

BYLAWS

Of the

Saskatchewan Veterinary Medical Association

(Revised September 08, 2017)



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1 OBJECTIVES

- 1.1 The objectives of the association are:
- (a) to do all things that may be necessary or incidental to enhancing the contribution of veterinarians to the public;
 - (b) to ensure to the public the proficiency and competency of veterinarians in Saskatchewan;
 - (c) to promote and increase the knowledge, skill and proficiency of its members in the practice of veterinary medicine;
 - (d) to encourage and ensure an overall standard of ethical behaviour by its members.

2 SEAL

- 2.1 The association shall have a seal.
- 2.2 The seal shall be in the custody of the registrar.
- 2.3 The seal shall be affixed to all membership certificates issued to members pursuant to these rules.
- 2.4 The seal shall only be affixed to any document after the document has been signed:
- (a) by the president and secretary-treasurer or by either the president or secretary-treasurer together with one other member of council authorized by council to sign such document; or
 - (b) by the registrar in the case of a letter or certificate of professional standing or its equivalent.

3 INTERPRETATION

- 3.1 “Act” means The Veterinarians Act, 1987 and any amendments thereto.
- 3.2 Reference to the plural herein shall include the singular and vice versa, and reference to the masculine shall include the feminine and vice versa, as the context may require.

- 3.3 The captions, section numbers, and article numbers herein are inserted as a matter of convenience only and in no way define or limit the scope or intent of such clauses or articles and such captions, section numbers, and article numbers shall not in any way affect the interpretation or construction of these bylaws.
- 3.4 Professional corporation means a corporation which is registered as a professional corporation under the bylaws and holds a valid permit issued by the association.
- 3.5 “Professional Corporations Act” means the Professional Corporations, SS. 2001 as revised, amended, or replaced from time to time.

4 FISCAL YEAR

- 4.1 The fiscal year of the association shall be from January 1 to December 31 of each year.

5 RULES OF ORDER

- 5.1 The rules contained in Robert’s Rules of Order shall govern the association in all cases to which they are applicable.

6 COUNCIL

6.1 MEMBERSHIP AND POWERS

(a) The association shall be governed by a council of seven (7) members elected in accordance with the Act and bylaws and one (1) person appointed pursuant to the Act.

(b) Council shall have sole control and management of the affairs and business of the association and the care and control of its property and funds as provided in the Act.

6.2 ELECTIONS

(a) The election of council shall take place at the annual general meeting of the association.

(b) The president shall appoint annually at least three (3) months prior to the annual general meeting a nominating committee consisting of at least three members for the purpose of selecting candidates to stand for election to council.

(c) No member is eligible to be elected as a member of council unless he is a resident of Saskatchewan or he holds a valid general practice license issued by the association and is engaged in the practice of veterinary medicine in Saskatchewan.

(d) The names of the candidates so nominated shall be placed before the annual general meeting.

(e) Further nominations of candidates for election to council may be made from the floor of the annual general meeting.

(f) The persons qualified to vote at the election of members of council shall be members of the association whose fees are fully paid.

(g) All candidates properly nominated shall be formally presented to the annual meeting immediately prior to balloting.

(h) Members elected to council shall be limited to two (2) consecutive two-year terms, unless an extension is required for the member to hold the office of immediate past president.

6.3 VOTING

(a) Voting shall be by secret ballot and each person voting shall vote for not more than the number of persons to be elected, and a ballot marked for any greater number shall be declared void.

(b) The meeting shall appoint two (2) persons to act with the registrar as scrutineers, and the scrutineers shall sign the election book after voting is completed.

(c) If two or more members receive an equal number of votes, leaving the election of one or more such members undecided, the member or members to be elected shall be decided by another secret ballot at the same annual general meeting.

(d) The members of council shall hold office for two (2) years or until their successors are elected, four (4) members being elected in one (1) year and three (3) in the following year to replace those whose terms have expired.

(e) The new members of council shall take office at the conclusion of the annual meeting at which they are elected.

6.4 VACANCY DURING TERM

Upon the death or resignation of a member of council, the remaining members of council may appoint another member of the association to fill the vacancy until the next annual general meeting, when a successor shall be elected in the manner herein prescribed to hold office for the remainder of the term, if any.

6.5 OFFICERS

(a) At the first meeting of council held on or after the first day of September of each year, the members of council shall elect from their number a president and a vice-president and appoint a secretary-treasurer, a registrar and a chief executive officer, or one person to serve as registrar, secretary-treasurer and chief executive officer.

(b) A person appointed to council pursuant to the Act may not hold the offices of president or vice-president of the association.

(c) Council may appoint any other officers that may be provided for in these bylaws.

6.6 COMMITTEES

(a) Council may appoint such committees from among the membership as may be deemed necessary by council to carry out the objectives of the association.

(b) Pursuant to the Act, committees are established to assist council in governing the association; such committees are standing committees or ad hoc committees.

7 REMUNERATION AND REIMBURSEMENT

7.1 Members elected to council or appointed to council under bylaw 6.4 and members of committees established by council shall be paid such reasonable traveling expenses as may from time to time be determined and approved by resolution of council.

7.2 There shall be paid to the registrar and employees of the association such salaries and remuneration and reasonable traveling expenses as may from time to time be determined and approved by resolution of council.

8 REGISTRAR AND CHIEF EXECUTIVE OFFICER

8.1 The registrar shall keep registers in which he shall enter the names and addresses of the following:

- (a) all active members of the association who are either licensed to practise in Saskatchewan or who have met the requirements for the class of license for which the application is made and stand to receive a license;
- (b) all social members of the association;
- (c) all student members of the association;
- (d) all life members of the association;
- (e) all honorary members of the association;
- (f) all temporary members of the association;
- (g) all veterinary technologists registered with the association pursuant to the Act and these bylaws;
- (h) all professional corporations registered with the association pursuant to bylaw 36 and all directors of every professional corporation that is registered shall be listed on the professional corporations register.

8.2 All registers maintained by the registrar shall be open to the public during regular office hours of the association.

8.3 The registrar shall:

- (a) file on behalf of the association such documentation with the Department of Consumer and Commercial Affairs as may be required from time to time by the Act;
- (b) oversee licensing for all members of the association and issue all membership certificates and practicing licenses;
- (c) oversee the registration of veterinary technologists and student members;
- (d) oversee the inspection, accreditation, and registration of practices;
- (e) prepare and present a registrar's report to council as required;
- (f) administer all disciplinary procedures as provided for in the Act and bylaws by communicating with the professional conduct committee and discipline committee and organizing discipline hearings;

(g) perform such other duties as council may from time to time require.

8.4 The registrar and chief executive officer shall be bonded in an amount fixed by council.

8.5 The chief executive officer shall oversee the operations of the SVMA office.

9 SECRETARY – TREASURER

9.1 The secretary-treasurer shall oversee the finances and records and be able to present to the finance committee and to council budget requirements and investment options and maintain cheque signing authority.

9.2 The secretary-treasurer shall oversee that all council and association material is recorded at the office.

9.3 The secretary-treasurer shall have the books of the association audited annually by an auditor appointed at the annual general meeting and shall present such audit at the annual general meeting.

