



Constitution

1.0 Name

This association shall be known by the name of "Association of Zoo & Exotic Veterinary Nurses".

This name shall be abbreviated to "AZEVN" where necessary.

2.0 Mission Statement

"The aim of the Association of Zoo & Exotic Veterinary Nurses is to facilitate excellence through education for Zoo & Exotic Veterinary Nurses across the UK and to prioritise animal health and welfare"

3.0 Core Aims

To provide the highest level of current and professional education to RVNs working with zoo species, exotics or wildlife through unique and affordable CPD opportunities; including but not limited to:-

- (i) A 2 Day Annual Conference, at which the AZEVN AGM will be held.
- (ii) Annual Newsletter
- (iii) Online Forums through Social Media Streams

To facilitate the exchange of information and networking between RVN's to help promote and maintain the highest standard of veterinary nursing within Zoo and Exotic Institutions.

4.0 Operational & Financial Objectives

To always function as an independent association and be run by RVNs to ensure that all content, education and information is focused solely on the needs of Zoo & Exotic Veterinary Nurses.

To operate as a Not for Profit Organisation and to always maintain complete financial transparency.

To only seek help and sponsorship from established and ethically run organisations and through fundraising activities, ensure that an ethically sound charity is supported from within our sector.

5.0 Membership

Membership of the Association of Zoo & Exotic Veterinary Nurses is open only to RVNs and Student Veterinary Nurses.

Membership can be applied for online throughout the year and there will be an annual membership fee charged.

All members will be required to annually renew their membership in December of each year and at the time of renewal, annual membership fees will need to be paid to continue AZEVN Membership.

At the time of renewal, proof of Veterinary Nursing status will be required (RCVS Number, Student Enrolment Number or proof of equivalent qualification for Non-UK Veterinary Nurses).

Membership to the Association of Zoo & Exotic Veterinary Nurses is only available to Registered Veterinary Nurses and Student Veterinary Nurses; removal from the Veterinary Nurse Register will result in a voided membership.

Members of the Association of Zoo & Exotic Veterinary Nurses are entitled to:-

- (i) Equal voting and attendance rights at the AGM
- (ii) Priority receipt of AZEVN information and e-mails
- (iii) Receipt of the Annual AZEVN E-Newsletter
- (iv) The right to apply for a vacant AZEVN Officer or Volunteer position

6.0 Officers

The responsibility of running the Association of Zoo & Exotic Veterinary Nurses within the guidelines of this constitution is trusted to six officers:

Chair, Assistant Chair, Secretary, Treasurer, Marketing Co-Ordinator & Marketing Assistant

Further information relating to the roles and duties of AZEVN Officers can be found in *Appendix A*.

7.0 Volunteers

There is the opportunity for members to apply for a minimum of two official volunteer positions that will be reviewed annually at the AZEVN AGM.

Further information relating to the roles and duties of AZEVN Official Volunteers can be found in *Appendix B*.

8.0 Annual General Meeting (AGM) & Voting

There will be one Annual General Meeting of the Association of Zoo & Exotic Veterinary Nurses, held at the 2 Day Annual Conference and members must be present in order to vote for changes and amendments.

Where the need arises for an Extraordinary General Meeting (EGM), any members who cannot attend will have the opportunity to vote via e-mail after receiving documentation for the reason(s) for the EGM.

9.0 Constitution Amendments

Prior to the annual AGM, the Constitution of the Association of Zoo & Exotic Veterinary Nurses will be subject to review and members will have the opportunity to propose amendments to the Constitution prior to the staging of the AZEVN AGM.

After review by AZEVN Officers and prior to the AGM, any proposed changes to the Constitution will be circulated by e-mail for consideration by members.

As part of the AGM, AZEVN Officers will present all proposed changes to all attending members, who then will have the opportunity to vote in favour, against or to abstain.

10.0 Dissolution

In the event that the Association of Zoo & Exotic Veterinary Nurses is dissolved, any surplus funds that are left over after all debtors have been paid will be donated to the nominated Charitable Organisation(s) being supported at the time of dissolution.



Appendix A - AZEVN Officers

1.0 Criteria

1.01 Although AZEVN Officer positions are open to all members, any applicant must have worked within the Zoo and/or Exotic Sector for a minimum of 2 Years.

1.1 General Duties & Entitlements

1.11 All officers must present an annual report at the AZEVN AGM Meeting to inform members of their activities in the previous year.

1.12 All officers will receive free entry to AZEVN Events and in return, it is expected that they must travel to meet at a central location to all officers at least twice a year.

1.13 All Officer Positions are non-salaried positions.

1.14 All Officers have equal voting rights and in the event of a deadlock in voting situations, the AZEVN Chair shall have the deciding vote.

1.2 Notice to Stand Down & Removal from Office

1.21 If an AZEVN Officer wishes to stand down from their position, a notice period of 3 months is required.

1.22 Although it may not always be possible, it is requested that any AZEVN Officer gives their notice period to coincide with the AGM to allow a smooth transition over to their replacement.

1.23 Notice is required to be given in writing to the Secretary and the notice period will begin after confirmation of receipt by the Secretary.

