



AFGHANISTAN VETERINARY ASSOCIATION

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PROFESIONAL STATUTE OF AFGHANISTAN VETERINARY ASSOCIATION

(AVA)

YEAR: 2013

KABUL-AFGHANISTAN

First Article:

General commands:

Clause 1: *This professional statute is prepared in the light of Afghanistan constitution clause no-35 - 2nd articles and through the 2nd clause of social organs commands for the purpose as below:*

Coordination of veterinary practitioners, preparation of standardized working and providing of quality services in the country.

Note:

In this statute Veterinarians means who graduated from the Faculty of Veterinary Science or having Degrees of PhD or MVSC.

Assistance Veterinarian means who graduated from the Veterinary Institute and Para vet means who graduated from the par veterinary course, so all of these different category education level professional persons can obtain membership of AVA.

Clause 2: *The name of this organization is Afghanistan Veterinary Association with abbreviation (AVA) and also calls Association so this is a social, none political, none governmental and benefiting organization.*

Item-1: Location of AVA Office:

The main office building of this organization is the property of this Association that located in the Badam Bagh area in Kabul city and the other seven regional offices locations are writing as below:

1-Kabul Regional Office: *This regional office is placed in the main office in Badam Bagh .*

2-Nangarhar Regional Office: *This regional office building is located in shesham Bagh area in Jalalabad city.*

3-Kandahar Regional Office: *This regional office building is located in Merwise Mienna area in kandahar city.*

4-Mazar-i- Sharif Regional Office: *This regional office building is located near to Alkozai square next to the Animal health and production provincial Directorate.*

5-Gardiz Regional Office: *This regional office building is located in ()*.

6-Kunduz Regional Office: This regional office building is located in().

7-Herat Regional Office: This regional office building is located in().

Item-2: Term of activity:

From the date of establishment (1996)up to the unknown date will be active.

Item-3: Dismissal of Association:

Before of dismissal of Association the elected board of AVA must be invited for the emergency meeting to the main office of Kabul ,so in this regard 66% votes of board members are needed for this purpose and as a result all the shift able goods should be distributed to the members of the Association and non shift able property should be handed over to the relative Regional office of Association.

Clause-3: This Association according to the Islamic religious principles and our country constitution has activity without any language,tribal,directional,religious and political prejudice in all over country.

Clause-4: This Association is established for the development and extension of livestock in the country, hereby, all the professional and those people who are effective for the development of Veterinary medicine without preferring of gender can take active contribution.

Clause-5: Purposes of Association:

1- Defense from the professional legal title of Veterinarians.

2- Create Coordination between AVA members with other concern organizations for providing of best quality of Veterinary services.

3- Endeavors for the upgrading professional knowledge for the providing of best quality of veterinary services.

4- Endeavors for the improvement and development of veterinary services.

5- Endeavors for the perfect professional performances of veterinarians.

6- Endeavors for the cooperation of veterinary staff with Governmental executive organs for the upgrading of public health.

7- Create standardize environment for the veterinary practitioners for the developing of veterinary profession in the country.

8- Attracts national and international donors assistances for the providing quality veterinary services in the country.

9- Endeavors for the access to the latest veterinary scientific technology.

10- Endeavors to have Close relationship with others worldwide Associations.

11- Upgrading of members education level through conducting of courses, workshops and seminars inside and outside of the country.

12- Endeavors for the sustainability, the economy of veterinarians and livestock owners should be improved and finally public economy.

13- Create collaboration environment among the Ministries of public health - Agriculture , irrigation , livestock -Veterinary Faculties and other concerns organization and AVA will act as a scientific and technical advisor between them.

14-Create the environment to support members through providing scientific, technical and other necessary services.

Clause-6:

Association should have a special stamp that must be approved by executive committee of this Association and will be permitted by the Ministry of Culture and information, so the stamp content should be prepared according to the press principles and rules.

Clause-7:

Association relative all formal documents will be register and kept in the main office in Kabul.

Note: Regional offices relative formal documents will be register and kept there and copies of this documents should be sent to the main office.

Clause-8:

Budget and Miscellaneous matters:

Item-1: Expenses of the general gathering for election will be prepared from the membership fees, assistance and other incomes of this Association.

Item-2: Association relevant fund should be kept in the most recognize and formal Banks in Association special account.