9.4 The secretary-treasurer shall be bonded in an amount fixed by council

9.5 The secretary-treasurer shall perform such other duties as council may from time to time require.

10 COMMUNICATIONS AND MEMBER SERVICES CO-ORDINATOR

10.1 The communications and member services co-ordinator shall:

(a) record the minutes of all meetings and records of council and of the association;

(b) keep the records of council and of the association and prepare agendas as required;

(c) present in proper order all council, general meeting and committee materials;

(d) be responsible for the newsletter and other association publications;

(e) be the coordinator for continuing education events;

(f) maintain the records of all practice inspections;

- (g) assist the practice inspectors with scheduling of practice inspections;
 - (h) receive and maintain documents associated with practice inspections;
 - (i) assist the office co-ordinator when necessary.
- 10.2 The communications and member services co-ordinator shall perform such other duties as council may from time to time require.
- 10.3 The communications and member services co-ordinator shall be bonded in an amount fixed by council.

11 OFFICE CO-ORDINATOR

- 11.1 The office co-ordinator shall:
- (a) maintain the financial records of the association, receive all funds, issue all receipts and deposit all funds to the credit of the association in a chartered bank or credit union;
 - (b) be responsible for office correspondence;
 - (c) act as custodian and ensure the safe keeping of all association equipment and property;
 - (d) maintain the office and ensure adequate supplies;
 - (e) negotiate contracts associated with the administration of the office;
 - (f) act as receptionist for the association;
 - (g) manage and maintain the association information system;
 - (h) act as secretary to the registrar;
 - (i) assist the communications and member services co-ordinator when necessary.
- 11.2 The office co-ordinator shall perform such other duties as council may from time to time require.
- 11.3 The office co-ordinator shall be bonded in an amount fixed by council.

12 COUNCIL MEETINGS

- 12.1 The president shall act as chair at meetings of council. In the absence of the president from any meeting, the vice-president shall act as the president.
- 12.2 Four (4) members of the council, one of whom must be the president or vice-president, shall form a quorum.
- 12.3 Notice in writing of council meetings, which notice shall be delivered to the council member by first class mail or electronic mail at least two (2) weeks prior to the meeting. In case of an emergency, a meeting may be convened on short notice.
- 12.4 All votes of council shall be decided by a majority of those present.
- 12.5 Subject to bylaw 12.3, council may make rules and regulations as to the times and places of the meetings of council and the mode of calling same, which rules and regulations shall remain in force until altered by council. In the absence of any rule or regulation it shall be lawful for the president, or in the event of his absence or death, for the vice-president to call a meeting of council at such time and place as he deems fit.
- 12.6 In default of a quorum of council after a lapse of one-half hour beyond the time that the meeting was to commence, the president or vice-president or, in the absence of both, the senior member (seniority being determined on the basis of number of years as a member of the association) present may adjourn the meeting to another time and place at least two (2) weeks and no more than nine (9) weeks in the future. Written notice of the new time and place may be given by mail in accordance with bylaw 12.3 if time permits and otherwise shall be delivered personally to council members at least one (1) week prior thereto.
- 12.7 Council members present at a council meeting are deemed to have waived their right to receive written notice as provided for in this bylaw.

13 GENERAL MEETINGS

- 13.1 There shall be an annual general meeting of the association at such time and place as designated by council of the association and in any event said meeting shall be held once each calendar year and not later than sixteen (16) months from the immediately preceding annual general meeting.
- 13.2 A special general meeting of the members of the association shall be held:
- (a) on resolution of council;

- (b) on demand in writing specifying the purpose for which the special general meeting is requested and signed by at least twenty-five (25) members of the association.
- 13.3 The special general meeting of the association shall be held within ninety (90) days of receipt by the registrar of the written request referred to in bylaw 13.2(b) hereof.
- 13.4 A quorum for any general meeting shall be twenty (20) members present and entitled to vote.
- 13.5 At least ten (10) days prior to the day fixed for any special or general meeting, the registrar shall mail or cause to be mailed to every member of the association, addressed to him at the address given in the register of the association, a notice of such meeting.
- 13.6 The order of business at general meetings of the association shall be as follows:
- Approval of Agenda
 - Approval of the Minutes of the last General Meeting
 - Business Arising
 - President's Report
 - Registrar's Report
 - Financial Report (including auditor's report)
 - Committee Reports
 - Representative Reports
 - Elections
 - New Business
 - Other Business
 - Notice of Motion(s)
 - Adjournment
- 13.7 The president shall preside at all meetings of the association or, in his absence, the vice-president or, should he be absent, the meeting shall appoint as chairman a member of council present at such meeting.
- 13.8 An auditor shall be appointed at the annual general meeting.
- 13.9 In default of a quorum of members present in person and entitled to vote at a general meeting, after a lapse of one-half hour beyond the time that the meeting was to commence, the president or vice-president or, in the absence of both, the senior member (seniority being determined on the basis of most number of years as a member of the association) present may adjourn the meeting to another time and place at least four (4) weeks in the future or indefinitely with the consent of the

members present. Notice of the new time and place, if any, shall be sent to the members by the registrar forthwith and no later than ten (10) days preceding the date thereof.

14 MEMBERSHIP

14.1 To become a member of the association, a person must:

(a) apply in writing to the registrar, using the form prescribed by council from time to time, which application shall be accompanied by a non-refundable application fee as stated in the fee schedule approved at each annual general meeting;

(b) provide evidence satisfactory to council of:

(1) graduation from a veterinary college or university with a degree in veterinary medicine;

(2) date of birth (must be at least eighteen (18) years of age);

(3) good standing with any veterinary association or equivalent body in which membership is or has been held; (The applicant's name has not been struck from the register and he is not currently under suspension or under investigation by a licensing body.)

(4) a Canadian Veterinary Medical Association Certificate of Qualification (C of Q). Applicants are exempt from having a C of Q if licensed anywhere in Canada prior to December 31, 1986.

(c) attend a seminar and write and pass an examination on the provisions of the Act and the bylaws of the association;

(d) pay the fee required under bylaw 21 or the appropriate portion of the fee as prescribed by council. Members may practice veterinary medicine through a sole proprietorship, a partnership, association of persons, or corporation.

14.2 Members may practice veterinary medicine through a sole proprietorship, a partnership, association of persons, or corporation.

14.3 Upon receipt of an application for membership the registrar shall refer same to council and, if council is satisfied all requirements have been met by the applicant, council shall direct the applicant be registered as a temporary member until such time

as the applicant has attended a licensing seminar and passed an examination on the Act and the bylaws of the association.

14.4 Upon satisfactorily complying with these bylaws and the Act an applicant is entitled to be registered and to receive a licence. The registrar shall enter the applicant's name on the register as a member and issue a licence.

(a) to resign from the association the member must notify the registrar in writing. The resignation will be entered in the register.

14.5 GENERAL PRACTICE MEMBER

(a) FULL

A full general practice member is a registered veterinarian who is licensed to engage in any form of veterinary practice.

(b) LIMITED

A limited general licence has conditions or limitations imposed by council. The limited general practice member is a registered veterinarian who practises veterinary medicine in accordance with the conditions of the licence. A limited licence terminates when the member ceases to practise in their area of specialty or they qualify as a full general member.

(1) the holder of a limited practice licence may be exempted from the requirements of bylaw 14.1(b) (4) if the veterinarian:

(a) is a "diplomate" who is board certified in a veterinary specialty area of the American Board of Veterinary Specialties (ABVS) or equivalent,

or

(b) is eligible to write the board examinations of the ABVS or equivalent

(c) holds a recognized specialty certification from the American Board of Veterinary Practitioners or equivalent or

(d) is recognized by council as having unique credentials combining academics and experience that qualify the individual in a specialized field of veterinary medicine.

(c) the fee for the general practice licence shall be the annual registration fee as stated in the fee schedule pursuant to bylaw 21.1.

