

# ***Queensland Cavy Council***

## ***Constitution***

### ***(revised 2013)***

#### **1 NAME**

1.1 The name of this society shall be "Queensland Cavy Council" and hereafter in this document shall be referred to as the "Council"

#### **2 AIMS**

2.1 The Aims of the club shall be

- i To promote and encourage the breeding and improvement of cavies to the standards as set by the Australian National Cavy Council.
- ii To protect the interests of breeders and exhibitors.
- iii To create interest in the exchange of knowledge gained and the fostering of friendship and goodwill between all kindred bodies.
- iv To encourage good husbandry in the keeping of all cavies.
- v To hold shows for the examination and exhibition of cavies by qualified Judges and Trainee Judges recognised by the Australian National Cavy Council in the judging of pedigree cavies.
- vi To foster the interest of new and Junior members to develop their understanding of the breeding and exhibition of Pedigree Cavies.
- vii To act as an advisory body & central liaison between the Australian National Cavy Council & all clubs affiliated to the Council.
- viii To liaise with any government department or other authority, when necessary, whose responsibility it is to administer any act of Parliament or regulation dealing with any of the aims of the Council.

2.2 The Aims of the council may only be altered by a General Meeting attended by current financial members of clubs affiliated to the council

#### **3 MEMBERSHIP**

3.1 "Membership of the council shall be open to all Queensland based clubs interested in the aims of the council. This Membership will remain current upon receipt of an annual membership fee. The amount and due date of this fee will be determined at the AGM."

3.2 Membership of the council shall consist of the Office Bearers & affiliated Queensland based Cavy clubs. Each of the affiliated Queensland based Cavy Clubs to have 2 representatives. Notification to be sent to the council secretary of the representatives engagement by the respective club, this will include the representatives names and contact details. Club representatives are not be an Office Holder of the Council.

3.3 Club representatives are to be current financial members of the club they have been engaged to represent. Verification of membership shall be sent to the council secretary by the 30th April of each year and should consist of a copy of a list of all financial members of the club at the time.

## **4 OFFICE BEARERS & COMMITTEE**

### **4.1 The office Bearers of the club shall be**

- i President
- ii Vice President
- iii Secretary
- iv Treasurer
- v Show Manager
- vi Assistant to Show Manager
- vii Show Steward
- viii Public Relations Officer
- iv Web master

4.2 All Office Bearers must be residents of Queensland and financial members of any Qld club affiliated to the council and must remain so during their term of office. The terms of office are for 12 months from 1st July, that falls immediately after the AGM.

4.3 If an office should become vacant before a general meeting to elect office bearers, a temporary office bearer may be elected by the Committee to fill the vacated position until a permanent replacement is elected at a special general Meeting of the members.

4.4 Resignations as an office bearer must be in writing and will take effect once received by a member of the Committee ( see section 4.6)

4.5 All Office Bearers shall vacate positions annually but shall be eligible to stand for election to be an Office Bearer of the council at the Annual General Meeting.

4.6 The committee shall consist of the office bearers and two club representatives from each club affiliated to the Council

## **5 DUTIES OF OFFICE BEARERS**

### **5.1 President**

The President shall act as the administrative head of the council and generally preside over the meetings of the council and committee. The President is responsible for ensuring Committee meetings are held, when necessary, to discuss and conduct the operational and legal requirements of the club.

### **5.2 Vice President**

The Vice President shall assist the President in the fulfilment of their duties and shall preside at meetings where the President is absent.

### **5.3 Secretary**

The Secretary is the custodian of the minutes of all meetings of the council and the committee and shall be responsible for the accepting and issuing of correspondence on behalf of the council and for the notification of members of affiliated clubs, of any General or Special Meetings. The Secretary is also responsible for promptly bringing to the attention of the Committee any matter arising from correspondence or other form of communication that requires immediate attention.

### **5.4 Treasurer**

The Treasurer is responsible for the receipt of all moneys due to the council, pay the same to the approved financial society, disperse all payments authorised by the committee and keep accurate

account records of all transactions. A statement of the current financial status of the council shall be presented at each meeting of the council. At the Annual General Meeting a statement of income and expenditure shall be presented to the attendees for the whole of the previous financial year.

#### **5.5 Show Secretary**

The Show Secretary is responsible for the running of the council Shows / Exhibitions and as such is able to delegate work when necessary to volunteers at any of the council shows and must receive all entries and entry moneys payable for all council shows / exhibitions. The Show Secretary shall cause a 'Catalogue of Entries' to be published for each of the council shows / exhibitions. The Show Secretary shall pass onto the Treasurer these moneys for depositing into the approved Financial Society. The Show Secretary is also to receive in writing any complaints or concerns regarding council shows / exhibitions and to present same to the next Committee meeting for discussion and reply.

#### **5.6 Assistant to Show Secretary**

The Assistant to Show Secretary shall act in the position of the Show Secretary when the Show Secretary proper is unable to do so.

#### **5.7 Show Steward**

The Show Steward is responsible for the efficient ushering of covies to the Judging table at council shows / exhibitions and for the accurate recording of all results at council shows / exhibitions and to monitor and ensure the appropriate and acceptable behaviour of visitors, exhibitors and Judges at & around the Judging table.