Item-3: Association fund and other income should be registered in the main office and at the time of general gathering for election will be presented to the members.

2nd Article:

Rule and regulation for obtaining of membership :

Clause-9:

Item-1: Those professional persons can obtain this Association membership who must have (PhD, MVSC, DVM, Assist. Vet degrees and Para Veterinarians course certificate).

- Those professional persons who want to obtain this Association membership should have citizenship of Afghanistan.
- Membership of this Association is voluntarily and they can submit their written application for this purpose.
- Applicant can obtain membership after the approval of President.

Item-2: For the obtaining of membership of this Association the new candidate application should be certified by two regional deputy chairmen or chairman and one of deputy chairman with other relevant documents such as admitting fee, membership fee, two photographs, copy of Identity card, copy of education certificate, answering of questions and formal commitment sheet should be submitted to the main office for the approval of president.

If someone paid membership fees for the last years, so he/she can pay membership in the first six months of the current year.

Item-3:

- *If a member wants to transfer him/herself from one zone to other zone, in this regard both regional chairmen should be agreed and then president should approve this application.*
- *If a member does not pay one year membership in this reason he/she will not be able to participate in general gathering for election, if he/she missed payment for the two years ,hereby he/she should be withdrawal from the Association.*

Clause-10: Association members:

Association has two kinds of members.

Real members: This kind of members pay yearly membership fee and he/she can give vote and can to be a candidate for the election.

Of course the new members who want to obtain Association membership should pay 500 Afs as admitting fee gather to the current year membership fee.

Volunteer members:

Item-1: Each member of this Association that who worked for ten and more than ten years in veterinary profession and was retired in 60th years of his/her age or more than it herewith, he/she can submit application to management mission and after obtaining maximum votes of this mission the applicant will be accepted as a volunteer member.

The status for foreigner Veterinarians that he/she should be a veterinarian (DVM) and should be interested to veterinary profession and Afghan people, at that time can obtain this Association membership.

Item-2: The volunteer member is exempted for the payment of membership fee and other financial expenses, but he/she can utilize all titles and benefits of this Association.

Item-3: The volunteer member is like real member and can use vote but cannot introduce himself/herself as a candidate for election and also can utilize any incentive/assistance (Ekramia) after death.

Clause-11: Membership fee of members:

- ✚ Each member of the Association has to pay AFs 500 as yearly membership fee to main or regional offices, beside this they can transact through Association Banking account .
- ✚ All the Association members have to pay their yearly membership fee in the first six months of the current year.

3rd Article:

Organization of Association:

President: After general election the election for the presidency should be done, in this purpose the elected board should be invited to the main office and by the taking of maximum votes from the elected board the president being elected, so the working period is two years and there is no legal prohibition for candidature for the 2nd presidency.

Executive Director: The recruitment of executive Director is the responsibility of president and can assist president in the performing of official and technical affairs.

Finance Officer: The recruitment of Finance Officer is the responsibility of president and can assist president in the financing and other affairs.

Management Mission: *The members of this mission are president, Executive Director and other three persons from the elected board members. Three persons from the elected board members should be elected and require to obtain sufficient votes from this board.*

Authorities and responsibilities of President:

1. *Performances of Association affairs according to the statute.*
2. *Publication and perfectly performing of Management mission recommendations.*
3. *Representation of this Association in national and international affairs according to the Association rule and principles.*
4. *Supervising from the Association administrative, financial and technical affairs.*
5. *Preparing of Association Administrative, financial and technical activities report.*
6. *Preparing and organizing of protocols and proposals.*
7. *Signatures of proposal and protocols.*
8. *Instructions of Association members.*
9. *Endeavors for financial resources.*
10. *Participation in Association all gathering and meetings.*
11. *Having good relationship with other Associations and donors at national and international level*
12. *Supervising from the different committees activities*
13. *Dismissal of elected boards members: Due to the no activities of elected board members and continuously complaints from the relevant zone members which are received to the office of president, herewith the president has responsibility to gather relevant region members for election, so by the taking 2/3 part votes the regional chairman or deputy chairman should be dismissed.*
14. *President should be dismissed by the taking 2/3 votes from the elected board.*

Note: *Due to the resignation, killing sickness or death of president the elected board members should be invited for the emergency meeting and by the taking of maximum votes another person must be elected for the remained period of presidency.*

Executive Director:

Capability for candidature:

The candidature should have at least DVM degree or high then it and he/she should have at least 10 years administrative and project experience, he/she will be familiar with Animal health matters and having good leadership, managerial and professional skill.

