

Dogs A.C.T.

A.C.T Canine Association inc.

Dogs A.C.T Regulations – Part 5 – The Council.

Effective 1 January 2010

To be read in conjunction with the Constitution of Dogs A.C.T.

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5.1 Powers of Council:

The Dogs A.C.T Council, subject to the ACT *Association Incorporation Act 1991*, its Rules and Regulations, the Constitution and to any resolution passed by the Association at a General Meeting:

- a) Shall control and manage the affairs of Dogs A.C.T, and
- b) May exercise all such functions as may be exercised by the Association other than those that are required by these rules to be exercised by the Association in General Meeting, and
- c) Has power to perform all such acts and do all such things as appear to the Dogs A.C.T Council to be necessary or desirable for the proper management of the affairs of the Association.

5.2 Constitution and membership.

The Council shall consist of the office-bearers of Dogs A.C.T and eight ordinary Council members each of whom shall be elected under rule 16 of the Dogs A.C.T Constitution or appointed in accordance with sub rule 15.4 of the Dogs A.C.T Constitution.

5.3 Office Bearers.

The office-bearers of the Association shall be the President, Senior Vice-President, Junior Vice-President and Treasurer who shall be the Public Officer.

5.4 Administrator.

There shall be an Administrator and such other employees as employed by Dogs A.C.T and responsible to the President and Council and who shall manage the daily affairs of Dogs A.C.T and related administrative functions.

- a) The Administrator shall keep all records of registrations, transfer's, notifications of litters, breeders prefixes and any such other matters as shall be decided by the Dogs A.C.T Council at meetings as needed; and
- b) Shall keep or cause to be kept all records of all proceedings of the affairs of Dogs A.C.T, manage correspondence, and convene meetings of the Council, committees and sub-committees as required by the President and carry out the instructions of the Council, subject to the Rules. (whose rules not clear)

5.5 Sub Committees.

Each year the Council shall appoint the following Sub-Committees plus any new Sub Committee as may be required from time to time. All seconded Council Sub-Committee members must be financial members of Dogs A.C.T.

- a) **AGILITY** sub-committee: Considers and reports on matters referred to it by Council; advises Council on the Agility Judges' Panel, advises Council on matters relative to the ANKC and makes recommendations to Council on any relevant Agility matters.
- b) **AMENITIES SHOWS** sub-committee: Organises and conducts Championship Shows on behalf of the Council.

- c) **BREEDS** sub-committee: Considers and reports on matters referred to it by Council; advises the Council relative to the Breeds Judges' and Stewards' Panels, advises Council on matters relative to the ANKC and makes recommendations to Council on any relevant matter concerning breeds.
- d) **EDUCATION** sub-committee: Considers and reports on matters referred to it by Council concerning education and promotion matters and makes recommendations to Council on any matter concerning education which it thinks relevant. To organise, conduct or participate in promotional events on behalf of Dogs A.C.T.
- e) **FINANCE** sub-committee: Considers and reports on matters referred to it by Council, advises Council on financial matters and makes recommendations to Council on any matters concerning finance it thinks relevant. The Treasurer is the Convenor of this sub-committee.
- f) **RETRIEVING & FIELD TRIAL** sub-committee: Considers and reports on matters referred to it by Council; advises Council relative to the Retrieving and Field Trials Judges' and its Stewards' Panel; advises Council on matters relative to the ANKC and makes recommendations to Council on any matter concerning Gundog Trials it thinks relevant.
- g) **FOUNDATIONS** sub-committee: Considers and reports on matters referred to it by Council relative to ground matters and facilities and makes recommendations to Council on any matter concerning the provision of ground facilities, the safety of event participants and DOGS A.C.T employees or volunteers it thinks relevant.
- h) **JOURNAL** sub-committee: Prepares and publishes the Journal of the Association on behalf of the Council.
- i) **OBEDIENCE** sub-committee: Considers and reports on matters referred to it by Council; advises Council on the Obedience Trials Judges' Panels and makes recommendations to the Council on any matters concerning Obedience matters it thinks relevant.

5.6 Delegation by Council to subcommittee.

- a) The Council may delegate to one or more subcommittees the exercise of such functions of the Council other than this power of delegation or a function which is a function imposed on the Council by the *Association Incorporation ACT 1991*, by any other Territory law or by resolution of the Association in general meeting.
- b) While the delegation remains unrevoked, the subcommittee may exercised from time to time in accordance with the terms of the delegation through any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Council.

5.7 Conduct of a meeting.

- a) Order of business - Subject to the determination of the meeting, the committee shall consider its business in the following order:
 - 1. Apologies.
 - 2. Confirmation or variation of the minutes of the last Committee meeting.
 - 3. Approval of new members, draft schedules, new prefixes, litter registrations.
 - 4. Record of all correspondence received/sent.
 - 5. Treasurer's report which includes the financial activities for the preceding month.
 - 6. Reports and recommendations of Sub-committees.
Any motion which changes Dogs ACT Rules and Regulations will be dealt with in accordance with section 5.8 (Notice of motions) of this regulation.
 - 7. General business.
 - 8. Special business (ruled urgent by the chairperson)
- b) Items of business – At all Management or other Committee meeting, items of business to be dealt with at a meeting are to be prior advised in writing to the Administrator within a reasonable time to the holding of the meeting.

Notwithstanding, with the consent of the Chair, matters of urgency may be dealt with provided that the Administrator is prior advised in writing before to the commencement of the meeting.

- c) Notice of agenda – The Administrator shall give members of the Committee reasonable notice in writing of each meeting which shall include the agenda for the meeting.
- d) The Administrator shall keep minutes at Council meetings and shall table any correspondence, reports and other documentation received, despatched or created since the last meeting of the relevant Committee.
- e) Minutes of the meeting and any annexure shall be circulated by the Administrator to all members at the meeting, prior to the despatch of the notice of agenda of the next meeting of that committee.

5.8 Notice of motions:

- a) Notices of motion which results in change to Dogs A.C.T Rules and Regulations shall comply with the following:
 - 1. All notices of motions (with supporting argument or rationale, including the notice from the seconder) are to be forwarded in writing to the Administrator so that they can be disseminated to members attending the meeting in a reasonable time before the meeting.
 - 2. Where a notice of motion is received in insufficient time to disseminate to the meeting participants, the notice of motion may be recorded in the agenda but not acted on until the following meeting allowing sufficient time for discussion/argument.
 - 3. Where a motion is raised from the meeting floor, the motion will not be acted on other than recorded in the minutes. The author of the motion has (7) seven days from the meeting to advise the Administrator in writing as per Regulations Part 5 Section 5.8.1.
 - 4. The Council is to be given reasonable time to deliberate. Notwithstanding, the Chair may forward the motion to a Working Party to act on, on behalf of the Council in formulating a decision to the motion; the Chair may nominate a date for which the motion must to be determined.
 - 5. The Council has the final decision on the acceptance or non-acceptance of any motion and must act in accordance with the Dogs A.C.T Rules and Regulations and the Dogs A.C.T Constitution.
- (b) Any other notices of motion which does not affect Dogs A.C.T Rules and Regulations, can be acted upon and completed within the course of a Council meeting.