- (d) general members have full voting rights in the association. They can be elected to council, hold office and be appointed to legislated committees.

14.6 EDUCATIONAL PRACTICE MEMBER

An educational practice member is a registered veterinarian who only engages in the practise of veterinary medicine as an appointee in an internship, residency, graduate studies, or other educational program approved by council.

- (a) the holder of an educational licence may engage in the practise of veterinary medicine only as required by the program of education in which the licensee is enrolled and only under the supervision of a full-time employee of the University of Saskatchewan who holds a full or limited general licence.
- (b) the holder of an educational licence is exempted from meeting the requirements of bylaw 14.1(b) (4).
- (c) an educational licence terminates when the member ceases to hold an appointment in an internship, residency, graduate studies, or educational program approved by council.
- (d) an applicant from this category will be considered a new applicant when applying for a general practice membership.
 - (1) an educational practice member who has surrendered a general practice membership and has immediately thereafter been issued an educational practice membership shall be deemed to meet all necessary requirements for issuing a general practice membership (full or limited) for one (1) year following termination of the educational practice membership.
- (e) this licence may be subject to other conditions and limitations set by council.
- (f) the fee for an educational licence shall be 50% of the annual registration fee as stated in the fee schedule pursuant to bylaw 21.1.
- (g) educational practice members do not have voting rights in the association. They cannot be elected to council or hold office. They cannot be appointed to legislated committees.

14.7 SHORT-TERM PRACTICE MEMBER

A short-term practice member is a registered veterinarian who is licensed to engage in any form of veterinary practice for a period not exceeding ninety (90) days total in any fiscal year. The short term licence is valid until December 31st in the year in which it is granted.

- (a) the applicant must meet the criteria set out in bylaw 14.1 and may be granted either a full or a limited short term licence.
- (b) the applicant must be affiliated with an inspected practice in Saskatchewan, or with an organization/event approved by council. Approval of organizations and events will be granted on a case by case basis.
- (c) the member must submit a log of dates, times and locations of employment in the province of Saskatchewan to the registrar on or before December 31st of the year in which the licence was granted.
- (d) the fee for a short-term practice licence shall be the registration fee as stated in the fee schedule pursuant to bylaw 21.1.
- (e) an applicant from this category will be considered a new applicant when he applies for a general practice membership.
- (f) short term practice members do not have voting rights in the association. They cannot be elected to council or hold office. They cannot be appointed to legislated committees.

14.8 TEMPORARY PRACTICE MEMBERSHIP

Council may at its discretion issue temporary memberships in the association for the following persons:

- (a) applicants for membership who are graduates from an accredited veterinary school pending the writing of, or confirmation of results of, the North American Veterinary Licensing Examination (NAVLE).
- (b) applicants requiring attendance at a licensing seminar or successful completion by that person of an examination on The Act and bylaws of the association.
- (c) a graduate veterinarian who has qualified to enter or has entered the National Examining Board process to obtain a Certificate of Qualification.
- (d) such other persons as council may in its discretion see fit.

(e) no independent practice activity is allowed. The temporary practice member must practise under indirect or direct supervision (as determined by council) of a general practice member (full or limited).

(1) direct supervision must be available when the temporary member is engaged in the practise of veterinary medicine as defined by section 2(1) of The Veterinarians Act, 1987 (SK)

(2) the supervising veterinarian is immediately available on site at all times

(3) a general practice member shall at no time supervise more than one temporary member

(f) council may attach such terms and conditions to a temporary membership as it deems fit, including, but without restricting the foregoing, restrictions as to the type of practice, geographic area of practice, or employer.

(g) at its discretion, council may renew a temporary membership for up to twelve (12) months. The maximum period of time a temporary licence can be held is twenty-four (24) months.

(h) the fee for a temporary practice membership shall be the registration fee as stated in the fee schedule pursuant to bylaw 21.1

(i) temporary members cannot vote in any proceedings of the association, cannot be elected to council, hold office or be appointed to legislated committees.

15 SABBATICAL LEAVE

Sabbatical leave is a temporary leave of absence from active membership in the association on various grounds, encompassing but not restricted to educational leave, compassionate leave, or temporary absence from the province. (This permits members to cease the practise of veterinary medicine in Saskatchewan on a temporary basis and relieve them from the payment of regular membership fees.) Conditions:

15.1 Each sabbatical leave requires the approval of council except as outlined in 15.5(a).

15.2 A sabbatical applicant must have been a member in good standing in the association for the preceding three (3) years .

(a) this requirement may, in exceptional circumstances, be waived or varied by council.

- 15.3 Except for compassionate leave, the association must be given three (3) months advance notice providing reason(s) for the leave.
- 15.4 A sabbatical leave may be granted for a period up to twelve (12) months in length.
- (a) a sabbatical leave cannot be extended beyond twelve (12) months.
- 15.5 A member is eligible for a sabbatical leave once in each five (5) year period.
- (a) in the case of a compassionate leave or medical condition a member may be eligible for additional sabbatical leaves at the discretion of the registrar.
- 15.6 A member granted sabbatical leave shall not practise veterinary medicine in the province of Saskatchewan during the period of such leave.
- (a) drugs listed in the Prescription Drug List of the Food and Drugs Regulations and in the Schedule to the Controlled Drugs and Substances Act cannot be ordered, for any purpose, by a member on sabbatical leave.
- 15.7 A member shall be maintained on the association's register during the period of sabbatical leave and classified as such.
- 15.8 A member on sabbatical leave must meet the continuing education requirements as set out in bylaw 31.8 (30 hours in a designated two (2) year period).
- 15.9 The fee for members on sabbatical leave shall be the registration fee as stated in the fee schedule pursuant to bylaw 21.1
- This fee does not include membership in the Canadian Veterinary Medical Association but members are encouraged to join of their own volition.
 - For life members the fees are waived.
- 15.10 Except as noted above, a member on sabbatical leave shall be subject to conditions of the Act and SVMA bylaws.
- 15.11 A member granted sabbatical leave shall have no vote regarding the affairs of the association and cannot be elected to council, hold office or be appointed to a legislated committee.

16 LIFE MEMBERSHIP

- 16.1 Any member of the association who has attained the age of sixty-five (65) years and has paid his dues annually for twenty-five (25) years may, by a two-thirds majority vote of the members present at any general meeting, be made a life member of the association.

- 16.2 There shall not be any fee payable by a life member in connection with the issuance of life membership in the association. Life membership in the association does not include membership in the Canadian Veterinary Medical Association.
- 16.3 Subject to bylaw 16.4, a life member shall enjoy the rights and privileges of membership.
- 16.4 A life member who wishes to engage in active practice shall meet the licensing requirements for that class of membership.
- 16.5 Council may apply any condition it deems appropriate to the license of a non-practicing life member who has requested a transfer to practicing life member status.

17 HONORARY MEMBERSHIP

- 17.1 Any person who has rendered outstanding service to the association or to the veterinary profession in general may, by a two-thirds majority vote of the members present at any annual meeting, be made an honorary member of the association. This membership is for the life of the member.
- 17.2 There shall not be any fee payable by an honorary member in connection with the issuance of honorary membership in the association. Honorary membership in the association does not include membership in the Canadian Veterinary Medical Association.
- 17.3 Honorary membership in the association does not include the right to practise veterinary medicine in Saskatchewan or the right to vote in any proceedings of the association.

