



Canadian Association of Veterinary Epidemiology and Preventive Medicine
L'Association Canadienne en Épidémiologie et Médecine Préventive Vétérinaire

CAVEPM / ACEMPV

Charter and Gouvernance

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Organization and Objectives

The Canadian Association of Veterinary Epidemiology and Preventive Medicine (CAVEPM), l'Association Canadienne en Épidémiologie et Médecine Préventive Vétérinaire (ACEMPV), is a not-for-profit association that encourages training, research and exchange of information among interested parties in the scientific fields of veterinary epidemiology, preventive veterinary medicine and directly related fields such as the economics of disease and its management in populations of animals, including the epidemiology of zoonotic diseases affecting animals and people.

Membership

Membership is open to any individual with an interest in veterinary epidemiology and who chooses to register and attend an annual conference and the annual business meeting. Voting is restricted to residents of Canada with an interest in veterinary epidemiology who register and attend the annual conference and physically attend that annual business meeting which is held in association with the annual conference. There is no membership fee nor formal membership list for the association, but lists of registered attendees of the two most recent CAVEPM/ACEMPV conferences will be considered to be active members.

Primary Methods of Achieving Objectives

The primary method CAVEPM/ACEMPV achieving its objectives is through encouraging a conference and training workshop(s) to be held once a year in association with any one of the five veterinary colleges in Canada. Registration and participation in such meetings is open to anyone with an interest in the field, including students, researchers, teachers, animal health regulators, or practitioners of epidemiology. Graduate students are particularly encouraged to participate and present on their research that is either completed or still in progress.

Conferences and Workshops Timing and Locations

A conference and workshop(s) are held once a year, with the exception of every third year when the International Symposium of Veterinary Epidemiology and Economics (ISVEE) is held. CAVEPM / ACEMPV does not hold a conference on ISVEE years, so as to not compete with limited conference travel budgets of people wishing to attend ISVEE. CAVEPM/ACEPM conferences are usually held sometime during the months of May through August. Conferences and workshops are usually held on campus or in the city of one of the five veterinary colleges in Canada, generally following a rotation of: Charlottetown PEI, Guelph ON, Calgary AB, St. Hyacinthe PQ, Saskatoon SK, then back to Charlottetown. The proposed year and site of the subsequent two conferences is voted upon at the annual business meeting. The location and timing may deviate from the above if agreed by majority vote at the annual meeting (e.g. alter the rotation or hold in a different city (e.g. Ottawa, Montreal, Edmonton etc.) Thus, an individual veterinary college may expect to be asked to host the conference approximately once every 6 to 8 years.

Governance

The executive committee of CAVEPM / ACEPM consists of people actively employed in the field of veterinary epidemiology with at least one representative from each of the 5 veterinary colleges in Canada including: the University of Prince Edward Island, Université de Montréal, University of Guelph, University of Saskatchewan, University of Calgary and may include one or two additional members working in veterinary epidemiology for a Canadian provincial ministry of agriculture or the Canadian Food Inspection Agency (CFIA). From the above people the executive consists of the following positions with the length of their term in years shown in brackets: President (1 yr), President Elect (1 yr), Secretary Treasurer (5 yrs), university or government representative (3 yrs). The membership of the executive is voted on and confirmed by simple majority vote by attendees at the annual business meeting. Each member of the executive is expected to remain on the executive for a minimum of 3 years but can be extended if reconfirmed at the annual business meeting. The representative from the college hosting the next conference serves for that year as the President Elect. The President Elect is responsible for chairing the local organizing committee for the upcoming conference, and automatically becomes President for the year following the hosting of the conference. For continuity of documentation and longer term banking, the Secretary Treasurer is expected to accept the position for a period of 5 years. The non-presidential terms may be extended if reconfirmed at the annual business meetings. Any member of the executive may resign at any time provided they give reasonable notice to the remainder of the executive. They will be expected to help nominate a replacement for their executive position representing their veterinary college or position. Routine decisions required by the executive during the year shall be discussed by e-mail or conference call and decided upon by simple majority vote of the executive, with the President carrying the decision in the event of a tie vote. Decisions on the membership of the executive and larger decisions (e.g. the organization's direction, management or governance) require a simple majority vote of members at the annual business meeting. Potential members of the national executive may be nominated by any member other than themselves, confirm their willingness to serve, and receive a simple majority vote of approval at the annual business meeting. Membership on the executive is voluntary. Members of the executive are not paid for their time or energy committed to the association. Under certain circumstances the national President or Secretary Treasurer may receive some travel funding to attend the annual business meeting (see Financial Control and Banking section below)

Local Conference and Workshop Organizing Committees

The President Elect will be located in the city of the next conference and will serve as Chair and oversee the establishment and running of the local organizing committee for that conference and workshop(s). Each local conference organizing committee will include at least a Chair, vice chair, and secretary treasurer plus other members as needed. The local committee is responsible for all aspects of the conference and workshop(s) including location and logistics, call for papers, rules for paper submission and acceptance, selection of papers and posters, conference and workshop themes, teachers, budget, banking and financial control, seeking sponsorship, establishing registration fees, obtaining appropriate insurance, ensuring accommodations and food services, communications and advertising. They may choose to hire a local conference logistics and registration service company or the local university conference services. Since CAVEPM/ACEMPV is a not-for-profit association, their budgeting objective is for all costs to be fully covered (see finance and banking section below). Suggestions for themes of future conferences and workshops may be provided by the membership at annual business meetings, but the local organizing committee has the final say on what themes they wish to use.

