

ANNEX 1: List of Participants

AAVS Position	Name/Surname	Institution/Organization
President	Masatoshi/Hori	The University of Tokyo, Japan
President-elect (Vice President)	Abdul Rahman/Omar	Universiti Putra Malaysia, Malaysia
Representative from East Asia	Fang-Chia/Chang	National Taiwan University, Taiwan
Representative from Southeast Asia	Siti Isrina Oktavia/Salasia	Universitas Gadjah Mada, Indonesia
EC Member	Khongsak/Thiangtum	Kasetsart University, Thailand
EC Member	Virginia/Venturina	Central Luzon State University, Philippines
Secretary General	Takeshi/Haga	The University of Tokyo, Japan
Treasurer/ AAVS Japan-Representative	Mitsuyoshi/Takiguchi	Hokkaido University, Japan
AAVS Japan – Representative	Hiroyuki/Nakayama	The University of Tokyo, Japan
AAVS Japan – Representative	Masayoshi/Kuwahara	The University of Tokyo, Japan
AAVS Japan – Representative	Koichi/Sato	Yamaguchi University, Japan
AAVS Office – Office support	Maho/Urabe	OIE Regional Representation for Asia and the Pacific, Japan
Observer	Teguh/Budipitojo	Universitas Gadjah Mada, Indonesia
Observer	Shin-ichi/Sekizawa	The University of Tokyo, Japan
Observer	Kozue/Miura	The University of Tokyo, Japan
Observer	Takashi/Matsuwaki	The University of Tokyo, Japan
Observer	Kiyoshi/Kano	Yamaguchi University, Japan
Observer	Hirofumi/Kugita	OIE Regional Representation for Asia and the Pacific, Japan
Logistics/IT support	Asako/Endo	OIE Regional Representation for Asia and the Pacific, Japan
Intern	Ayaka/Nonogaki	The University of Tokyo, Japan

ANNEX 2: Agenda

	Meeting agenda	
1	Welcome address	AAVS President
2	The 19 th AAVS Executive Meeting Agenda	Secretary General
3	The minute reports of the 18 th and extraordinary AAVS Executive Committee Meetings	Secretary General
4	Updates on AAVS and AAVS Office operation	Secretary General Dr. Nakayama
5	The financial report	AAVS Office on behalf of Treasurer
6	Membership application status	Secretary General
7	Discussion	
7-A	Revision of AAVS bylaws	Secretary General
7-B	Nominations of Officers and EC Member(s)	Secretary General
7-C	Membership status	Secretary General
7-D	AAVS activities <ul style="list-style-type: none"> - Kei-ichiro Maeda Memorial “Ise” award - Teaching material/information sharing platforms - Reactivation of the working group on education harmonization - Collaboration with other organizations (e.g., SEAVSA, FAVA) - Upcoming activities - New activities e.g., twinning, exchange programs 	Secretary General Dr. Nakayama
7-E	The 20 th AAVS Meeting	Secretary General
8	AOB	Secretary General
9	Conclusion / closing remarks	AAVS President