18 SOCIAL MEMBERSHIP

- 18.1 Council may, at its discretion, issue a social membership in the association to any person who has held membership in the association or any equivalent veterinary association. The application for social membership shall include a completed application form, proof of membership in a veterinary association, the non-refundable application fee, and the annual fee, as stated in the fee schedule.
- 18.2 A social member may not engage in the practice of veterinary medicine in Saskatchewan.
- 18.3 Social members are entitled to receive the general mailings of the association, notices of meetings, and may speak at meetings, but are not eligible to vote on any matter.
- 18.4 Social membership does not include membership in the Canadian Veterinary Medical Association.

- 18.5 The annual fee for a social membership shall be as stated in the fee schedule.
- 18.6 An applicant from this category will be considered a new applicant when he applies for a general practice membership.

19 STUDENT MEMBERSHIP

- 19.1 A person qualifies for student membership in the association if he is enrolled
- i) in a professional degree program in veterinary medicine at a veterinary college or university or
 - ii) in a program in veterinary technology at an institution
- accredited jointly by the Canadian Veterinary Medical Association and the American Veterinary Medical Association as being of adequate standards at the time of application.
- 19.2 An application for student membership shall be made by the applicant to the registrar using the form prescribed by council and accompanying same with evidence of enrolment as required by bylaw 19.1. The application shall be referred by the registrar to council which may direct:
- (a) that registration as a student member shall be granted to the applicant forthwith;
- or
- (b) that satisfactory evidence of good moral character and reputation be provided and, if satisfied with same, shall direct that student membership be granted.
- 19.3 All students enrolled in the professional degree program at the Western College of Veterinary Medicine are accorded student membership in the association based on official registration lists supplied annually by the office of the Dean.
- 19.4 There shall not be any fee payable by a student for a student membership in the association.
- 19.5 Every student member shall enjoy the rights and privileges of membership except the right to receive a license to practise veterinary medicine in Saskatchewan and the right to vote in any proceedings of the association.

20 SERVICES PERFORMED BY STUDENT MEMBERS

- 20.1 A member who is responsible for a student member shall directly supervise all actions of the student member related to the practise of veterinary medicine.
- 20.2 Direct supervision means that the member is present at all times to provide direction, instruction, or assistance to the student member.
- 20.3 The member shall ensure that he reviews with the student member on a daily basis all services performed by the student member. The member is encouraged to review matters with the student member on a case by case basis.
- 20.4 The supervising member shall sign all certificates, test charts, narcotics registers or registers for other restricted drugs or substances, or similar records requiring the signature of a qualified veterinarian.
- 20.5 A member shall not leave a student member in charge of a practice. The member may arrange for another member to assume full responsibility for a student member and to provide direct supervision of the student member on a temporary basis while the member is absent.

21 FEES AND PRACTICE DECLARATION

- 21.1 Every member of the association shall pay to the secretary-treasurer of the association the annual fee for registration with the association as stated in the fee schedule as approved at the annual general meeting for each membership year. They shall also pay the appropriate portion of the Canadian Veterinary Medical Association fee as approved at the annual general meeting for each membership year.
- 21.2 The secretary-treasurer of the association shall pay to the secretary-treasurer of the Canadian Veterinary Medical Association the annual membership fee for registration in that organization with respect to each of the association's members. The annual fee for registration of those members who, pursuant to these bylaws, are only responsible for a portion of the Canadian Veterinary Medical Association fee shall be reduced accordingly. The annual fee for registration of a member that provides proof of current registration in the Canadian Veterinary Medical Association through another association shall be reduced accordingly. Receipt of the annual fee by the secretary-treasurer shall constitute the consent of the member to disburse membership dues to the Canadian Veterinary Medical Association, on his behalf, for yearly membership as set forth in bylaw 21.1.

- 21.3 Every member of the association shall pay to the secretary-treasurer the annual registration fee by the 30th of November for the coming year. The fee must be paid in full; payment by instalments is not acceptable.
- 21.4 Every member of the association shall file a practice declaration in a form as prescribed by council by the 30th of November of each year.
- 21.5 Every member who has not paid to the secretary-treasurer the annual registration fee or who has not filed the practice declaration by the 30th of November shall be assessed and shall pay together with the annual registration fee the additional sum stated in the fee schedule by way of penalty for late payment or filing.
- 21.6 Every person who is approved as an active member subsequent to the first day of January of that year shall pay the annual registration fee as prescribed in bylaw 21.1, except that every such person who joins the association subsequent to the last day of June in any year shall be entitled to pay one-half of the annual registration fee.
- 21.7 Upon the receipt of the annual registration fee and the practice declaration from a member, the registrar shall forthwith issue to the member a license to practice veterinary medicine for the year in respect of which such fee is paid, which license shall be in the form prescribed by council and shall be signed by the registrar.
- 21.8 Members of the association who are practicing veterinary medicine in Saskatchewan and who have not paid their annual fees or filed a practice declaration as required by these bylaws shall be given notice in writing by the registrar that if payment and/or the Practice Declaration is not received within thirty (30) days of the sending of the notice, council may strike their names from the register. Notice shall be deemed to have been given if it is sent by registered mail to the last business or residential address of the member known to the registrar.
- 21.9 At the expiry of the period of thirty (30) days, the registrar shall refer the matter to council which may forthwith strike the member from the register or may require such additional notice to be given to the member as it sees fit.
- 21.10 If a member is struck from the register for non-payment of fees or non-filing of the practice declaration, he may make application for reinstatement in writing to the registrar, pay all arrears of fees, file the practice declaration, and pay a penalty fee fixed by council (but not to exceed \$100.00), and council may then, in its discretion, reinstate that person as a member in good standing of the association.
- 21.11 The provisions of bylaws 21 apply to social members of the association who have not paid their annual fees. In the event that a social member is struck from the register for non-payment of fees, he may make application for reinstatement to the registrar, pay all arrears

of fees due to the association and if council sees fit, he shall be placed in good standing as a social member.

21.12 At the end of each fiscal year, council must assess the legal fund and make a recommendation to the membership at the next AGM for the payment of a legal fee for the next membership year.

(a) the base amount in the legal fund must not fall below \$300,000.00.

(b) the recommended legal fee may be \$0.00 for any given year.

(c) every active member of the association must pay the legal fee in full by the 30th day of November in the year it is approved by the membership at the AGM.

22 DISCIPLINE

22.1 Council shall appoint, on an annual basis, a professional conduct committee and a discipline committee. Each committee shall consist of at least four (4) members who are not members of council. A member cannot be a member of both the professional conduct committee and the discipline committee at the same time. Council may from time to time increase the number of members to be appointed to each of the professional conduct committee and the discipline committee or remove or replace a member.

22.2 The registrar or any member of council or of the association who receives a written complaint that the behaviour of a member amounts to professional incompetence or professional misconduct or is a breach of a provision of the Act or the bylaws shall forward forthwith same to the professional conduct committee and the member. The committee shall investigate and report in respect of the complaint in the manner required by the Act. The professional conduct committee shall provide its report within ninety (90) days of receipt by it of the written complaint or within such further period as stipulated by council.

22.3 In the event that the professional conduct committee recommends that the discipline committee hear and determine the complaint, the discipline committee shall conduct a discipline hearing in the manner set forth in the Act. The date for the hearing shall be no later than six (6) months from receipt of the written report of the professional conduct committee. The discipline committee shall submit its findings within two (2) months of the date of the hearing.

22.4 Subject to the Act and bylaws of the association, the discipline committee may regulate its own business and manner of proceeding.

22.5 Council may, at its discretion, extend the time for the holding of a hearing of a discipline case by the discipline committee.

