

Cavy Council of New South Wales Constitution

May 2010

1 NAME

1.1 The name of this society shall be the 'Cavy Council of New South Wales' and hereafter in this document shall be referred to as the CCNSW.

2 AIMS

2.1 The aim of the CCNSW shall be to act as a central liaison between the Australian National Cavy Council (ANCC) and all cavy clubs affiliated to the CCNSW.

2.2 The aims of the CCNSW may only be altered by current financial members of cavy clubs affiliated to the CCNSW.

3 MEMBERSHIP

3.1 Membership of the CCNSW shall be open to all cavy clubs in New South Wales (NSW) who agree to uphold the Constitution and rules of the ANCC.

3.2 Membership shall be concurrent with the membership year of the ANCC.

3.3 Members of the CCNSW shall be known as affiliates of the CCNSW.

4 AFFILIATION REQUIREMENTS

4.1 Applications for affiliation to the CCNSW will be accepted by the Chairperson and relayed to all currently affiliated cavy clubs via their representatives. The names of Committee members, a list of all current members and the current constitution of the applicant club will be required as part of the application process.

4.2 Affiliated clubs must have a constitution that is not contradictory to the ANCC Constitution, and contain aims that are complementary and supportive of the aims of the other affiliated clubs.

4.3 Affiliated clubs must have an active committee, voted into office by financial members of said club at a meeting called for such a purpose.

4.4 Affiliated clubs must plan to hold regular shows/exhibitions of cavies, using judges and standards approved by the ANCC.

4.5 Affiliation applications will be approved by a majority vote of currently affiliated clubs. Each club shall have one vote, but should there be a tied vote, the Chairperson shall hold a second and casting vote.

5 COMMITTEE

5.1 The CCNSW committee shall consist of one representative from each affiliated cavy club.

5.2 A representative for an affiliated club will be over the age of 18, reside in NSW (or the Australian Capital Territory until such time as a club or council is formed in that Territory) and be a financial member of the cavy club they represent.

5.3 Each affiliated cavy club will determine the means by which their representative shall be selected, but such selection shall take place in September of each year.

5.4 The details of the selected representative shall be supplied by each affiliated club secretary to the other affiliated club secretaries by the end of September each year.

6 CHAIRPERSON

6.1 One of the club representatives shall be nominated as the Chairperson for the committee by a means determined by the club representatives for that year. The contact details for the Chairperson will be relayed to the ANCC as soon as known.

7 DUTIES

7.1 The Chairperson will be the contact for the CCNSW with the ANCC Committee. All correspondence from the ANCC will be sent directly to the Chairperson and relayed to the club representatives as soon as possible by email. All correspondence for the ANCC sent by club representatives by email will be collated by the Chairperson and relayed to the ANCC Secretary as soon as possible.

7.2 Club representatives will liaise between their club and the CCNSW. Any costs incurred by club representatives or the chairperson in discharging their duties shall be reimbursed by the club they represent.

8 RESIGNATIONS

8.1 If a representative is unable to continue representing that club they must notify their club Secretary and the CCNSW Chairperson. A replacement is to be selected as soon as possible by the members of that club, and the new representative's details sent to the CCNSW Chairperson who will inform the ANCC Committee and the other club representatives.

8.2 If the CCNSW Chairperson is unable to continue, they must notify their club Secretary, a replacement selected as soon as possible, and their details relayed to the remaining club representatives. A new Chairperson is to be selected by a means determined by the club representatives, and their details relayed to the ANCC.

9 FEES

9.1 All fees requested by the ANCC will be passed on to the cavy clubs affiliated to the CCNSW via the Chairperson of the CCNSW. All cheques will be made out to the ANCC by club treasurers, and sent to the Chairperson of the CCNSW who will collate them and send them on to the ANCC. If payments to the ANCC are made by affiliated clubs via electronic funds transfers, a copy of the receipts shall be sent to the Chairperson of the CCNSW to be stored as a record of payment.

