

CAVY COUNCIL OF VICTORIA INCORPORATED

CONSTITUTION AND MODEL RULES BY-LAWS

Purpose

The Cavy Council of Victoria Incorporated Constitution and Model Rule By-Laws document is a set of By-Laws (sub-rules) and definitions that supports the CCV Model Rules for an Incorporated Association (the CCV Constitution).

Definitions

The name of the Association shall be the “Cavy Council of Victoria Incorporated”, hereafter referred to in this document as the “CCV”.

(1) In these By-Laws, unless the contrary intention appears:

association means the Cavy Council of Victoria Incorporated

By-Laws

By-Laws shall be made as required for the association

The CCV shall have:

- i) **Cavy Council of Victoria Incorporated Constitution and Model Rule By-Laws** (this document)
- ii) **Show Rules & Regulations** (standalone document)
- iii) **CCV Judges Guide Book** (standalone document)

These By-Laws may be updated and amended through the process of the annual general or general meetings

- 1) Such By-Laws shall not be inconsistent with the **CCV Model Rules for an Incorporated Association** (the CCV Constitution)
- 2) New or altered By-Laws must be notified, in writing, to the Members. This would normally occur as part of the minutes of the annual general or annual meeting.

Hereafter the numbered Section Headings are in direct alignment with the Section Headings of the CCV Model Rules for an Incorporated Association (the CCV Constitution).

NB/ Only Sections with By-Laws are listed in this document.

Division 1—Membership

9. Application for Membership

The membership of the Association shall consist of any of the following ordinary classes of members:

(a) Family/Partnership Plus Membership

- Family/Partnership Plus Membership is deemed to be 2 adults and Full Time family students residing at the one address with an interest in cavies or the Association.
- Discretion is to be used if there are more than 2 children in the family but this membership is not to be extended to cousins, aunts and uncles etc..
- Two votes per membership at the AGM and general meetings providing that two members of that family/partnership are present.
- Adults may hold Management Committee positions.

(b) Family/Partnership Membership

- Family/Partnership Membership is deemed to be 2 adults and family children (Under 17) with an interest in covies or the Association.
- Discretion is to be used if there are more than 2 children in the family but this membership is not to be extended to cousins, aunts and uncles etc..
- Two votes per membership at the AGM and general meetings providing that two members of that family/partnership are present.
- Adults may hold Management Committee positions.

(c) Adult Membership

- Open to anyone aged 17 years and over with an interest in covies or the Association.
- One vote per membership at the AGM and general meetings.
- May hold Management Committee positions.

(d) Junior Membership (Associate Member)

- Open to children aged under 17 with an interest in covies or the Association.
- To qualify as a junior member you must be under 17 years of age at the first of March each year.
- No voting privileges at the AGM or general meetings.
- May not hold Management Committee positions.

(e) Participant Membership (Associate Member)

- Open to any individual, family or partnership as per above, with an interest in covies or the Association.
- No voting privileges at the AGM or general meetings.
- A Participant member has all member privileges but forgoes their voting rights. The membership is specifically available for those members who do not wish to partake in AGM and general meetings that are conducted regarding the business operation of the Association.
- May not hold Management Committee positions.

(f) Honorary Membership (Associate Member)

- Open to anyone aged 18 years and over with an interest in covies or the Association
- No voting privileges at the AGM or general meetings
- Not able to exhibit covies
- The membership is for those members who wish to assist in the running of the club.
- May not hold Management Committee positions.

(g) Honorary Life Membership

- Membership awarded to members in recognition of services and time given to the Victorian Cavy fancy.
- No fees are associated with this membership, the recipients annual membership fee is absorbed by the CCV for life.
- One vote at the AGM and general meetings.
- May hold Management Committee positions.

Honorary Life Members shall be admitted to the Association when approved by a majority at an annual general meeting.

- 1) Nominations for an Honorary Life Membership are to be made in writing and to be in the hands of the Secretary not later than 21 days prior to the annual general meeting

- 2) Nominations for an Honorary Life Membership are to be made as per the instructions of the Cavy Council of Victoria – Show Rules & Regulations - **Cavy Council of Victoria – Honorary Life Membership Guidelines**’ (Attachment D)
- 3) New CCV Life Memberships are to be presented at a time/location as determined by the Committee following the annual general meeting their nomination was accepted

Application for membership of the Association:

- 1) An application of a person for membership of the Association must:
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Treasurer of the Association.
 - (i) Application for membership will only be accepted in person at a CCV Show
- 2) An application of a person to renew membership of the Association must:
 - (a) be made in writing in the form set out in Appendix 2; and
 - (b) be lodged with the Treasurer of the Association.
- 3) An application of a person for Honorary membership of the Association must:
 - (a) be made in writing in the form set out in Appendix 3; and
 - (b) be lodged with the Treasurer of the Association.