- 22.6 Where a person has been expelled from membership in the association, that person may apply to council for reinstatement, and council shall consider the application in accordance with the Act and shall make a determination on the application within a reasonable period of time, not to exceed six (6) months from its receipt of the application.
- 22.7 Council may from time to time request that the professional conduct committee for the guidance of the profession, make a ruling on any question of professional ethics submitted to it by council.
- 22.8 A member is guilty of professional incompetence or professional misconduct, where he:
- (a) fails to exercise a reasonable degree of care and skill in the practice of veterinary medicine;
 - (b) demonstrates a lack of knowledge, skill, or judgment in the practice of the profession in the carrying out of any duty or obligation undertaken in the practice of the profession;
 - (c) contravenes the code of ethics;
 - (d) contravenes the practice standards;
 - (e) harms or tends to harm the standing of the profession;
 - (f) exhibits conduct which is inimical to the best interests of the public or of the members of the profession;
 - (g) wilfully betrays a professional trust or secret;
 - (h) abandons an animal in danger without cause and without giving the client an opportunity to engage the services of another veterinarian;
 - (i) fails to provide council, a special committee appointed by council, or the professional conduct committee with such information as may be reasonably requested of him, or fails to appear before these bodies after being served with a notice pursuant to the Act or the bylaws of the association;
 - (j) knowingly gives a false certificate respecting animal health or disease status or animal soundness;
 - (k) is addicted to excessive use of intoxicating liquors or the excessive or habitual use of opiates or narcotics;
 - (l) impersonates another licensed veterinarian;
 - (m) performs a professional service that is not justifiable on any reasonable grounds;
 - (n) provides any professional service that, in the opinion of the discipline committee is in volume or, in relation to other professional services provided by him, not justifiable on any reasonable grounds;
 - (o) violates any of the terms and conditions imposed by council or the discipline committee under the Act or bylaws in connection with his practice;
 - (p) prescribes drugs for any other than medical or therapeutic purposes;
 - (q) charges a fee or causes a fee to be charged for a service that he has not rendered;

- (r) makes or permits false or misleading statements to be made in an account for payment for services rendered by him when he knew, or when under the circumstance it was reasonable to conclude that he knew, that the statements were false or misleading;
- (s) does or fails to do any act or thing where the discipline committee considers that action or failure to be unbecoming, improper, unprofessional or discreditable.

22.9 The provisions of this bylaw apply to all persons holding any category of membership in the association.

23 VETERINARY TECHNOLOGISTS

23.1 Council shall consider annually if schools giving courses of formal study in animal health technology, whether under this or some other name are to be approved for the graduation of technologists suitable for employment under the terms of the Act, and may in its discretion approve same.

23.2 The following persons may be entered on the register of veterinary technologists maintained by the association.

(a) a person who has graduated from a course in animal health technology from a school which was approved by council at the time of his graduation; or

(b) a person whose training is equivalent to that given graduates of an approved school; and who in addition to either (a) or (b) above;

(c) is an active member of the Saskatchewan Association of Veterinary Technologists Inc.

(d) is a student.

23.3 1. A veterinary technologist shall not;

- a) make a diagnosis or
- b) determine any course of treatment.

2. A veterinary technologist may, under the direction and supervision of a licensed member, assist in the practise of veterinary medicine by administering;

- a) a drug,
- b) a medicine,
- c) an appliance or
- d) other application

for the treatment or prevention of bodily injury or disease of animals.

3. A veterinary technologist under the direct and immediate supervision of a veterinarian may assist with surgery and dentistry.

- 23.4 If council receives or becomes aware of a complaint that a veterinary technologist has made a diagnosis or determined a course of treatment or been guilty of any other form of professional misconduct, it may appoint a committee to investigate and review the complaint to determine whether the complaint should be sent to the discipline committee.

The investigating committee shall consist of at least two members of the professional conduct committee and at least one member of the Saskatchewan Association of Veterinary Technologists Inc. The committee shall exercise the same powers and follow the same procedures established for the professional conduct committee by The Veterinarians Act, 1987 for the discipline of a member of the association.

- 23.5 The discipline committee hearing the alleged complaint shall consist of at least three persons appointed by council, at least two of whom shall be members of the association and at least one of whom shall be a member of the Saskatchewan Association of Veterinary Technologists Inc. The discipline committee shall exercise the same powers and follow the same procedures provided by The Veterinarians Act, 1987, and shall have the same disciplinary powers to deal with the veterinary technologist as provided by the Act for members of the association.
- 23.6 A veterinary technologist who has been convicted of making a diagnosis or determining a course of treatment or has been found guilty of any other form of professional misconduct, pursuant to prosecution under the Act may at the discretion of council be struck or suspended from a register without further investigation.
- 23.7 A veterinary technologist who has been struck from the register by the discipline committee may subsequently apply to council for admission after a period of one year. Council may in its discretion permit reinstatement of the veterinary technologist.
- 23.8 A member shall not permit a veterinary technologist under his supervision to make a diagnosis nor to determine any course of treatment. In the event that a member is found to have breached this bylaw, council may refuse the member the right in the future to employ or supervise a veterinary technologist.

24 EMPLOYEES

- 24.1 A member of the association may only employ as an assistant in the practice of veterinary medicine:
- (a) a member of the association in good standing, who is licensed to practice in Saskatchewan;
 - (b) a student member of the association in good standing;
 - (c) a veterinary technologist on the current register.

- 24.2 Bylaw 24.1 does not apply to a veterinarian's employment of persons for the performance of duties not related to the practice of veterinary medicine.

25 LEGAL ACTION

- 25.1 In the event that a legal action is commenced against any member of the association, he may make a written statement of the case to the secretary-treasurer, who shall immediately inform the members of council, and council shall decide what action, if any, shall be taken by the association on behalf of the member.
- 25.2 In the event that council decides to assist a member in the defence of a legal action stated to it, they shall require of him a deposit of \$100.00 as a guarantee of good faith to be applied towards payment of the expenses incurred or to be incurred by the association in respect of the matter, which deposit shall be returned if not required.

26 CANADIAN VETERINARY MEDICAL ASSOCIATION

- 26.1 The representative of the association to the council of the Canadian Veterinary Medical Association shall be elected by a general meeting of the association. The terms of office of the representative shall be determined by the bylaws of the Canadian Veterinary Medical Association.
- 26.2 The representative of the association to the council of the Canadian Veterinary Medical Association, shall be, for the duration of the term of the representative's office, an ex officio member of council of the association, provided that the representative shall not be entitled to vote at any meeting of council, nor be entitled to any remuneration for the services that may be rendered by him in the capacity as ex officio member of council but shall be entitled to receive reasonable traveling expenses as may be approved by council.

27 UNIVERSITY SENATES

- 27.1 The representatives of the association to the Senate of the University of Saskatchewan and the Senate of the University of Regina shall be elected by a general meeting of the association. The terms of office of the representatives shall be determined by the Universities.

28 WESTERN COLLEGE OF VETERINARY MEDICINE

- 28.1 The representative of the association on the advisory council of the Western College of Veterinary Medicine shall be appointed by the council of the association.

