cheque for the appeal fee, the amount of which will be fixed from time to time by the Directors.

1.6.3 The decision of the OAVT Board will be final.

1.7 Re-Application

If approval has been denied or revoked, an applicant may re-apply at any time. The program will be subject to the full process of application and site visit, with all associated fees and costs.

1.8 Subsequent Changes

If a program undergoes substantial revision during the term of its approval in any respect covered by the standards, the administration of the program must inform the Registrar in a timely fashion. The Evaluation Committee may review the approval status and, at its discretion, take such action as it deems advisable.

1.9 Status of Graduates from Non-Approved Programs

If a program's approval is denied or revoked, students graduating from the program after the date of the decision will be denied the privilege of writing the entrance examination prescribed by the Directors.

1.9.1 If approval is subsequently granted due to re-application or appeal, the decision will specify when graduates of the program may begin to write the entrance examination prescribed by the Directors.

1.10 Other Details of Procedure

The Directors shall have the power to determine any and all other details of the procedure associated with applications for approval of educational programs.