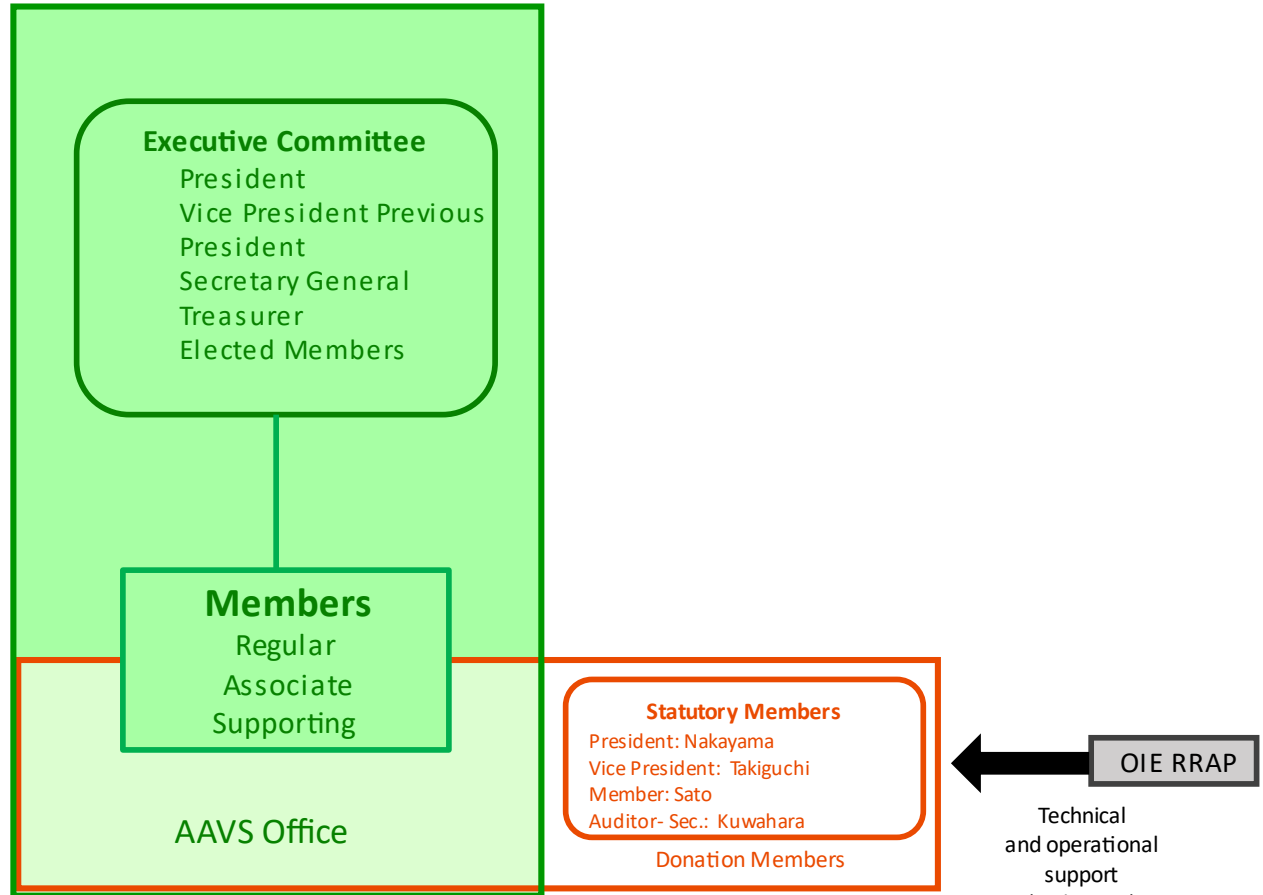
ANNEX 3

Relations between AAVS and AAVS Office

Asian Association of Veterinary Schools (AAVS)
Established by AAVS Bylaws

General Incorporated Association
ASIAN ASSOCIATION OF VETERINARY SCHOOLS (AAVS Office)
Established by Japanese Act

2021/09/22



ANNEX 4: Comparative table of the existing and revised BYLAWS OF THE ASIAN ASSOCIATION OF VETERINARY SCHOOLS for EC Meeting

Existing Bylaws	Revised Bylaws (Proposal)	Notes/Explanations
BYLAWS OF THE ASIAN ASSOCIATION OF VETERINARY SCHOOLS	BYLAWS OF THE ASIAN ASSOCIATION OF VETERINARY SCHOOLS	
<p>Article I Name and Location</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>Article I Name and Location</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>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 matters.

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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 to political matters.

<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>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>Article III Association Membership</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>Section 3</p> <p>The membership year is the fiscal year, from January 1st to December</p>	<p>Article III Membership</p> <p>Section 1</p> <p>Regular members of the Association are the educational institutions (universities, faculties, departments, etc.) of veterinary medicine in Asian countries, recognized by the relevant national authority.</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 least two (2) Member Institutions and approved by the Executive Committee.</p> <p>Section 3</p> <p>The membership year is the fiscal year, from January 1 to December 31</p>	<p>Application should be submitted by the Head of the Veterinary Institution while AAVS Representative does not need to be the Head.</p>

<p>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 year.</p>	<p>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 Executive Committee.</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>
<p>Article IV Representation</p> <p>Section 1</p>	<p>Article IV Representatives</p> <p>Section 1</p>	

<p>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</p> <p>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</p> <p>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>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</p> <p>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</p> <p>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>Article V Assembly</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>Article V Assembly</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 or designees of member institutions.</p> <p>Section 3 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 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 5 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 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</p>	<p>The members of the Assembly shall be Representatives or their designees.</p> <p>Section 3 The Assembly meeting of the Association may be held physically or virtually. 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 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>Section 5 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 add because we expect there will be more virtual or hybrid meetings in future.</p> <p>Proposed to remove, because nature of annual assembly</p>
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<p>institution must provide the members with appropriate booking for accommodation.</p>		<p>meeting has changed. If necessary, we can include in internal document.</p>
<p>Article VI Officers</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 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.</p> <p>Section 2</p> <p>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</p>	<p>Article VI Officers</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 by the Executive Committee or by at least two Members of the Assembly. These candidates shall be proposed from among the Representatives present at the Assembly.</p> <p>The President shall preside over the Assembly and the Executive 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.</p> <p>Section 2</p> <p>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.</p>	<ul style="list-style-type: none"> - Propose to remove "President-elect" and only appoint "Vice President" every 2 years. - 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

<p>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.</p> <p>Section 3</p> <p>The treasurer shall be nominated by the executive committee and 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>Section 3</p> <p>The Treasurer shall be nominated from among the faculty members of 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>sustainability).</p> <ul style="list-style-type: none"> - Role of AAVS Office is indicated.
<p>Article VII Executive Committee</p>	<p>Article VII Executive Committee</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 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.</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 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>
<p>Section 2</p> <p>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.</p>	<p>Section 2</p> <p>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.</p>	
<p>Section 3</p> <p>The property and affairs of the association shall be managed and conducted by the executive committee. The executive committee</p>	<p>Section 3</p> <p>The Executive Committee represents the Assembly during the interval between annual meetings of the Assembly. The property and affairs of</p>	<p>Proposed to add this sentence to clarify that decisions are made by</p>

<p>shall also supervise the designation and operation of all special committees with the exception of the nominating committee.</p> <p>Section 4 The AAVS-Japan should be invited to attend the EC Meeting as an attendant.</p> <p>List of current EC members as attached file.</p>	<p>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.</p> <p>Section 4 Representatives of the "AAVS Office" are invited to attend the AAVS Executive Committee meeting as observers.</p>	<p>EC in between Assembly meetings.</p> <p>List of Members will be posted on the website.</p>
<p>Article VIII Miscellaneous Provisions</p> <p>Section 1 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>Article VIII Miscellaneous Provisions</p> <p>Section 1 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 The resources of the Association consist of:</p> <ul style="list-style-type: none"> • annual membership fees; • contributions of Member Institutions; • any donations. 	
<p>Article IX Amendments</p>	<p>Article IX Amendments</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 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: AAVS Logo without background

