

AUSTRALIAN NATIONAL CAVY COUNCIL

CONSTITUTION

August 2018 (amended 2019)

1. NAME

The name of the organisation shall be the "Australian National Cavy Council", hereafter referred to as "The Council", or "ANCC".

2. DEFINITIONS

The following words used in the Constitution are defined as set out below

Council:	The ANCC.
Member:	Affiliated State or Territory Councils.
Committee:	The executive of the Council made up of delegates and office bearers.
Committee Member:	A delegate or office bearer.
Club:	A Cavy Club affiliated to a State or Territory Council.

3. AIMS AND OBJECTIVES

- (a) To promote the cavy fancy within Australia.

- (b) To act as the co-ordinating body for affiliated clubs and councils.
- (c) To set standards and rules in all matters pertaining to the showing of cavies at National Shows.
- (d) To set standards for the judging of cavies throughout Australia within affiliated clubs.
- (e) To provide information and advice on all matters pertaining to cavies.

4. MEMBERSHIP

- (a) Membership shall be open to :
 - i. State and Territory Cavy Councils
 - ii. Where there is only one club in a State or Territory it must change it's affiliation to a State or Territory Council.
 - iii. Affiliate membership is available to clubs where a State or Territory Council has not been formed in that State or Territory.
- (b) Clubs become affiliated to the ANCC by affiliating to their State or Territory Council.
- (c) Applications for Membership
 - i. State or Territory Councils may apply for membership to the ANCC committee in such form as the committee directs.
 - ii. The application must include a copy of the State or Territory's Constitution and Rules for approval by the committee.
 - iii. A non-refundable fee, which will be set by the Council, must accompany the application.
 - iv. The application must be received no less than 60 days prior to the ADM (Annual Delegates Meeting).
 - v. The committee shall consider each application for membership at the ANCC ADM and shall accept or reject that application.

- vi. An application for membership can be refused if the applicant's constitution and/or rules are deemed to be in conflict with either the constitution or rules of the ANCC, or if the applicant refuses to abide by the constitution and rules, this is to be agreed to in writing at the time of applying for the membership.
 - vii. Only one member per State or Territory is permitted ANCC affiliation.
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- (d) The annual membership period shall commence on the first day of the month following the month in which the ADM is held.
 - (e) The Council has the right to set or adjust fees and insurance levies at the ADM.
 - (f) All members must adhere to the Constitution and Rules of the Council.
 - (g) All members must submit a list of office bearers and qualified judges to the Secretary immediately after the ADM or within 30 days of changes occurring throughout the year.
 - (h) Members shall maintain an active email address. This address will be used as the main point of contact between members and the ANCC. The details of this email account are to be included with the information required in 4 (g). Members may also supply email addresses for their affiliated clubs. This email list shall be maintained by the ANCC Secretary.
 - (i) Applications and requirements of affiliate memberships are similar to those of Members except as outlined in 4 (c) vii as there may be more than one affiliate member per State or Territory.

5. THE COMMITTEE

- (a) The affairs of the Council shall be managed exclusively by the committee which shall consist of:
- (i) Two delegates from each state
 - (ii) The office bearers of the Council shall be:-
 - Chairman
 - Deputy Chairman
 - Secretary
 - Treasurer
 - Registrar of Studs
 - Webmaster
 - Newsletter Editor
- (b) The state delegates shall be elected by all the financial members of the state clubs affiliated with the ANCC through that state's council at a council meeting for which due notice has been given in that state and in accordance with the constitutional requirements of that state council.
- (c) Delegates appointed to the Council will hold the position of state delegate to the Council, for the period from the Annual Delegates Meeting (ADM) they were elected to attend until an election is held within their state to elect new delegates for the following ADM. All state delegates must be financial members of an affiliated club for the duration of their elected term. If a vacancy occurs then another delegate is to be appointed by the state concerned.
- (d) The Chairman, Deputy Chairman, Secretary, Treasurer, Registrar of Studs, Newsletter Editor and Webmaster to be elected at the ADM by the state delegates and must be financial members of an affiliated club for the duration of their terms.

- (e) Whilst it is preferable for two different people to hold the positions of Secretary and Treasurer, it is permissible for one person to hold both of these offices.

- (f) The office bearers shall hold office for the twelve months following the ADM, or unless such time as their successors shall be elected. Any vacancy occurring during the year shall be filled at the discretion of the Council. Such appointments shall run until the next ADM.

- (g) Office bearers are entitled to partake in debate on items of the agenda at the ANCC ADM and are entitled to submit proposals for the ADM to the Secretary to be distributed and voted on at a National level. Office bearers will not have the right to a vote on any agenda item or other matter pertaining to ANCC business at the ADM. The Chairman does however have the right to the casting vote on a tied vote between delegates at the meeting (Clause 6.(e)). Office bearers will not be accountable for the outcome of any decisions handed down by the Council.

- (h) If in the view of the Council, any of the office bearers is unable to adequately carry out the duties of their position, this view shall be communicated to the other office bearers and all other delegates on the Council and a postal ballot taken. If the postal ballot confirms this view, by a simple majority, then the position shall be declared vacant and filled under the terms of Clause 5.(d).

- (i) A Minutes Secretary may be appointed for the ADM, if it is the wish of the Secretary.