10. Consideration of Application

- 1) An application for membership is provisionally accepted at the time of lodgement with the Treasurer or delegated Committee Member in the absence of the Treasurer
- 2) Full membership is granted by approval of the committee
- 3) The Association reserves the right to reject an application for membership if:
 - (a) the applicant has persistently and wilfully acted in a manner prejudicial to the interests of the CCV and its members; and/or
 - (b) has incorrectly completed the application for membership; and/or
 - (c) for any other legitimate reason the Committee of Management believes is in the best interests of the Association.

12. Annual Subscription and Fee on Joining

The membership year for the CCV is 2nd March to 1st March, all memberships fall due on the 2nd March each year. A reduced membership applies for new members applying after the 1st October of each year.

Membership Fees

- (a) The membership fees shall be determined for each class of membership by the Committee of Management.
- (b) Membership renewal is due by the 2nd March. 28 days grace will be given before all membership privileges lapse.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

34. Proxies

- 1) The notice appointing the proxy must be made in the form set out in Appendix 4.

PART 5—COMMITTEE

Division 1—Powers of Committee

42. Role and Powers

The Committee of Management may form sub-committees where deemed appropriate/necessary on behalf of the Association.

- 1) All CCV Sub-Committees must be chaired by the CCV President or any delegated member of the Committee of Management Executive Officers; except for
 - a) The CCV State Judging Panel
- 2) All CCV Sub-Committees must present reports to the Committee of Management as instructed.

The ‘**CCV State Judging Panel**’ is a formal and permanent Sub-Committee of the Association – this panel is to be elected annually at the Annual General Meeting;

- 1) All CCV State Judging Panel Members must be fully qualified CCV and ANCC endorsed Judges.
- 2) All CCV State Judging Panel Members must be full financial members and/or Life Members of the Association.
- 3) All CCV State Judging Panel Members shall operate in an honorary capacity.
- 4) The CCV State Judging Panel is to consist of a maximum of 3 positions with a minimum of 2 to be deemed functional

Each CCV State Judging Panel Member shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election

Division 2—Composition of Committee and Duties of Members

44. Composition of the Committee

The committee of the CCV shall consist of:

- (a) the Committee of Management Executive Officers; and
- (b) Ordinary Members of the Committee

The affairs of the CCV shall be managed by the Committee of Management Executive Officers.

These Executive Officers:

- (a) shall control and manage the business and affairs of the Association; and
- (b) may, subject to these Rules, Regulations and By-Laws, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
- (c) subject to these Rules, Regulations and By-Laws, have power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

The Committee of Management Executive Officers shall consist of:

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Show Manager*
- *Show Secretary*

The Ordinary Members of the Committee shall consist of:

- *Assistant Show Manager*
- *Assistant Show Secretary*
- *Social Media Officer*
- *Canteen Manager (if Required)*
- *General Committee (a minimum of 4 positions)*
- *CCV State Judging Panel Representative*
- *ANCC Delegate (2 positions, 2 year terms)*

All Office bearers shall operate in an honorary capacity.

The duties of Management are contained in Appendix 5

51. Nominations

Nominations of candidates for election as Committee of Management Executive Officers of the Association or as Ordinary Members of the committee must be—

- (a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- 1) A candidate may only be nominated for one Committee of Management Executive Officer position, or one Ordinary Member of the committee position, prior to the annual general meeting.
 - (a) a Committee of Management Executive Officer may fill an additional Committee of Management Executive Officer position if a vacancy remains after the election of Office Bearers at the annual general meeting. This appointment is to be made under the conditions of clause **‘57 Filling casual vacancies’**
 - (b) the President is not permitted to hold any other Management Executive Officer position to avoid any conflict of the association’s interests
- 2) If insufficient nominations are received to fill all vacancies on the committee, any position with no nominations may be filled via election at the annual general meeting. These nominations must be nominated and seconded, with the nominee endorsing the nomination. An elected member to the committee in another position may, at the annual general meeting, be permitted the opportunity to fill any other vacant position for which no nominations have been received.
- 3) If the number of nominations received by the due date is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 4) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

PART 7—GENERAL MATTERS

76. Winding up and Cancellation

- 1) The CCV may be dissolved or wound up by a resolution at a Special meeting convened to consider the question.
- 2) If, on the winding up of the CCV, any property of the Association that remains after the satisfaction of debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed:-
 - i) To another body having similar objects to the CCV; 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 Association.