29 LEGISLATION

- 29.1 Before changes in the Act may be recommended by council for consideration by the legislature such changes must be approved by a two-thirds majority of the members present at a general meeting. Notice of the meeting and of the intention to recommend a change to the Act and a general description of the change shall be mailed to the membership at least thirty (30) days before the date of the meeting.
- 29.2 Any member desiring to propose an amendment to these bylaws must give notice of such proposed amendment in writing to the registrar at least twelve (12) weeks prior to a general meeting.
- 29.3 Council may, with the approval of not less than three-quarters of its members, pass bylaws for any purpose permitted by the Act. However, said bylaws must be confirmed or varied at the next annual or special general meeting of the association or they shall forthwith cease to have any force or effect.
- 29.4 Any bylaw may be confirmed, amended, revoked or repealed, or any appropriate new bylaw may be added by a majority vote of the members present at a general meeting. Notice of proposed changes to the bylaws shall be distributed by the registrar to the membership at least thirty (30) days before the date of the general meeting at which the changes will be considered.
- 29.5 The registrar shall notify each member of each bylaw passed by council in a general meeting or confirmed, varied or revoked by the association in a general meeting. Notice shall be sent within thirty (30) days of the passage, confirmation, variation or revocation.
- 29.6 The Registrar shall file in the Department of Justice two (2) copies, certified by the registrar as true copies, of all bylaws made, confirmed, varied or amended and in the case of an amendment shall also file two (2) copies of the bylaw as it stood prior to its amendment, together with the certified copies of the amendment.
- 29.7 Revision of the bylaws shall be considered by the legislation committee appointed for the purpose at intervals of not more than five (5) years.
- 29.8 Subject to bylaw 29.9, all bylaws of the association that are in effect on the day immediately prior to the day that these bylaws come into force are hereby repealed.

29.9 Any proceedings commenced under the previous bylaws shall be governed by the previous bylaws.

30 CODE OF ETHICS

30.1 Bylaw 31, bylaw 32 and bylaw 33 shall be known as the Code of Ethics.

31 RESPONSIBILITIES TO THE CLIENT

31.1 Each member shall practice veterinary medicine to the best of his ability.

31.2 No member shall practice under conditions when his personal state may adversely affect the quality of service.

31.3 Each member shall ensure that his conduct toward clients in the practice of the profession is above reproach.

31.4 No member shall guarantee a cure.

31.5 No member shall charge fees which are excessive for professional services. Members are encouraged to follow the fee guidelines prepared by the association.

31.6 Each member shall recognize his limitations and, when circumstances indicate, recommend to the client that additional opinions and services be obtained.

31.7 Each member shall continue to educate himself and to adjust to modern concepts of veterinary medicine in order to ensure the best possible service to his clients and patients.

31.8 Every active member as defined in bylaws 14.5, 14.6, 14.7, 14.8, 15.8 and 16.4 shall record and report thirty hours (30) of continuing education during a designated two year period.

(a) acceptable subject matter includes any veterinary science-based topics offered at veterinary colleges accredited by the American Veterinary Medical Association (AVMA) and Canadian Veterinary Medical Association (CVMA) Council on Education (COE).

(b) acceptable subject matter may include any veterinary science-based topics offered by nationally or internationally recognized veterinary academies.

- (c) acceptable subject matter may include non-science based disciplines (such as practice management and communication) that impact the delivery of veterinary services,
- (d) continuing education includes but is not limited to conventions, seminars, distance education, independent study. The registrar or continuing education committee may accept other CE formats after evaluation on a case-by-case basis.
- (e) in a designated two-year period no more than fifteen (15) hours of continuing education can be earned by participating in online seminars or independent study.
- (f) in a designated two-year period no more than five (5) hours of continuing education can be earned from non-science based disciplines,
- (g) in a designated two-year period at least one (1) hour of continuing education shall contain material addressing prudent use of antimicrobials.

31.9 Each member shall respect the client's right to confidentiality, except when this right conflicts with the member's responsibility to the law, or when the maintenance of confidentiality has resulted or would result in a significant risk of substantial harm to other humans or animals.

31.10 Each member shall fulfill his legal obligations to his clients and shall comply with all laws, bylaws and regulations governing his acts.

31.11 Veterinarian Client Patient Relationship

31.11.1 No member shall recommend a course of treatment, prescribe medications, or perform any medical or surgical procedure on an animal without the formation of a valid veterinary client patient relationship (VCPR), defined as follows:

- (a) the veterinarian has assumed responsibility for making medical judgments regarding the health of the animal and the need for medical treatment, and the client, owner or other caretaker has agreed to follow the instructions of the veterinarian;
- (b) the veterinarian has sufficient knowledge of the health, environment and need for care of the animal(s), acquired by virtue of:
 - (i) personally examining the animal(s);

or

(ii) making medically appropriate examinations and timely visits to the premises where the animal is kept, thereby obtaining sufficient knowledge to initiate a general or preliminary diagnosis of the medical condition of the animal; or

(iii) where medically appropriate, through history taking, including details of any presenting complaint and a review of previous medical records obtained as soon as possible after the first encounter; and

(c) the veterinarian is readily available or has arranged for emergency coverage for follow-up care in case of adverse reactions or failure of the treatment regimen.

31.11.2 A VCPR may not be established by telephone or electronic means.

31.11.3 The VCPR includes but is not limited to:

- (a) obtaining informed consent;
- (b) charging fair fees;
- (c) providing for follow-up care;
- (d) creating, maintaining and safeguarding medical records;
- (e) meeting the required standard of skill and knowledge;
- (f) avoiding conflict of interest;
- (g) meeting practice standards.

31.11.4 A member must not establish a VCPR for the primary purpose of facilitating sales of pharmaceuticals and biologicals when, due to geographic separation, the member is unable to attend the premises or animals within a reasonable period of time.

31.11.5 A VCPR is considered terminated when:

- (a) the condition is reasonably resolved;
- (b) care is transferred to the client;
- (c) care is transferred to another veterinarian;
- (d) care is transferred to another competent person or body, such as the SPCA;
- (e) the requirements of Bylaw 31.11.1(b) have not been met; or
- (f) the client has been informed in writing, delivered either in person or by registered mail, that the veterinarian and/or veterinary practice will no longer provide service to the client.

31.11.6 No member shall sell, give, administer or distribute medications which:

- (a) have expired or have been returned to him;
- (b) have not been properly stored, handled or labelled;

(c) are listed under the Prescription Drug List of the Food and Drug Regulations made under the Food and Drug Act, or under the Controlled Drugs and Substances Act and regulations made under this Act, and a valid VCPR does not exist

31.11.7 Where a valid VCPR exists, all pharmaceuticals and biologicals must be sold distributed or shipped directly to the client from the member's office or clinic which has been inspected by the SVMA or other provincial licensing body, or dispensed from a licensed pharmacy located in Saskatchewan.

31.12 Members shall not sell or supply a pharmaceutical or biological product to any other person, group, or company who intends to resell the product. This does not apply to the sale or supply of pharmaceutical and biological products to other licensed veterinarians.

31.13 Members shall not allow medical or surgical acts to be performed by employees within their practice with the exception of registered veterinary technologists and students acting under proper professional control and supervision.

31.14 It is the responsibility of each member to provide his patient with the best possible veterinary care.

31.15 Every general practice member who is engaged in the practice of veterinary medicine and who serves the public on a fee-for-service *or pro bono* basis must be insured under a contract of professional liability insurance with a company that is licensed to do business in Saskatchewan that provides a minimum coverage of one million dollars (\$1,000,000) for each occurrence. This insurance must be in place prior to providing any medical advice or service to a client or a patient.

31.16 When requested in writing by a client to either provide the client with information in the animal's medical record(s) or to permanently transfer a patient's records, in whole or in part, directly to another veterinarian, the member shall:

(a) comply with the request within two business days, from when they receive the request;

(b) retain a copy of the request together with a list of the records copied/transferred; and

(c) a member may charge a reasonable fee related to time and costs incurred to reproduce a portion or all of a medical record requested.