Duties and responsibilities of Executive Director:

1. *Ensure and supervising from the administrative section also endeavors to create suitable environment for the upgrading of education and professional level of Association members.*
2. *Holding regular meetings with the management's mission for the extension of long term objectives.*
3. *Reporting to the management mission regarding to the project activities and Association relevant other financial obtaining.*
4. *Attending the meetings of the concern organization those are involving in Animal health and livestock.*
5. *Participating in the meetings including Ministries of Agriculture, Irrigation, Livestock -Public health and other concern organizations.*
6. *Act as a positive player regarding extension and developing of relationship with the world Veterinary Association.*
7. *Secure Keeper of Association relationship with Government authority, NGOs, Civil societies and other organizations.*
8. *Participation in the national and international seminars and workshops after the permit ion of president.*
9. *Any others obligation giving by the president.*

Finance officer duties:

- 1) *Finance officer has responsibility to keeps all financial documents of this Association.*
- 2) *President should be informed about all financial documents with no validity time.*
- 3) *Finance officer must submit detail balance report of income and expenses to the president in the end of each month.*
- 4) *Finance officer is responsible to keep all transitional property.*

Clause-12: Authorities and responsibilities of Management mission:

- *The numbers of Management mission is five persons including president, Executive Director and three members of elected board.*
- *The Management mission must have respect to the Afghanistan Islamic republic constitution and they should be judicial and legally committed against Association members.*
- *Management mission should hold a meeting a month after the election and one author should be assigned in this meeting.*
- *This is essential to participate each member in each meeting, if someone missed three continuously or five different meetings without any logical reason, herewith decision will be taken regarding dismissing of absent member.*
- *The routine meeting of management mission should be hold after three months, otherwise an emergency meeting can be also held by the president or Executive Director Invitation.*

- *Management mission should prepare and organize short and long term plans for Association.*
- *Management mission is responsible to physically perform all statute content step by step.*
- *Management mission including president who is the head of this mission is responsible of leadership of this Association so they can evaluate and check Association relevant property.*

Duties and responsibilities of Regional chairmen:

- ❖ *Convey messages of main office to the relevant region members and following of it.*
- ❖ *Collecting information and problems from the relevant region members and submit it to the main office.*
- ❖ *Collecting of membership fees from the members.*
- ❖ *Endeavors to obtain financial support from donors.*
- ❖ *Regularly attending to the Agriculture sector meetings.*
- ❖ *Attending to the Non Government organizations meetings.*
- ❖ *Keeping good relationship with Government organs.*
- ❖ *Keeping and registration of relevant regions transitional and non transitional properties and they are responsible for any objection.*
- ❖ *Conducting training program in the relevant region.*
- ❖ *Cooperation and coordination with concern organs.*
- ❖ *Coordination with the Agriculture Directorate programs.*
- ❖ *They are responsible to keep relevant regional office documents.*
- ❖ *Defense from the relevant region members juridical professional titles .*

Clause-13: Election:

Item-1: *The election should be done in the seven zones in the certain dates, for this purpose at least a week before of election all appropriate members should be informed by the phone, email and other corresponding for the gathering of election ,so the relevant zone chairman and two deputy chairmen should be elected in this election for two coming years (those members who wants to candidates for these post must have at least three years membership record with this Association)*

Item-2: *A week after the election the elected board members should be invited for the board meeting to the main office, so among them one person should be elected as president by obtaining of maximum votes from this board, then he/she will be en able to work as a president for coming two years .*

Capability of regional chairmen:

- A. *The candidate for regional chairman must be at least Veterinarian (DVM).*
- B. *The regional chairman should have working capability; if he/she is recruited with any other organ herewith the responsibilities should be handed over to first then 2nd deputy chairman.*
- C. *Working period of regional chairmen and deputy chairmen is two years like president.*
- D. *With absence of regional chairman, first deputy chairman and in absence both of them 2nd deputy chairman should be authorized for the running of official affairs.*

Clause-14: Committees:

For the smooth and successful running of affairs and activities it is essential to create some committees posts in the Association organization, so these committees' members should be introduced from the elected board members.