1.24 If an AZEVN Officer is removed from the Veterinary Nurse Register during their time in a role, they will automatically be stood down from their position.

1.25 In the event where an AZEVN Officer is unable to fulfil their duties, they can be removed from their post by a unanimous vote of no confidence by the other members of the AZEVN Committee.

1.26 During any time when an AZEVN Officer Position is vacant and at the discretion of the remaining AZEVN Officers, an AZEVN Volunteer may be asked to step into the role to safeguard and ensure the operational efficiency of the Association until a replacement is found in accordance with the procedures outlined in *1.3 – Applying to become an AZEVN Officer*.

1.3 Applying to become an AZEVN Officer

- 1.31 Any interested members would need to apply in writing using the *AZEVN Officer Application Form* that is available on request from the AZEVN Secretary when an AZEVN Officer Position is made available for application.
- 1.32 Applications will be collated and presented to the members of the AZEVN via the AZEVN Website and after a consultation period, each member of the AZEVN will have one vote that is required to be submitted online via the AZEVN Website to elect the successful candidate into the role.

1.4 AZEVN Chair – Responsibilities & Required Skills

1.41 The key responsibilities of the AZEVN Chair are:-

- (i) To liaise and maintain key AZEVN stakeholder relationships with Speakers, Sponsors & Supporters.
- (ii) To oversee and ensure that any AZEVN events run smoothly on the day.
- (iii) Take the majority of chair responsibilities during AZEVN events.

1.42 The skills and abilities that it would be useful for the AZEVN Chair to possess are:-

- (i) To be able to build and maintain good working relationships through clear and concise communication (verbal and electronic).
- (ii) Although not essential, existing working relationship with industry suppliers, speakers and experts would be useful.
- (iii) Good time management and organisation skills are essential, especially in the weeks before an AZEVN event to ensure that all preparations are completed.
- (iv) Good listening and interpersonal skills to ensure that all AZEVN Members are able to engage and interact during AZEVN events.

1.5 AZEVN Assistant Chair – Responsibilities & Required Skills

1.51 The key responsibilities of the AZEVN Assistant Chair are:-

- (i) To compose the Agenda for AZEVN Events.
- (ii) To assemble abstract information and presentations from speakers for AZEVN Events.
- (iii) To assist the Chair in the running of AZEVN Events and their responsibilities where required.
- (iv) To assemble poster presentations from members for AZEVN Events.

1.52 The skills and abilities that it would be useful for the Assistant Chair to possess are:-

- (i) A good attention to detail for proof reading and checking submissions from speakers, members prior to publishing.
- (ii) A good knowledge of the Microsoft Office Suite (especially Word and Powerpoint) to ensure that documents are presented to a high standard, with respect to layout and content.
- (iii) To be able to communicate in a concise and effective manner with AZEVN members and colleagues to ensure a clear channel of communication is maintained for AZEVN News & Events.

1.6 AZEVN Treasurer – Responsibilities & Required Skills

1.61 The key responsibilities of the AZEVN Treasurer are:-

- (i) To maintain the fluid financial operation of the AZEVN Account.

- (ii) To co-ordinate with AZEVN Officers to ensure all financial transactions are recorded and have a receipt.
- (iii) To encourage all AZEVN Officers to operate within their role to the highest level of financial efficiency to ensure all expenditure is carried out in the most cost-effective manner.
- (iv) To deliver a financial report at the AZEVN AGM to highlight any annual changes to the AZEVN income and/or expenditure.
- (v) To be a joint signatory of the AZEVN Bank Account.

1.62 The skills and abilities that it would be useful for the AZEVN Treasurer to possess are:-

- (i) A high level of organisation and attention to numerical and written detail to ensure that accurate records are kept and all payments are kept up to date to allow for the smooth operation of the AZEVN.
- (ii) Previous experience in a similar role (numeracy and/or budgetary) would be useful, but this is not essential.
- (iii) A good knowledge of the Microsoft Office Suite (especially Excel).

1.7 AZEVN Marketing Co-Ordinator – Responsibilities & Required Skills

1.71 The key responsibilities of the AZEVN Marketing Co-Ordinator are:-

- (i) To create regular content for delivery via the AZEVN Social Media Platforms.
- (ii) To ensure an efficient response and detailed answer is given to any questions raised via the AZEVN Social Media Platforms.
- (iii) To work with the AZEVN Secretary to create a regular stream of content for distribution via the AZEVN E-Mail Distribution List and the AZEVN Website.
- (iv) To work in collaboration with AZEVN Volunteers and edit the annual AZEVN Newsletter to be distributed electronically to all members.

1.72 The skills and abilities that it would be useful for the AZEVN Marketing Co-Ordinator to possess are:-

- (i) A good knowledge and understanding of how to communicate through social media platforms to ensure an efficient and topical engagement and interaction with Social Media users is achievable.
- (ii) Good time management skills and a creative flair to be able to produce and send a regular stream of engaging an interesting content to AZEVN Members.
- (iii) A good knowledge of the Microsoft Office Suite (especially Word & Publisher) to be able to ensure the AZVEN Newsletter is presented in a professional and attractive manner.