#### **5.8 Public Relations Officer**

The Public Relations Officer is responsible for the assisting of members and the general public with information regarding Covies and to promote the aims of the council.

#### **5.9 Web Master**

The Web master shall be responsible for maintaining the Queensland Cavy Council Website. Updates to be made at least every 6 months.

### **6 MEETINGS**

6.1 Meetings of the Committee are to be held as and when necessary, decided by the committee and when called for by a simple majority of affiliated clubs, to effect the efficient running of the council.

6.2 Voting at ANY council meetings shall be strictly club based, with votes being tallied from club representatives attending the meeting or from proxy votes in the hands of the secretary prior to the commencement of any meeting.

6.3 When any meeting is called, the Secretary shall circulate to all club representatives and secretaries, an Agenda of items for voting on.

6.4 All voting on agenda items shall be carried out by the club representatives attending the meeting or when a club is unable to send their representatives to the meeting, by proxy vote.

6.5 The proxy vote of those clubs unable to send their representatives shall be in the hands of the council secretary prior to the holding of the meeting that has been called.

6.6 The secretary shall send notice to all affiliated clubs calling for any items to be included on

the agenda for the Annual General Meeting. This notice to be sent to all affiliated clubs 90 days prior to such meeting being called. Included with this notice shall be a deadline for which clubs will have to respond. This deadline will be no less than 21 days from the date of initial notice and shall not exceed 30 days.

6.7 An Annual General Meeting of all affiliated clubs shall be held on the 1st Saturday in May,( committee positions to come into affect 1st July). Notice of which must be given in writing no less than 30 days prior to such meeting, along with such notice an agenda shall be circulated with any items for discussion and voting on included.

6.8 Voting at any Special or General meeting of the council shall be by proxy vote and/or club representative, with simple majority ruling the vote. If voting is tied the incumbent Chair of the meeting shall have the casting vote.

6.9 Proxy votes at all meetings are acceptable only for items on the agenda for which due notice has been given.

6.10 All meetings are open to any financial member of any affiliated cavy club, such attendees are encouraged to enter into any discussion at such meetings, however voting will only be allowed on a club basis on any motion floored at such meetings. Club representatives are encouraged to actively participate in any discussions on behalf of their club and vote on any formalised motions according to the best interests of the council & the club they are representing.

## **7 RULES AND BY-LAWS**

7.1 All accounts for payment and all disbursements other than petty cash shall be made by crossed cheque which shall be signed by any two of the President, Treasurer and Secretary. Except where any two of these positions are filled by members residing at the same address or are members of the same family, in such a situation one of the signatures must be that of a person not residing at the same address and not a member of the same family.

7.2 The Property of this council shall be vested in the care of the Committee.

7.3 The Financial year of the council shall be from the 1st of January to 31st December each year.

7.4 The Committee may make such rules and by-laws not inconsistent with this constitution and not in conflict with the Aims of the council as it may deem necessary for the proper and efficient administration of the council and may alter and repeal such rules and by-laws. All changes must be endorsed by the financial members of the affiliated clubs at a Special or General Meeting.

7.5 These rules shall not be added to, amended, or rescinded except at a Special or General Meeting of Financial Members of affiliated clubs and with a majority vote of no less than 2 / 3 of the members present at such meeting.

7.6 Proposed amendments to the Constitution must be received in writing, no less than 60 days prior to a Special or General meeting, by the Committee and shall be sent out to all members with notification of Special or General Meetings no less than 30 days prior to such meetings.

## **8 SHOW RULES**

8.1 The show rules adopted by the council shall be those set out in the Australian National Cavy Council 'Book of Standards'.

8.2 Judging at any of the shows / exhibitions organised by the council shall be in accordance with the Standards as set out in the Australian National Cavy Council 'Book of Standards'.

## **9 AFFILIATION**

9.1 Affiliation to the council will be open to any like organization.

9.2 New clubs applying for affiliation to the QCC must present its constitution that can be sighted by delegates of all affiliated clubs. Affiliation of like organizations will be voted on at any Annual General Meeting or Special General meeting. New clubs will be placed on a probationary affiliation for one year.

9.3 at the end of the probationary year Affiliation will be deemed appropriate once all required criteria has been seen to be met

– this will be decided by the committee and by representatives of already affiliated clubs.

## **10 REQUIRED CRITERIA**

10.1 To have a current constitution, accepted by the organizations financial members, not contradictory to the constitution of the council and to contain aims that are complimentary and supportive of the aims of the council.

10.2 To have an active committee, voted into office by financial members of said organization a meeting called for such purpose.

10.3 To have held regular shows / exhibitions of cavies, using judges recognized by the council and the Australian National Cavy Council and to not be contradictory to the aims of the council. These shows / exhibitions to have been held over the period of one year which will be deemed be a 'probationary year'.

10.4 At the end of the 'probationary year' all evidence in support of the applying organization be forwarded to the council Secretary for consideration.

10.5 Evidence to be supplied to meet each of the criteria will be

i Current list of office bearers

ii Copy of minutes of Annual General Meeting

iii Copies of Show results for the previous year, these must include the name of the officiating judge.