OTHER GENERAL MATTERS

Liability & Indemnity

To the maximum extent permitted by law, the exhibitor must indemnify and keep indemnified the CCV and its officers and members against all actions, claims, demands, losses, damages, costs, expenses and liabilities including **without limitation** loss for which the CCV may become liable in respect of or arising from:

- a) loss, damage or injury to any person in connection with the exhibit or the relevant event;
- b) without limiting sub-regulation (a), loss, damage or injury to any other exhibit or exhibitor, his or her family, invitees, agents or to the property of the CCV, or its members or to the general public, caused or contributed by any act or omission of an exhibit of the exhibitor or by the exhibitor, his or her family, invitees or agents; and
- c) without limiting sub-regulation (a), loss, damage or injury to the exhibit, or the exhibitor, his or her family, invitees, or agents caused or contributed by an act or omission of an exhibit of the exhibitor or by the transportation, feeding, housing of an exhibit of the exhibitor.

Entry to and remaining at the CCV or associated show through the CCV, is entirely at the risk of the exhibitor to the maximum extent permitted by law. The exhibitor releases the CCV (which includes its officers, members, employees and agents), from all claims and demands of every kind resulting from any accident, damage or injury occurring at a show or event conducted by the clubs or the cavy council and without limitation, the exhibitor acknowledges:

- a) The CCV has no responsibility or liability for any loss, damage, injury caused to or by any exhibit or exhibitor, his or her family, invitees and agents;
- b) Without limiting sub-regulation (a) no responsibility or liability for any loss, damage or injury resulting from sale, treatment, failure to treat, destruction, disposal, or other dealing with any exhibit or loss, damage, injury to any personal belongings, equipment or property brought to any show.

Insurance

The CCV will, at all times, have current Public Liability insurance at the recommended levels of cover for the activities undertaken by our club and members.



APPENDIX 1

CAVY COUNCIL OF VICTORIA INCORPORATED

(Affiliates of the Australian National Cavy Council)

APPLICATION FOR MEMBERSHIP

I/We,..... Stud Name :.....
(full name) (ANCC Registered only)

of.....
(address)

Phone No. :..... Email :.....

desire to become a member of the Cavy Council of Victoria

In the event of my admission as a member, I/We agree to be bound by the rules of the Association for the time being in force.

..... Date:.....
(Signature of Applicant)

I,....., a member of the Association, nominate the applicant,
(name)
who is personally known to me, for membership of the Association.

..... Date:.....
(Signature of Proposer)

I,....., a member of the Association, nominate the applicant,
(name)
who is personally known to me, for membership of the Association.

..... Date:.....
(Signature of Secunder)

Membership	Fee	Membership Required (please tick)
Family / Partnership Plus (2 Adults & Full Time Family Students)	\$65.00 *	
Family / Partnership (2 Adults & Family Children)	\$50.00 *	
Adult	\$40.00 *	
Junior (16 years and under, Non-Voting)	\$30.00 *	
Participant # (Family/Partnership or Adult, Non-Voting)	\$40.00 *	

A Participant member has all member privileges but forgoes their voting rights. The membership is specifically available for those members who do not wish to partake in annual general and special meetings that are conducted regarding the business operation of the clubs.

- All cheques are to be made payable to the **Cavy Council of Victoria**

How did you find out there was a Cavy Club :

Office Use Only

APPENDIX 2

CAVY COUNCIL OF VICTORIA INCORPORATED

(Affiliate of the Australian National Cavy Council)

RENEWAL OF MEMBERSHIP

I/We..... Stud Name:.....
(full name) (ANCC Registered only)

of.....
(address)

Phone No. :..... EMail :.....

desire to renew membership of the Cavy Council of Victoria

I/We agree to be bound by the rules of the Association for the time being in force.