It will be mentioned that, the members of each committees should be reached between 3 to 8 persons, also the president must be a member of each committee, also according to the plan all committees should submit their working reports to the president.

1: Education and cultural committee:

The members of this committee are seven persons and the consist of this committee is as below:

- Two persons of the regional chairmen*
- Two persons of the deputy regional chairmen*
- Three persons of Association members who has experience in professional training.*

For this purpose president should introduce enable persons to the elected board and after taking maximum votes from this board they can obtain membership of this committee

The education and cultural committee should hold a meeting at least in each two months

Beside of these seven members the president should be also the member of this committee.

Responsibilities of education and cultural committee:

- *Preparing training materials for the different courses for the upgrading of scientific, practical and theoretical level of Veterinarian.*
- *Collection scientific fresh and latest information and its evaluation for the Association publication.*
- *Preparing materials for the public awareness.*
- *Preparing technical materials for the flipcharts, posters and brochures.*
- *Preparing curriculums for the different training courses.*

11: Financial committee:

The members of this committee are four persons including Executive Director, Finance officer of Association and two other persons of elected boards members from the regional office, in this regard, President should introduce en able persons to the board meeting and after taking of maximum votes from the elected board, they can obtain membership of this committee, it will be mentioned that this committee should hold a meeting in each three months and president is also member of this committee.

Responsibilities of Financial committee:

- ❖ *Supervising from Association all incomes and expenses.*
- ❖ *Monitoring of financial section of the projects.*
- ❖ *Actively sharing in the purchasing of high prices tools and goods*
- ❖ *Actively sharing about finding of market for the Association relevant Vaccine and medicine .*

111: Monitoring and Supervising Committee:

The members of this committee reaches to three persons including one regional chairman and two other expert veterinarians who must be active members of the Association ,for this purpose president should introduce proper persons to the elected board for taking of maximum votes to obtain membership of this committee.

It will be mentioned, that this committee should hold at least one working meeting after each three months.

Responsibilities:

- ✓ *Evaluation of training courses which are conducting in Association training centers.*
- ✓ *Supervising of Veterinary Field Units (VFUs).*
- ✓ *Collection problems from VFUs and suggestion solution ways for them.*
- ✓ *Collection activities reports from VFUs and their summarize and analyzing.*

1V: Committee for common relation with Government and other concern organs:

The members of this committee are eight persons including seven regional chairmen and president and they should hold a meeting after each six months.

Clause-15: *Association should have a special banking account that three persons including president, Finance officer and one person the member of board should be responsible for the dealing.*

Clause-16: *After approval by president that the Association relevant expenses regarding the projects or other cash money of the Association can be performed through the check from the bank.*

Clause-17: After the death of any member of Association amount 5000 AFs for each year from the obtaining of membership up to the death (For the years which handed over his/her membership fee) as assistance (Ekramia) should be handed over to the died family member from the property of Association.

Clause-18: Due to the disability of any member of Association, if Management mission approve it by the taking of maximum votes, at the time amount 5000 AFs for each year from the obtaining of membership up to the disability (for the years which handed over his/her membership fee) as assistance should be paid from the Association property to disable member and it will be mentioned, that after death of this member his/her family members cannot utilize other assistance as Ekramia from this organ.

Clause-19: The expenses of election for the general gathering or in the regional level including DSA and transportation cost of participants should be provided by president and Executive Director from the foreign resources or AVA property.

Fourth Article:

Miscellaneous commands:

Clause-20: Inviting of management mission in the emergency status and this is responsibility of the leadership mission (president and management mission members) that, they can invite them in the following status:

- ❖ While convert statute of this Association.
- ❖ At the time, facing with risk at least 30% property of the Association.
- ❖ During dismissal of Association.
- ❖ In the emergency status when the leadership suggest to hold like this meeting.

Clause-21: Voluntary duties:

According to his/her application each member of Association can work in the benefit of this Association in essential time without any incentive.

Clause-22: Withdrawal of any member from the Association:

While any member doesn't not respect Association's statute content and may not be suitable to the rules and regulations of Association, at the time he/she should be withdrawal, in this regard the following steps should be followed:

- *Instruction*
- *Awareness*
- *Withdrawal from the Association, so this task should be performed by the regional chairman and deputy chairmen.*

This statute is prepared in four articles and twenty-two clauses, so this is approved by the all elected board members in the elected board meeting.

