

**ANNEX 1: List of participating Member Institutions**

Country/Territory	Organization/Institution
Cambodia	Royal University of Agriculture
Hong Kong SAR	City University of Hong Kong
Indonesia	Universitas Brawijaya
Indonesia	Universitas Gadjah Mada
Indonesia	Pajadjaran University
Japan	Hokkaido University
Japan	Nihon University
Japan	Obihiro University of Agriculture and Veterinary Medicine
Japan	Okayama University of Science
Japan	Rakuno Gakuen University
Japan	The University of Tokyo
Japan	Yamaguchi University
Korea RO	Seoul National University
Malaysia	Universiti Putra Malaysia
Pakistan	University of Veterinary and Animal Sciences Lahore
Philippines	Benguet State University
Philippines	Cavite State University
Philippines	Central Bicol State University of Agriculture
Philippines	Central Luzon State University
Philippines	Isabela State University
Philippines	Nueva Vizcaya State University
Philippines	Pampanga State Agricultural University
Philippines	Tarlac Agricultural University
Philippines	University of the Philippines Los Baños
Philippines	Visayas State University
Sri Lanka	University of Peradeniya
Taiwan	National Taiwan University
Thailand	Chulabhorn Royal Academy
Thailand	Kasetsart university
Thailand	Khon Kaen University
Thailand	Mahidol University
Vietnam	Nong Lam University

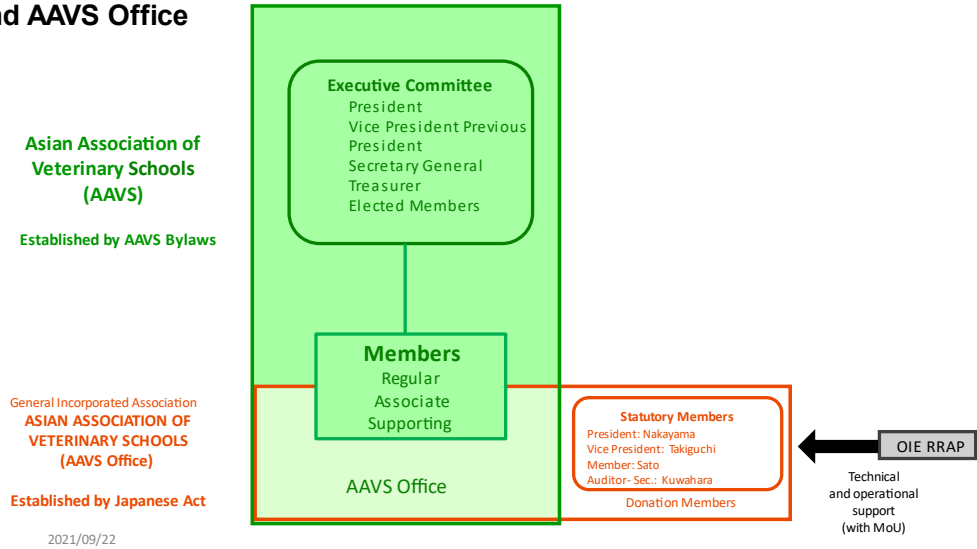
Vietnam	Vietnam National University of Agriculture
Other	OIE Regional Representation for Asia and the Pacific, Sub-Regional Representation for South East Asia

## ANNEX 2: Meeting agenda

Approx. time	Topic	Speaker/Facilitator
16:00	Welcome address	AAVS President
16:05	The 19 <sup>th</sup> AAVS Assembly Meeting Agenda	Secretary General
16:10	Report from the 19 <sup>th</sup> Executive Committee Meeting <ul style="list-style-type: none"> <li>- Establishment of AAVS Office</li> <li>- Revision of the AAVS bylaws</li> <li>- Executive Committee Members</li> <li>- Membership status</li> <li>- Ongoing and proposed AAVS activities</li> </ul>	Secretary General
16:15	Financial report	Treasurer
16:20	Introduction of new AAVS Members	Secretary General
16:25	Adoption of revised AAVS bylaws	Secretary General
16:35	Election of Officers and Executive Committee Member	Secretary General
16:40	Open discussion on AAVS activities and any proposed issues from Member Institutions	New President (TBC)
16:50	Hosting of the 20 <sup>th</sup> AAVS Assembly Meeting	Secretary General
16:55	Farewell remarks from out-going AAVS President	AAVS President
	Closing remarks by new AAVS President	New President