.....
(Signature of Applicant)

Date:.....

Membership	Fee	Membership Required (please tick)
Family / Partnership Plus (2 Adults & Full Time Family Students)	\$65.00 *	
Family / Partnership (2 Adults & Family Children)	\$50.00 *	
Adult	\$40.00 *	
Junior (16 years and under, Non-Voting)	\$30.00 *	
Participant # (Family/Partnership or Adult, Non-Voting)	\$40.00 *	

A Participant member has all member privileges but forgoes their voting rights. The membership is specifically available for those members who do not wish to partake in annual general and special meetings that are conducted regarding the business operation of the clubs.

- All cheques are to be made payable to the **Cavy Council of Victoria**

Office Use Only	
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APPENDIX 3

CAVY COUNCIL OF VICTORIA INCORPORATED

(Affiliate of the Australian National Cavy Council)

APPLICATION FOR HONORARY MEMBERSHIP

I, Stud Name :
(full name) (ANCC Registered only)

of
(address)

Phone No. : EMail :

desire to become an honorary member of the Cavy Council of Victoria.

In the event of my admission as a honorary member, I agree to be bound by the rules of the Association for the time being in force.

..... Date:.....
(Signature of Applicant)

I,, a member of the Association, nominate the applicant,
(name)
who is personally known to me, for membership of the Association.

..... Date:.....
(Signature of Proposer)

I,, a member of the Association, nominate the applicant,
(name)
who is personally known to me, for membership of the Association.

..... Date:.....
(Signature of Secunder)

Membership	Fee	Membership Required (please tick)
Honorary (<u>Non-Voting and Non Exhibiting</u>)	Honorary	

Office Use Only	
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APPENDIX 4

CAVY COUNCIL OF VICTORIA INCORPORATED

(Affiliates of the Australian National Cavy Council)

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of the **Cavy Council of Victoria**

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy and on my behalf at the *annual/*special general meeting of the Association to be held on—

.....
(date of meeting)

and at any adjournment of that meeting represent my interests in accordance with the provisions of clause 34 Proxies of the CCV Model Rules for an Incorporated Association.

.....
Signed

.....
Date

*Delete if not applicable

Nomination Form



CANDIDACY FOR ELECTION TO THE CCV COMMITTEE OF MANAGEMENT

Executive Officers of the Association / Ordinary Members of the Committee / General Committee

POSITION:		
	(type position)	
CANDIDATE:		Select
	(type name) (candidate to forward to nominator via email)	By selecting "yes" I hereby agree to candidacy
NOMINATOR:		Select
	(type name) (nominator to forward to seconder via email)	By selecting "yes" I hereby endorse this candidate
SECONDER:		Select
	(type name) (seconder to forward to CCV Secretary via email)	By selecting "yes" I hereby endorse this candidate

Executive Officers

President

Vice President

Secretary

Treasurer

Show Secretary

Show Manager

Ordinary Committee

Assistant Show Manager

Assistant Show Secretary

Minutes Secretary

Social Media Officer

Canteen Manager

General Committee (4)

Merchandise Co-Ordinator

Raffles Co-Ordinator

Club Photographer

Plus 1 (allocated duties)

ANCC Delegate

2 positions, 2 year terms

Please Note: A candidate may only be nominated for one Committee of Management Executive Officer position, or one Ordinary/General Member of the committee position, prior to the annual general meeting.

CAVY COUNCIL OF VICTORIA

(Affiliates of the Australian National Cavy Council)

DUTIES OF THE COMMITTEE OF MANAGEMENT:

President

- is the club figurehead
- acts in the best interest of the club
- chairs the annual general and general meetings
- must know the business to be discussed at annual general and general meetings
- ensures any debate is conducted in an orderly manner
- ensures voting is carried out properly
- be a contact point for club members or outside people/organisations
- provide reports to the annual general, general and committee meetings as required

Vice President

- presides over club meetings when the president is absent
- represents the president when they are unable to be there
- liaises with the president and other committee members on club matters
- be a contact point for club members or outside people/organisations
- provide reports to the annual general, general and committee meetings as required