As chair of the local conference organizing committee, the CAVEPM/ACEMPV President Elect will keep the general CAVEPM/ACEMPV executive updated on the progress of plans for the next conference and workshop.

Financial Control and Banking

Finance and banking are managed at two levels including: a) at the national level for longer term year-to-year continuity led by the national CAVEPM/ACEMPV Secretary Treasurer, and b) at the local level for a given conference and workshop for approximately one year by the local Treasurer of the local conference and workshop organizing committee. Each respective local Treasurer is responsible for setting up a checking bank account appropriate for a not-for-profit association. Such accounts must be set up such that at least two signatures of responsible members are required on every check. Each local Treasurer is responsible for maintaining records and bank statements detailing each transaction and preparing an annual statement of income and expenses and current balance. The national Secretary Treasurer will present a financial report at each annual business meeting. The Treasurer of the local conference organizing committee will present a financial report after all transactions have been completed for the respective conference and workshop(s). Whenever the conference is held in the same city as the location of the national Secretary Treasurer then it is permitted (but not required) that the national Secretary Treasurer serve as the Treasurer for the local organizing committee and use the national CAVEPM/ACEMPV bank account as the conference bank account for that year, rather than open separate accounts.

The financial objective of each annual conference and workshop is to pay all costs, including refunding any conference "seed" money that was forwarded to them by national CAVEPM / ACEMPV bank account, but not make an excessive surplus. Any surplus income from a conference or workshop will be divided in the following manner. One half shall remain with the veterinary college that hosted the meeting and be used to assist in conference travel of graduate students or research or equipment that further the teaching and research of veterinary epidemiology. Decisions on the exact distribution of that money within the above restrictions shall be left to the local organizing committee. The other half shall be transferred to the national CAVEPM / ACEMPV bank account to be used as "seed" money for future conferences and to support graduate student travel and possibly some executive committee travel to future CAVEPM/ACEMPV conferences. The national CAVEPM/ACEMPV will strive to maintain a reserve balance of approximately \$10,000 to \$15,000 as emergency funds, to assist if a particular annual conference is unable to cover all costs. If over time the reserve builds up to a bank balance of more than \$15,000, then more money can be awarded to assist more graduate students to attend future conferences or as prizes for the best papers presented by graduate students.

Note: Concerning travel of national executive members to annual conferences, all executive members are expected to arrange for their own funding and pay full conference registration fees from their employer or whatever sources they have. If the national President or Secretary Treasurer cannot find such funding, then upon approval by the national executive committee, they may apply for funding from the national CAVEPM/ACEMPV account for assistance to attend the annual business meeting and their registration at the conference may be waived. If they do so they are expected to obtain economy travel and accommodations.

Annual Business Meeting

A CAVEPM/ACEMPV business meeting will be held during each CAVEPM/ACEMPV conference (ie once a year, not including every third year when ISVEE is held). The meeting will usually be held after lunch of the last day of the conference. The meeting will be chaired by the current President with assistance from the national Secretary Treasurer. The meeting will be open to anyone registered to attend the conference that year, but voting rights will be provided (one vote per person) only to those physically in attendance at the meeting who are also currently residing in Canada (i.e. may include graduate students who are not necessarily Canadian citizens but who are currently residing in and are registered as graduate students of epidemiology at a veterinary college in Canada).

The agenda shall include at least:

1. A report from the President Elect as the Chair of the local organizing committee and host of the meeting;
2. A financial report by the national Secretary Treasurers on the income and expenditures since the last business meeting and current financial status and bank balance of the national CAVEPM/ACEMPV;
3. Suggestions, discussion and vote on themes for future conferences and workshops
4. Invitation from a representative of the college to host the next conference and workshop and vote to approve that.
5. Discussion on the likely host college for the subsequent conference.
6. Nomination of and confirmation of individuals' willingness to stand as members of the national executive, followed by a vote on the make up of the national executive for the following year.
7. Transfer of the President Elect to the position of President for the following year.
8. Other agenda items.

Logo

A logo for the association was selected by vote after a logo design competition held in 2010 with the selection of the following:

**Language and General Communications**

Papers and posters may be presented at conferences in either English or French. Translation is not guaranteed but may be provided if the local organizing committee can obtain funding to do so. The bulk of business will be conducted in English with translation to and from French provided by bilingual members as needed. Most communications and advertising shall occur by e-mail using lists of attendees from recent conferences and the "EpiVet" list server.