### ANNEX 3: Figure showing the relationship between AAVS and AAVS Office

#### Relations between AAVS and AAVS Office



**ANNEX 4: Comparative table of the existing and revised BYLAWS OF THE ASIAN ASSOCIATION OF VETERINARY SCHOOLS for Assembly meeting**

Existing Bylaws	Revised Bylaws (Proposal)	Notes/Explanations
<b>BYLAWS OF THE ASIAN ASSOCIATION OF VETERINARY SCHOOLS</b>	<b>BYLAWS OF THE ASIAN ASSOCIATION OF VETERINARY SCHOOLS</b>	
<p><b>Article I Name and Location</b></p> <p>Section 1 The name of the organization is the Asian Association of Veterinary Schools, a nonprofit organization. The official abbreviation of the association is AAVS.</p> <p>Section 2 The association shall maintain a registered office at the University of Tokyo (UT), Tokyo, Japan and supported by AAVS-Japan.</p> <p>Section 3 The logo of AAVS:</p>	<p><b>Article I Name and Location</b></p> <p>Section 1 The name of the organization is the Asian Association of Veterinary Schools, a nonprofit organization. The official abbreviation of the Association is AAVS.</p> <p>Section 2 The Association shall maintain a registered office (General Incorporated Association, ASIAN ASSOCIATION OF VETERINARY SCHOOLS, hereinafter referred to as “AAVS Office”) at the University of Tokyo, Tokyo, Japan. The AAVS Office is registered according to the procedure defined by the Japanese Act on General Incorporated Associations and General Incorporated Foundations (Act No. 48 of June 2, 2006).</p>	<p>Proposed to be deleted</p> <p>Proposed to be added</p> <p>Further revision since EC Meeting based on Member inputs</p> <p>The registered office is the AAVS Japan (now proposed to be called “AAVS Office”). Both AAVS and AAVS Office bylaws are revised to clarify the relationship.</p> <p>The logo and description of the logo will be moved to the website.</p>



#### Section 4

The philosophy behind the logo:

1. The unity of veterinary schools in Asia;
2. Veterinarian education has the responsibility to provide teaching learning process with many species of animals under one health system, animal production and husbandry, ethics and animal welfare;
3. AAVS as the veterinary school association with a vision on the professionalism of day one competencies;
4. The blue color represents the blue sky;
5. The yellow color represents success and glory.

#### Article II Objectives

##### Section 1

The purpose of the association is to advance the education, research and public services in veterinary sciences. The purpose is exclusively educational and scientific, and will never include any political

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The purpose of the Association is to advance education, research and public service in the field of veterinary medicine and sciences. This purpose is exclusively educational and scientific and does not pertain

<p>matters.</p> <p>Section 2</p> <p>In order to achieve the purpose, the association shall carry out the following activities.</p> <p>(1) Organize symposiums</p> <p>(2) Commend young teaching staff, students and researchers</p> <p>(3) Exchange educational and scientific information</p> <p>(4) Other necessary activities to achieve the purpose</p>	<p>to political matters.</p> <p>Section 2</p> <p>In order to achieve its purpose, the Association shall carry out the following activities:</p> <p>(1) organizing symposiums;</p> <p>(2) commending the performance of young teaching staff, students and researchers;</p> <p>(3) exchanging educational and scientific information;</p> <p>(4) other necessary activities to achieve the purpose.</p>	
<p><b>Article III Association Membership</b></p> <p>Section 1</p> <p>The regular members of the association are the heads of educational institutions (University, Faculty, Department, etc.) of veterinary medicine in Asian countries.</p> <p>Section 2</p> <p>Application to be a member of the association must be endorsed by at least two (2) member institutions and approved by the executive committee.</p>	<p><b>Article III Membership</b></p> <p>Section 1</p> <p>Regular members of the Association are the educational institutions (universities, faculties, colleges, departments, etc.) of veterinary medicine in Asian countries, recognized or accredited by the relevant national authority in their country.</p> <p>Section 2</p> <p>An application to become a member of the Association must be submitted by the Head of the Veterinary Institution, endorsed by at</p>	<p>Application should be submitted by the Head of the Veterinary Institution while AAVS</p>