Secretary

- Maintains membership records
- records attendance at annual general, general and committee meetings
- sends out meeting notices
- records and distributes meeting minutes (unless a Minutes Secretary is appointed as requested by the President or Secretary)
- collects, collates and tables incoming correspondence to committee meetings
- sends out letters on behalf of the President and/or club
- provides show manager/show secretary with any changes in membership status
- liaises with committee about sending out information to club members
- be a contact point for club members or outside people/organisations

Treasurer

- responsible for of all money received by the club
- maintains the club's bank account
- deposits all money into bank account
- pays money out only as approved by the club, requesting all receipts if necessary
- reports money received and bills paid at any committee meeting
- provides detailed report to present at annual general meeting
- keeps all books in order
- provides secretary with up to date records of all financial members
- provides reports to the AGM, general and committee meetings as required
- ensures show venues are booked and paid for

Show Manager

- oversees the running of the show on show day
- calls exhibits to the table
- assists officiating judges with all reasonable requirements on the day of the show
- records the results on the show sheets
- ensures tables are organised and all equipment needed is ready and available for use
- is responsible for the cleaning/washing of judging table covers
- is responsible for the storage of all show judging items, ie; judging boxes, judging table covers etc. in between shows

Show Secretary

- is responsible for show entry forms and entry packs in consultation with the President and/or Secretary
- is responsible for the issuing of show entry forms and entry packs by the agreed release date
- takes entries and compiles show sheets
- collects entry fees and hands them over to the treasurer on show days
- marks off absent and withdrawn entries
- collates results

Assistant Show Manager

- assists the Show Manager in any way necessary with all Show Manager duties

Assistant Show Secretary

- assists the Show Secretary in any way necessary with all Show Secretary duties

Social Media Officer

- Reports directly to the President and Secretary
- Handles all items of publicity for the club as directed by the President and/or Secretary
- liaises with the President and/or Secretary in regards to information or announcements that need to be publicised
- is responsible for maintaining all CCV social media platforms, including the CCV website
- this position may be shared if no nominee has the skills to complete all of these responsibilities individually

Canteen Manager (if Required)

- purchase supplies for sale in the canteen
- prepares food for sale in the canteen
- manages all monies from the sale of food items and hands them over to the treasurer on show days

General Committee (a minimum of 4 positions)

- perform any club activity or task as requested
- support any club committee position as requested

CCV State Judging Panel Representative

- represents the CCV State Judging Panel at all full meetings of the Committee of Management

ANCC Delegate (2 positions, 2 year terms)

- Represents the CCV at the Australian National Cavy Council (ANCC) Annual Delegates meeting and any other official ANCC meeting throughout the year as required
- Votes on motions as instructed by the CCV although minor amendments are allowed at the delegates discretion as long as they are still in the CCV interests

OTHER CCV ROLES OF RESPONSIBILITY:

Points Scorer

- is responsible for the collation of results and recording of points for all annual Aggregate Points competitions
- is responsible for the awards presented for winners of Aggregate Points competitions in with consultation of the Executive Committee of Management
- the Executive Committee of Management will appoint these duties to a member/s of the Committee of Management

Champion Titles Officer

- is responsible for the collation of results and recording of Champion Titles points
- is responsible for the issue of Champion Certificates as provided by the Executive Committee of Management
- the Executive Committee of Management will appoint these duties to a member/s of the Committee of Management

Minutes Secretary (if appointed as requested by the President or Secretary)

- records and distributes meeting minutes

DUTIES OF THE CCV JUDGING PANEL SUB-COMMITTEE:

CCV Judging Panel (a maximum of 3 positions with a minimum of 2 to be deemed functional)

The Cavy Council of Victoria (CCV) Judging Panel is responsible for:

- The training, qualifying and continued monitoring of all Cavy Council of Victoria (CCV) trainee, probationary and qualified judges.
- Disciplinary action, when deemed necessary, for all CCV trainee, probationary and qualified judges.
- In consultation with the CCV Executive Committee of Management is responsible for allocating judges for all shows conducted under the auspices of the CCV.
- In consultation with the CCV Executive Committee of Management is responsible for providing the format for all shows conducted under the auspices of the CCV.
- Ensuring that all judging is in accordance with the Australian National Cavy Council (ANCC) standards.
- Providing up to date Standards for all CCV trainee, probationary and qualified judges.
- Ensuring that all rules/regulations contained in the CCV Judges Guide Book are implemented and upheld.

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Cavy Council of Victoria Inc. Constitution and Model Rules By-Laws – April, 2024.
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