31.17 Patient records shall be retained for at least five (5) years after the date of the last entry on the record or two (2) years after ceasing practice.

32 RESPONSIBILITIES TO THE PROFESSION

32.1 The member should first of all be a good citizen. No act should be committed that will reflect unfavourably upon the profession.

32.2 Advertising

(a) in this section marketing activity includes:

(1) an advertisement, which is defined as the use of paid space or time, in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public or a segment thereof, for the purpose of promoting a member's professional services or goods or enhancing the image of the member;

(2) any publication in any medium or any communication with the public, or with any client or prospective client in the nature of an advertisement, promotional material, a listing in a directory, a public appearance or any other means by which veterinary services are promoted;

and

(3) contact with a prospective client initiated by a member which can fairly be regarded as directly or indirectly having for its purpose attracting clients, expanding services, or aggrandizing that member's professional reputation.

(b) any marketing activity undertaken or authorized by a member must:

(1) be true and objective;

(2) be accurate and verifiable;

(3) not be reasonably capable of misleading the recipient or the intended recipient;

(4) not be in bad taste, offensive, self-laudatory, or otherwise contrary to the honour and dignity of the veterinary profession.

In the undertaking of any marketing activity the onus is on the member to ensure that the above requirements are met.

(c) the member who undertakes or authorizes any marketing activity must retain records and copies of any advertisement sufficient to document the full extent of such activity. Such records and copies must be retained and made available to the registrar at his request for a minimum of two (2) years beyond the termination or cessation of the marketing activity.

(d) without limiting the generality of the foregoing, a marketing activity must not:

- (1) make reference to a fixed fee for a veterinary service or a drug referred to in The Prescription Drug List of the Food and Drugs Act;
- (2) directly or by implication mislead the public about the qualifications of a member or the services offered by a member;
- (3) claim or imply that the practice of one member is in any way superior to the practice of another member;
- (4) claim or imply by any means a guarantee with respect to professional services rendered by a member; and
- (5) make reference to 24-hour service, unless the facility is open and staffed 24 hours a day;
- (6) contravention of this section constitutes professional misconduct by the member.

32.3 Members are encouraged to provide animal health and service information through various platforms, including, without limitation, the member's website or social media, provided the motive is a bona fide attempt to maintain the welfare of animals rather than for personal gain.

The following are suggested methods:

(a) Veterinary Academies

- (1) members who share a common practice area, as in urban centers, or in intensive livestock areas where practices are in close proximity, are encouraged to form veterinary academies. Academies are expected to remain open to new members and to meet at intervals convenient to their members. The purpose of academies is to promote communication among veterinarians and discussion of common veterinary concerns.
- (2) academies are bound by the Act and these bylaws.
- (3) membership in an existing academy is not mandatory.

(b) News Releases

- (1) members are encouraged to make news releases to the various media, concerning the immediate presence of contagious or other important diseases and giving information on their prevention or treatment, provided that the news release is a bona fide attempt to protect the health and welfare of animals and the

public, and not for personal gain. A copy of the news release must be sent to the registrar of the Association for filing.

- (2) if an academy exists, members are encouraged to make news releases through their academies.

(c) Public Education

Members are encouraged to educate their clients on matters concerning animal health during their provision of veterinary services and to educate the public, whether through speaking engagements, the member's website, the media or social media platforms. Members are encouraged to disseminate information to the public through the local veterinary academy, if one exists.

- 32.4 No member shall belittle or injure the professional standing or character of another member, or criticize or disparage another member's service to a client. If a member's actions reflect professional incompetence or professional misconduct or neglect or abuse of a patient, such should be brought to the member's attention and, if appropriate, to the attention of the chairman of the professional conduct committee or to the registrar.
- 32.5 Where an attending veterinarian, whether inside or outside the province, requests the consultation of a member in a case, the member shall:
- (a) review the case with the attending veterinarian;
 - (b) cooperate with the attending veterinarian in a spirit of professionalism fostering the client's confidence in the practice of veterinary medicine;
 - (c) discuss the findings with the client in such a manner as to avoid criticism of the attending veterinarian;
 - (d) inform the attending veterinarian of the diagnosis and treatment recommended;
- 32.6 When a member is engaged by a client previously assisted by another veterinarian, the member shall avoid criticism of the previous veterinarian, and shall discuss his diagnosis and treatment in the spirit of professionalism fostering the client's confidence in the practice of veterinary medicine.
- 32.7 When called in an emergency as a substitute in the absence of a fellow practitioner, the member shall turn back the client to the original veterinarian on his return unless the client specifically requests the contrary.
- 32.8 When a member is engaged by a client seeking a second opinion in a case, including an animal welfare case, previously dealt with by another veterinarian, the member providing the second opinion shall inform the original veterinarian of his findings unless the client specifically requests the contrary.

- 32.9 A member who ceases to practice due to retirement, relocation, incapacity, or his executor in case of death, shall;
- (a) retain all patient records for the required period of time stipulated in bylaw 31.17;
 - (b) transfer all patient records to a member who assumes responsibility for the practice, or to another member practicing in the locality; or
 - (c) transfer all patient records to a secure storage area in the locality, with a responsible person designated to allow veterinarians and clients reasonable access to the records, after publication of a notice in a local newspaper indicating the location of the records and the date of the transfer.
- 32.10 A member who ceases to practice shall arrange for the proper return or disposal of all narcotic, controlled and targeted drugs or substances in the member's possession.
- 32.11 No member shall represent himself as holding a degree to which he is not entitled.
- 32.12 No member or employee of the association shall use the name of the association in connection with the promotion or advertising of any commercial product or commercial service or in any way imply the association endorses such a product or service except with written permission from the council of the association.
- 32.13 The member shall ask for and receive the advice of council when he has any question as to the interpretation or application of the code of ethics.
- 32.14 The member shall submit any proposed practice name to council for approval prior to using such name.
- 32.15 When the registrar makes a written demand for information wherein a specific response deadline is imposed, the member may be fined not less than \$25.00 for each day past the deadline it takes for the member's acknowledgement to reach the registrar. In addition, the matter may be referred to the professional conduct committee for consideration as an act of unprofessional conduct.

33 RESPONSIBILITIES TO SOCIETY

- 33.1 No member shall contravene any federal, provincial, or municipal law or regulation in the course of conducting his practice.
- 33.2 No member shall commit any act outside Canada that would be an indictable offence if committed in Canada.

- 33.3 No member of the association shall encourage or assist any person to practice anywhere in violation of the laws governing the practice of veterinary medicine, and it is the duty of members to report such illegal practices to the proper authorities.
- 33.4 No member of the association shall write testimonials as to the virtue of proprietary remedies or foods.
- 33.5 The veterinarian's duty when employed to evaluate the health of an animal is to be a just and honest referee. When so employed, a member shall not accept a fee from both the buyer and the seller and neither shall the member criticize unfairly an animal which is about to be sold.
- 33.6 No member shall perform cosmetic ear cropping on an animal for the purpose of having the animal's appearance conform to a breed standard or tradition.
- 33.7 Breach of any of the provisions of the code of ethics is evidence of unethical behaviour and, subject to the determination of the discipline committee in any particular case, may be considered professional incompetence or professional misconduct.
- 33.8 The council may from time to time, at its discretion enter into an agreement with any other professional regulatory body responsible for regulation of the practise of veterinary medicine for the purpose of facilitating cross border practise.