<p>Section 3 The membership year is the fiscal year, from January 1st to December 31st.</p> <p>Section 4 The regular member is to pay an annual membership fee of US\$ 100. It should be paid to the treasurer by January 15th each year.</p> <p>Section 5 The association can accept associate and supporting members who pay US\$ 200 and US\$ 500 respectively as annual membership fees (associate member = veterinary institution outside Asia or non-educational bodies; supporting member = private donors). The associate and supporting members may attend the assembly as observers.</p> <p>Section 6 Member institutions who failed to pay membership fee for 3 years, the Executive Committee may remove those institutions from the list of AAVS members. To encourage payment, invoice will be issued and sent out to member institutions during October/ November of each</p>	<p>least two (2) Member Institutions and approved by the Executive Committee.</p> <p>Section 3 The membership year is the fiscal year, from January 1 to December 31 of each year.</p> <p>Section 4 The Regular Member is to pay an annual membership fee of US\$ 100.</p> <p>Section 5 The Association can accept Associate and Supporting Members who pay US\$ 200 and US\$ 500, respectively, as annual membership fees. Associate Members are veterinary institutions outside Asia or non-educational bodies, and Supporting Members are donors. Associate and Supporting Members may attend Assembly meetings as observers.</p> <p>Section 6 Membership will cease by written resignation or in case of non-payment of the membership fees for three (3) consecutive years, except for exceptional circumstances which have been considered by the</p>	<p>Representative does not need to be the Head.</p> <p>Some of the operational details are proposed to be moved to another internal document that can be modified more easily than the bylaws and posted on the AAVS Website. This will allow more flexibility.</p> <p>We now have reliable record of payment status since 2017.</p>
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<p>year.</p>	<p>Executive Committee.</p>	
<p><b>Article IV Representation</b></p> <p>Section 1 Each due paying member institution shall submit the name of its representative to the secretary-general promptly whenever there is any change. The representative shall be the highest rank officer of the organization or that person's designee.</p> <p>Section 2 Each institutional member shall have a single vote in all matters to be decided in the association. The vote may be transferred from the representative to a designee. The designee must be an employee of the member institution.</p> <p>Section 3 A representative may execute a proxy in writing to authorize another representative to cast his or her vote on any matter to be decided.</p>	<p><b>Article IV Representatives</b></p> <p>Section 1 Each Member Institution shall submit the name of its Representative to the Secretary General. The Representative shall be the Head of the Veterinary Institution or that person's designee. The designee must be a faculty member of the Member Institution.</p> <p>Section 2 Each Member Institution shall have a single vote in all matters to be decided in the Association. The vote can be transferred from the Representative to a designee. The designee must be a faculty member of the Member Institution.</p> <p>Section 3 A Representative may execute a proxy in writing to authorize another Representative to cast his or her vote on any matter to be decided.</p>	
<p><b>Article V Assembly</b></p>	<p><b>Article V Assembly</b></p>	