- (j) The Council may create Sub-committees as it thinks fit and shall make rules regulating their appointment, functions and management. Any such sub-committee shall at all times be subject to the control and direction of the Council.

- (k) All Delegates and Office Bearers shall maintain an active email address. This address will be used as the main point of contact between all Delegates and Office Bearers. The details of this email account are to be provided to the ANCC Secretary at the ADM or as soon as practicable. This email list shall be maintained by the ANCC Secretary.

6. MEETINGS

- (a) An ADM shall be held during the week of the National Show.
- (b) Authorised proxies will be permitted to vote when a state is unable to send delegates in person. The names of the proxy voters to be in the hands of the Secretary, in writing before the ADM. All proxy votes are to be in writing, and are to specify the precise intention of the state allocating such authority on particular items on the agenda. A copy of such proxy votes is to be in the hands of the Secretary before the ADM.
- (c) The quorum for all committee meetings shall be delegates from at least four states and Chairman in person. If the Chairman is unable to attend, for whatever reason, the Secretary will ask for an appointee to be elected from the delegates present at the ADM.
- (d) All resolutions and elections shall (unless otherwise provided) be decided on a simple majority, on the voice or a show of hands. A secret ballot shall be held on any item at the request of any delegate or office bearer present.
- (e) The Chairman shall have a casting vote in the case of a tied vote, if the Chairman chooses to do so. The Chairman's casting vote is to be made with the best interests of the cavy fancy in mind. The Chairman's vote will be final and no correspondence will be entered into.

- (f) Items on which there is a tied vote and the Chairman chooses not to exercise the right of a casting vote, shall be deemed to be a defeated motion.

- (g) Abstaining vote must be taken as a non vote. A state may abstain from voting without prejudice ie. The vote is not to be counted.

- (h) Items for the ADM agenda, including any proposed amendments or additions to the constitution, must be lodged, in writing, with the Secretary no later than 31st of May. The Secretary shall send all states a list of all the agenda items for the ADM to be received no later than 30th June.
 - (i) Any business between ADMs shall be conducted by email correspondence or other approved methods. If a method other than correspondence is used, such business is to be confirmed in writing to all Council members.

 - (j) Minutes of the ADM including full agenda item voting results, are to be forwarded in writing to all affiliated state councils and clubs not later than sixty (60) days after the meeting.

 - (k) Delegates are not permitted to vote as individuals, all voting as intended by the state the delegate is representing. Each state has one vote.

7. SPECIAL RESOLUTIONS

Special resolutions must be passed by a seventy five percent of states that vote. These special resolutions include :-

- i) Amendments or additions to the constitution.
- ii) A change in the Council's name.
- iii) A change in the Council's aims and objectives.

- iv) Dissolving the Council and the distribution of Council funds.

8. FINANCE

- (a) The Council's income shall be derived from stud registrations, annual fees, and other general fund raising activities.
- (b) All funds of the Council shall be paid into the credit of the Council in a bank or other financial institution as the Council shall determine from time to time. Such accounts shall be protected and operated by the Chairman; Secretary and Treasurer. Any two signatures agreed upon by the Council will suffice.
- (c) No member of the Council, office bearers or members of a sub committee shall have the right to incur any financial obligations, or in any way pledge the credit of, or in any way commit the Council to a contract of any kind, except by resolution of the Council, in accordance with the constitution.
- (d) The Treasurer shall present a financial report at the ADM. If so requested by the Council, the Treasurer shall also prepare quarterly financial reports.
- (e) The financial year of the Council shall be from the 1st July to the 30th June.

9. STUD REGISTRATIONS

- (a) The Council shall operate a national registration scheme for studs. The Council shall maintain a register of "Active" and "Inactive" Studs. Only Active Studs are permitted to use the term "ANCC Registered Stud".

10. DISCIPLINE

- (a) If any Member or any of its affiliated clubs is found to be not operating within the guidelines of this Constitution, the Council shall discuss this matter with the party involved. Should the Member still fail to comply, the Council will have the right to terminate the membership of affiliation or association.

11. RULES

- (a) Rules shall be made as required for the organisation of the Council.
- (b) The Council shall draw up a set of National Show Rules, which may be updated and amended through the process of the ADM. Such changes are not to be implemented until the following year's show.
- (c) Such rules shall not be inconsistent with this constitution.
- (d) New or altered rules must be notified, in writing, to the Members. This would normally occur as part of the minutes of the ADM.

12. FINANCIAL YEAR

- (a) The financial year of the Council shall be from the 1st July to the 30th June.

13. COPIES OF THE CONSTITUTION AND RULES

- (a) The Council shall publish the Constituion and Rules on the ANCC website. Members will be notified upon alteration.

14. DISOLUTION OF THE COUNCIL

- (a) The Council may be dissolved or wound up by a special resolution at a committee meeting called for such a purpose.

- (b) If, on the winding up of the Council, any property of the Council that remains after the satisfaction of debts and liabilities of the Council and the costs, charges and expenses of that winding up, that property shall be distributed :-
 - (i) To another body having similar objects to the Council; or
 - (ii) for charitable or benevolent purposes, which, as the case requires shall be determined by resolution of the committee to plan the distribution of surplus property of the Council.

ANCC Constitution – August, 2012.

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