34 PRACTICE STANDARDS COMMITTEE

- 34.1 Council shall appoint from the membership on an annual basis, two (2) or more members to form a practice standards committee.
- 34.2 Fifty (50) percent or more of the members of the committee shall constitute a quorum.
- 34.3 The practice standards committee shall recommend to council the practice standards of the association which council will review and present to the membership of the association for their approval at a general meeting.
- 34.4 When approved by the membership at a general meeting the practice standards of the association shall be binding on the course of practice of each general member and each practice operating in Saskatchewan.

35 INSPECTION OF PRACTICES

- 35.1 The practice standards committee shall recommend to council an inspector or inspectors to carry out inspection of practices and to recommend, from time to time, the form and content of the practice inspection forms for the approval of the membership at a general meeting.
- 35.2 The practice standards committee shall arrange for the regular inspection of facilities and premises upon which members carry on the practice of veterinary medicine; provided, however, that the facilities and premises upon which a member carries on the practice of veterinary medicine shall not be inspected under this section more than once in any four (4) year period, except as in bylaw 35.3 & 35.7.
- 35.3 Notwithstanding bylaw 35.2, council may direct an inspection of any facilities and premises upon which a member carries on or carried on the practice of veterinary medicine such as on the establishment of a new practice, upon the sale of the practice or subsequent to a report of the discipline committee, or for any other reasonable purpose. Council may require the member who carries on or carried on the practice of veterinary medicine from the facilities and premises inspected to pay to the association an inspection fee prescribed by council.
- (a) newly established practices must be inspected prior to opening
 - (b) practices having undergone extensive renovations to existing facilities must be inspected prior to opening the renovated area(s)
 - (c) the practice owner must notify the registrar thirty (30) days in advance of the anticipated opening date to arrange for the inspection.
- 35.4 The inspector shall provide the completed inspection form for each practice to the practice standards committee.
- 35.5 Immediately after an inspection is completed the inspector shall review the results of the inspection with a person designated by the practice owner(s).
- (a) The designated person shall complete an “action plan” for correction of deficiencies noted during the inspection and submit this plan to the practice standards committee within ten (10) working days of the inspection.
- 35.6 The practice standards committee shall submit a summary report on the outcome of practice inspections at the end of each calendar year.
- 35.7 The practice standards committee may at any time direct a re-inspection of any facility and premises as a result of issues identified in an earlier practice inspection.
- 35.8 Breach of any of the provisions of the practice standards shall be deemed to be unethical behaviour and professional misconduct.

- 35.9 Every practice owner shall pay to the secretary-treasurer of the association the practice inspection fee as stated in the fee schedule as approved at the annual general meeting for each year by the 30th of November of each year. The fee must be paid in full; payment by instalments is not acceptable.
- 35.10 Every newly established practice, practice changing ownership or re-inspected practice shall pay to the secretary-treasurer of the association the practice inspection fee as stated in the fee schedule as approved at the annual general meeting for each year. The fee must be paid in full on completion of the inspection; payment by instalments is not acceptable.

36 PROFESSIONAL CORPORATIONS

- 36.1 Subject to any other provisions in the bylaws, a corporation may be registered as a professional corporation and be issued a permit where:
- (a) it meets the criteria set out in the Professional Corporations Act and the bylaws;
- and
- (b) it has paid the initial registration and the annual permit fee, has completed all required forms, and has otherwise been approved by council as a professional organization.
- 36.2 If council is satisfied that:
- (a) the proposed name of the corporation complies with the provisions of the Professional Corporations Act and bylaw 32.14 of the association and is not so similar to other professional corporate names as to be misleading or confusing;
- and
- (b) all the voting shares will be legally and beneficially owned by general practice members of the association; and
 - (c) all of the directors will be general practice members; then council may give consent to the registration.
- 36.3 An applicant for registration as a professional corporation, or an applicant for renewal of a permit as a professional corporation shall file with the association the prescribed application form (Form A) duly completed in a manner that:
- (a) is legible;
 - (b) contains all of the information required by the form;
 - (c) attaches all documents that are required by the form;
 - (d) includes the payment required by the bylaws; and

(e) is signed by all persons required to sign the form.

- 36.4 Council may refuse registration or refuse to renew a permit where the form is not completed in accordance with bylaw 36.3 or if the name of the corporation does not meet the requirements of bylaw 36.2(a).
- 36.5 Council may request additional information relating to an application for registration or an application for renewal of a permit by a professional corporation, and may refuse registration or renewal of a permit until that information is provided.
- 36.6 The registrar of the association shall keep a separate register to be called the professional corporations register.
- 36.7 The fees in connection with the registration and issuance of an annual permit for a professional corporation shall be as stated in the fee schedule as approved at the annual general meeting for each fiscal year.

Fees shall not be prorated for part of the year.

Should the fees for an annual permit not be paid by December 15 of the year immediately prior to the issuance of the annual permit, a late payment penalty fee shall apply as stated in the fee schedule as approved at the annual general meeting for each fiscal year.

During the first year of its registration, a professional corporation shall be required to pay both the registration fee and the annual permit fee.

- 36.8 Council may issue a permit to a corporation that meets all the requirements of The Professional Corporations Act, the Veterinarians Act, 1987 and these bylaws.
- 36.9 A permit shall, unless sooner revoked, expire on December 31 of each year.
- 36.10 Each member who practices veterinary medicine by, through or in the name of a professional corporation is responsible for the activities of the corporation and may be subject to discipline for any breach of the association's bylaws by the corporation.
- 36.11 In order to be granted registration as a professional corporation, or in order to be granted an annual permit, a professional corporation shall certify that each member who practices veterinary medicine by or through the professional corporation is insured under a contract of professional liability insurance with an insurance company that is registered to do business in Saskatchewan that provides a minimum coverage of one million dollars (\$1,000,000) for each occurrence.

37 VETERINARY FACILITIES

37.1 Registration of Veterinary Facilities

- (a) All facilities where veterinary medicine is being practiced shall be registered with the Association.
- (b) Facilities for the purpose of this section shall include a building or mobile unit. Mobile units shall be exempted from independent registration with the Association when they are operated from a building or facility that is registered with the Association, and the registration identifies and declares the use of the mobile unit.
- (c) Each application to register a facility must identify the Veterinarian of Record who is responsible for the practice of veterinary medicine as defined by *The Veterinarians Act, 1987*, within the facility.
 - (i) Any changes regarding the identity or contact information of the Veterinarian of Record must be kept current with the SVMA at all times.
- (d) The Association may cause the closure of a facility and impose a penalty against any Veterinarian of Record operating a facility in violation of *The Veterinarians Act, 1987*, the bylaws or the practice standards.
- (e) Each facility shall submit an application for renewal and the fee as stated in the fee schedule as approved at the annual general meeting by the 30th of November of each year.
- (f) The Association may, as part of the renewal process, make necessary inquiries of the applicant, conduct an investigation or inspect the facility.

37.2 Suspension or revocation of facility registration

- (a) The Association may withhold, suspend or revoke the registration of a veterinary facility or assess a fine
 - (i) when it has been determined by the Association that the Veterinarian of Record has failed to meet all the minimum facility standards as provided for in *The Veterinarians Act, 1987*, the bylaws or the practice standards;
 - (ii) when the Veterinarian of Record set forth in the application ceases to be responsible for management of the registered facility and no substitution of the responsible Veterinarian of Record has been made by application;
 - (iii) when the Veterinarian of Record's license to practise veterinary medicine has been revoked or suspended by the Association.