<p>Section 1</p> <p>The governing body of the association shall be the assembly. The assembly shall supervise, direct, and control the affairs of the association, its committees, and publications. It shall determine its policies and changes therein, actively pursue its objectives and supervise the association’s budget.</p> <p>Section 2</p> <p>The members of the assembly shall be representatives or designees of member institutions.</p> <p>Section 3</p> <p>Fifty percent of the members of the assembly, represented in person or by proxy, shall constitute a quorum for the conduct of business and any business thus transacted shall be valid provided it is affirmed by a majority of those present.</p> <p>Section 4</p> <p>The presiding officer of the assembly shall be the president of the association or, in his or her absence, the vice president.</p>	<p>Section 1</p> <p>The governing body of the Association shall be the Assembly. The Assembly shall supervise, direct, and control the affairs of the Association. It shall determine its policies and changes therein, actively pursue its objectives and supervise the association’s budget.</p> <p>Section 2</p> <p>The members of the Assembly shall be Representatives of the Member Institutions or their designees.</p> <p>Section 3</p> <p>The Assembly meeting of the Association may be held physically or virtually. More than fifty percent of the members of the Assembly, represented in person or by proxy, shall constitute a quorum for the conduct of business, and any business thus transacted shall be valid when it is affirmed by a majority of those present.</p> <p>Section 4</p> <p>The presiding officer of the Assembly shall be the President of the Association (“the President”), or in his or her absence, the Vice President.</p>	<p>Proposed to add because we expect there will be more virtual or hybrid meetings in future.</p>
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<p>Section 5</p> <p>The assembly shall have one or more meetings every two years. The special meetings of the assembly may be called by resolution of the executive committee. The secretary-general of the association shall provide each member of the assembly written notice of the regular and any special meetings.</p> <p>Section 6</p> <p>As a general rule, the assembly of the association will be held in the institution of any member of the association. The head of the host institution must provide the members with appropriate booking for accommodation.</p>	<p>Section 5</p> <p>The Assembly shall have one meeting every year. Special meetings of the Assembly may be called by resolution of the Executive Committee.</p>	<p>Proposed to remove, because nature of annual assembly meeting has changed. If necessary, we can include in internal document.</p>
<p><b>Article VI Officers</b></p> <p>Section 1</p> <p>The association has a president and president-elect (vice president). The president shall be the official representative of the AAVS, preside over the executive committee and annual assembly meetings, and organize the annual AAVS meeting. The president-elect shall become acquainted with the work of the president. The term of the president is 2 years, from the next day of the AAVS assembly of that year to the</p>	<p><b>Article <del>VI</del> VII Officers</b></p> <p>Section 1</p> <p>The President and the Vice President shall be elected by the Assembly. Candidates for the President and the Vice President shall be proposed recommended by the Executive Committee or by at least two Members of the Assembly. These candidates shall be proposed recommended from among the Representatives present at the Assembly. The President shall preside over the Assembly and the Executive</p>	<p>Since the Executive Committee is mentioned in Article on Officers, the order of Article VI and VII can be reversed.</p> <p>- Propose to remove "President-elect" and only appoint "Vice President" every 2 years.</p>

last day of the assembly 2 years later. No person can serve for two consecutive terms. The president shall be nominated among deans or chairmen of the schools or departments of veterinary medicine by the EC and elected by the members at the assembly one year before beginning his/her term, and serve as president-elect.

### Section 2

The secretary-general shall be nominated by the executive committee and approved at the assembly. The secretary-general shall serve three (3) years and can be re-elected once. The secretary-general shall (1) maintain an updated list of members' names, addresses and a file of all membership applications; (2) be responsible for the association's correspondence, including informing the members of AAVS meetings; (3) attend all meetings of the executive committee and the annual assembly, take minutes for these meetings, and submit for approval by members at the assembly meeting; (4) keep the original on file for reference and make copies available to the members on request; and (4) assist the president as needed.

### Section 3

The treasurer shall be nominated by the executive committee and

Committee. The terms of the President and the Vice-President are two (2) years, from the day following the annual Assembly meeting to the last day of the Assembly meeting 2 years later. No person can serve for two consecutive terms. The President shall preside over the Assembly and the Executive Committee.

### Section 2

The Secretary General shall be nominated from among the faculty members of Member Institutions by the Executive Committee and approved by the Assembly. The Secretary General shall serve three (3) years and can be re-elected once. The Secretary-General is supported by the AAVS Office.

### Section 3

The Treasurer shall be nominated from among the faculty members of

- Propose to remove detailed description of officers' roles from the bylaws and develop an internal document that can be more easily modified than bylaws (can be posted on the website).
- In practice, EC will nominate President and Vice President.
- Secretary General and Treasurer are individuals, not necessarily the official Representatives of Member Institutions (for sustainability).
- Role of AAVS Office is indicated.