1.8 AZEVN Marketing Assistant – Responsibilities & Required Skills

1.81 The key responsibilities of the AZEVN Marketing Assistant are:-

- (i) To assist the Marketing Co-Ordinator specifically with the content delivery and maintenance of the AZEVN Social Media Platforms.
- (ii) To create and deliver AZEVN Charity Fundraiser Events to be held during and external to AZEVN Events.
- (iii) To create and deliver content for evening social entertainment at AZEVN Events.
- (iv) To assist the AZEVN Marketing Co-Ordinator in their responsibilities where required.

- 1.82 The skills and abilities that it would be useful for the Marketing Assistant to possess are:-
- (i) A good knowledge and understanding of how to communicate through social media platforms to ensure an efficient and topical engagement and interaction with Social Media users is achievable.
 - (ii) Great interpersonal skills and energy to be able to promote charitable aims and raise funds from AZVEN members during events.
 - (iii) To be able to project and promote the aims of AZEVEN to external stakeholders through clear and concise communication and to create and maintain good on-going working relationships with these parties.

1.9 AZEVEN Secretary – Responsibilities & Required Skills

- 1.91 The key responsibilities of the AZEVEN Secretary are:-
- (i) To administer membership enquiries and maintain membership records.
 - (ii) To operate the Mailchimp E-Mail Engine and communicate AZEVEN news and updates with members and other stakeholders.
 - (iii) To organise the printing and production of AZEVEN materials and items where necessary.
 - (iv) To act as the main liaison with the on-site host for the annual AZEVEN Workshop to confirm and update timings and logistical arrangements.
 - (v) To collect and summarise feedback from AZEVEN events to members and officers.
 - (vi) To assist other AZEVEN officers where necessary to ensure the smooth running of the AZEVEN organisation.
 - (vii) To be a joint signatory of the AZEVEN Bank Account.
 - (viii) To maintain the smooth operation of the AZEVEN Website and liaise with other AZEVEN Officers to ensure that the AZEVEN Website content is kept up to date.

- 1.92 The skills and abilities that it would be useful for the Secretary to possess are:-
- (i) Good administrative and organisation skills to be able to keep membership records up to date and to co-ordinate with other AZEVEN Officers to ensure that all events are prepared for in plenty of time.
 - (ii) The capacity to work well as part of a small team to ensure that progression towards joint goals is achievable via clear and effective communication.
 - (iii) A good knowledge of the Microsoft Office Suite (especially Word, Excel & Powerpoint) to be able to ensure that AZEVEN materials and literature is produced to a professional standard.
 - (iv) Previous experience in working with E-Marketing Software and Website Content Management Systems would be useful, but this is not essential.



Appendix B

AZEVN Volunteer Positions

1.0 ***Criteria***

1.01 AZEVN Volunteer Position are open to all members.

1.1 ***General Duties & Responsibilities***

1.11 AZEVN Volunteer Positions will run from AGM to AGM.

1.12 AZEVN Volunteers will jointly create the annual AZEVN Newsletter, in conjunction with the AZEVN Marketing Co-Ordinator that will be distributed to all members six months after the annual AZEVN Conference.

1.13 AZEVN Volunteers will also present a 10-minute case study at the annual AZEVN Conference on a topic that the AZEVN Volunteer has been involved with during the previous year.

1.14 AZEVN Volunteers will be required to assist AZEVN Officers where necessary to ensure the smooth operation of AZEVN events.

1.2 ***Notice to Stand Down***

1.21 If an AZEVN Volunteer wishes to stand down from their position, a notice period of 1 month is required.

1.23 Notice is required to be given in writing to the Secretary and the notice period will begin after confirmation of receipt by the Secretary.

1.24 In the event where an AZEVN Volunteer is unable to fulfil their duties, they can be removed from their post by a unanimous vote of no confidence by the AZEVN Committee.

1.3 ***Skills & Abilities***

1.31 Candidates will be required to be working with a case-load that includes zoo or exotic species to be able to present on a topic that will provide a benefit and learning opportunities for other AZEVN members.

1.32 Candidates would be advised to have competency in using the Microsoft Office Suite (especially Word & Publisher) and any experience in using design software will help to ensure the production of the AZEVN Newsletter is carried out to a professional standard.

1.33 Candidates must have a “can-do” attitude and work ethic to be able to operate as part of the AZEVN team and have a positive influence on the reputation of the AZEVN within the wider context of the ZEVN industry.

1.4 *Applying to become an AZEVN Volunteer*

1.41 Any interested members would need to apply in writing using the *AZEVN Volunteer Application Form that at the appropriate time, will be made available via the Volunteers Page on the AZEVN Website.*

1.42 Applications will be collated and reviewed against a skill matrix by the AZEVN committee. Shortlisted (to a maximum of 4) applicants will be presented to the members of the AZEVN via the AZEVN Website, and after a consultation period, each member of the AZEVN will have one vote that is required to be submitted online via the AZEVN Website to elect the successful candidates into the roles.

1.43 The voting results will then be announced after the vote closes and communicated to all members via e-mail.