9.2 Each club shall pay an equal portion of the fee charged by the ANCC for CCNSW membership of that council.

10 ANCC DELEGATES

10.1 Two delegates for the ADM will be selected from the CCNSW committee, by a means determined by the committee. Should two delegates be unable to be chosen, nominations of one person per club shall be called for in April from each affiliated club, and an election shall be arranged by the CCNSW Chairperson. This election shall be conducted as per the example in the Appendix.

10.2 Each State Council is limited to one vote per agenda item, but two NSW delegates are present at the ADM to allow for debate and conference on how NSW will vote should amendments be made to the submitted agenda items.

11 MEETINGS

11.1 Meetings of the Committee of the CCNSW shall be held by electronic means to coordinate the notices of motion, voting on ANCC ADM agenda items, and to distribute correspondence to and from the ANCC.

11.2 Voting on notices of motion for the ANCC ADM will be carried out by clubs in a manner decided by their individual constitutions. The results of the voting shall be relayed to the CCNSW Chairperson via the club representative by the date set by the Committee.

11.3 Each club shall supply a brief rationale regarding their vote, to be provided to the ADM Delegates should they be required to justify NSW's voting preference. This information shall also be used to aid discussion on how NSW will vote if an agenda item is amended.

11.4 Each affiliated cavy club has one vote (yes or no) per item on the ADM agenda. All votes received by the due date shall be collated by the CCNSW Chairperson and results relayed back to each affiliated club via their representatives, and to the selected delegates attending the meeting.

11.5 In the event of a tied vote, the Chairperson shall hold a second and casting vote.

12 AMENDMENTS TO THE CONSTITUTION

12.1 Proposed amendments to the CCNSW constitution must be received by the CCNSW Chairperson in writing via the club representative, in order to be distributed to all affiliated clubs. Amendments may be submitted at any time of the year.

12.2 Voting shall be conducted by the Chairperson, and shall follow the format of one club, one vote, with a simple majority deciding the outcome. Should there be a tied vote, the Chairperson shall have a second and casting vote.

13 TERMINATION OF AFFILIATION

13.1 An affiliated club will cease to be affiliated under the following conditions:

- a. failure to pay the required fees set by the ANCC within the time frame set by the ANCC
- b. failure to supply the information required by the ANCC within the time frame set by the ANCC
- c. failure to comply with the ANCC constitution or rules
- d. failure to comply with the CCNSW Constitution or requirements

13.2 A club whose affiliation has been terminated has the right to reply to this termination as per the ANCC constitution.

APPENDIX

Voting for State Representatives at the ADM, should more than 2 representatives be nominated.

Each club shall rank the nominees with 1 being their first choice, 2 being the second and so on. The rankings for each are to be added, and the two nominees with the lowest ranking shall be selected to attend the ADM.

For example:

	Club 1	Club 2	Club 3	Total
Nominee 1	3	1	1	5
Nominee 2	2	3	2	7
Nominee 3	1	2	3	6

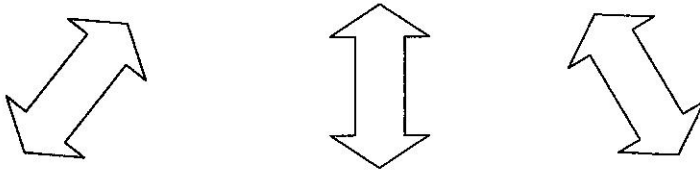
Nominees 1 & 3 become the two ADM delegates for NSW.

ANCC Secretary



CCNSW Chairperson

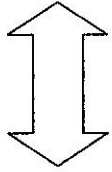
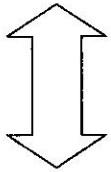
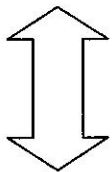
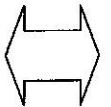
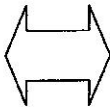
- one of the club reps, chosen by the other club reps
- relays information to and from ANCC
- collates and redistributes voting results, ADM motions, invoices and cheques from clubs



Club Rep
- chosen by their club

Club Rep
- chosen by their club

Club Rep
- chosen by their club



Club members

Club members

Club members