<p>approved at the assembly. The treasurer shall serve five (5) years and may not be re-elected. The treasurer shall be responsible for all financial matters. The treasurer shall (1) set up an account in a convenient bank; (2) deposit and withdraw as authorized; (3) keep records of all transactions; (4) give an audited detailed account summary annually to the executive committee and assembly; (5) bill each member for annual dues and present to the secretary-general and the executive committee the list of members in good standing and those who have not renewed their membership, and (6) assist the president and secretary-general as needed. The auditor shall be nominated by the executive committee and approved at the assembly.</p>	<p>Member Institutions by the Executive Committee and approved by the Assembly. The Treasurer shall serve five (5) years and may not be re-elected. The Treasurer is supported by the AAVS Office, and shall be responsible for all financial matters.</p>	
<p><b>Article VII Executive Committee</b></p> <p>Section 1</p> <p>The executive committee shall consist of about ten (10) members : the president, the vice president (next president), the previous president, the secretary-general, the treasurer and about five (5) elected members. The nominating committee shall propose at least two (2) candidates each year at the annual executive committee meeting. The consideration should be given to select at least 3 regional representatives from East, South East and South Asian</p>	<p><b>Article <del>VII</del> VI Executive Committee</b></p> <p>Section 1</p> <p>The Executive Committee shall consist of approximately ten (10) members: the President, the Vice President, the immediate Past-President, the Secretary General, the Treasurer and approximately five (5) Representatives of Member Institutions elected by the Assembly. Consideration should be given to selecting at least one Representative from each of the East Asia, South-East Southeast Asia and South Asia sub-regions.</p>	<p>Propose to remove nominating committee to simplify the process. The process maybe described in more details, but may not need to be in bylaws.</p>

regions. The nominating committee shall be appointed each year by the president, and shall consist of three (3) members including one who is not currently serving as officer. The executive committee members are elected by affirmative vote of a majority of the executive committee members present during the annual AAVS meeting. The elected executive committee members should represent the major regions of Asia and serve for two years.

Section 2

The executive committee meeting shall be held before each regular meeting of the assembly. The chairman may call for other meetings if so requested by any executive committee member. The committee may also meet through e-mail conference.

Section 3

The property and affairs of the association shall be managed and conducted by the executive committee. The executive committee shall also supervise the designation and operation of all special committees with the exception of the nominating committee.

Section 4

The AAVS-Japan should be invited to attend the EC Meeting as an

Section 2

The Executive Committee meeting shall be held before the annual meeting of the Assembly. The President may call for other meetings. The Committee may also engage in decision-making by virtual means.

Section 3

The Executive Committee represents the Assembly during the interval between annual meetings of the Assembly. The property and affairs of the Association shall be managed and conducted by the Executive Committee. The Executive Committee shall also supervise the designation and operation of all special committees.

Section 4

Proposed to add this sentence to clarify that decisions are made by EC in between Assembly meetings.

<p>attendant.</p> <p>List of current EC members as <a href="#">attached file</a>.</p>	<p>Representatives of the "AAVS Office" are invited to attend the AAVS Executive Committee meeting as observers.</p>	<p>List of Members will be posted on the website.</p>
<p><b>Article VIII Miscellaneous Provisions</b></p> <p>Section 1</p> <p>Ad hoc committees, if needed, shall be formed by the call of the executive committee to handle matters regarding education, research and other academic collaboration.</p>	<p><b>Article VIII Miscellaneous Provisions</b></p> <p>Section 1</p> <p>Ad hoc committees, if needed, shall be formed, when requested by the Executive Committee, to handle matters regarding education, research and other academic collaboration.</p> <p>Section 2</p> <p>The resources of the Association consist of:</p> <ul style="list-style-type: none"> <li>• annual membership fees;</li> <li>• contributions of Member Institutions;</li> <li>• any donations.</li> </ul>	
<p><b>Article IX Amendments</b></p> <p>Any representative or a duly-appointed committee may propose an amendment to these bylaws. The secretary-general shall distribute the proposed amendment to all assembly members before the</p>	<p><b>Article IX Amendments</b></p> <p>Any Representative or duly-appointed committee may propose an amendment to these bylaws. The Secretary General shall distribute the proposed amendment to all Member Institutions before the Assembly</p>	

assembly meeting. The amendment shall be adopted if approved by at least two-thirds of the **assembly members** present. An amendment to these bylaws becomes effective immediately upon approval unless otherwise provided by its terms.

The Bylaws printed above have been approved by the organization on August 26, 2003.

First Revised on Oct 1, 2007.

Second Revision on September 6, 2013.

Third Revision on December 11, 2015.

Fourth Revision on June 25, 2019.

***Takeshi Haga/ Tanu Pinyopummintr/ Masatoshi Hori***

***June 25, 2019***

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**Fifth revision on September xx, 2021**

**ANNEX 5: Adopted AAVS Bylaws**

Link: <https://aavs.jp/About/Bylaws/>

**ANNEX 6: List of Executive Committee Members**

Link: <https://aavs.jp/wp-content/uploads/2021/09/EC-Members-Sep-2021.pdf>