



THE AUSTRALIAN CAT FEDERATION (Inc) JUDGES' GUILD

CONSTITUTION

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ACF (Inc) JUDGES GUILD CONSTITUTION

1 NAME

- 1.1 The name of the organisation shall be the Australian Cat Federation (Inc.) Judges' Guild, hereinafter referred to as the Guild.

2 STATUS

- 2.1 The Guild shall be the official body representing the judges of the Australian Cat Federation (Inc.) (ACF). The Guild may offer limited membership to judges from other ACF-recognised bodies. Decisions for carrying out the aims and objects of the Guild shall be made by the members at the Annual General Meeting, or at General/Extraordinary Special Meetings, or by postal or electronic voting in matters of urgency. These decisions are to be recommended to the Australian Cat Federation (Inc.) at its annual conference or as required. It is a bona fide recommendatory body to the ACF (Inc.).

2.2 The Guild is a bona fide recommendatory body to the ACF (Inc.) and shall not be registered as a separate incorporated association. The individual Guild members are subject to the Guild's rules. The Guild shall not be regarded as a legal entity by law, nor shall it hold assets other than the Guild bank account(s) in its own name.

3 DEFINITIONS

- 3.1 For the purpose of these rules and regulations thereunder the following definitions shall apply:

- 3.1.1 COMMITTEE means the executive committee of the Guild.
- 3.1.2 GUILD means the Australian Cat Federation (Inc.) Judges' Guild.
- 3.1.3 SECRETARY means the Secretary of the Guild.
- 3.1.4 MEMBER means a member of the Guild.
- 3.1.5 FEDERATION means the Australian Cat Federation (Inc.).
- 3.1.6 FULL MEMBER means an active judge of the Federation or its affiliated member bodies.
- 3.1.7 AFFILIATE MEMBER means a non-active judge of the Federation or its affiliated member bodies; or an active cadet or junior judge of a Federation affiliated member body.
- 3.1.8 ASSOCIATE MEMBER means a judge of an ACF-recognised Australian body or overseas Cat Control/Organisation or their ACF-recognised member bodies.
- 3.1.9 HONORARY MEMBER means a retired senior judge appointed by invitation.

4 OBJECTS

- 4.1 The objects for which the Guild has been established are:

- 4.1.1 to prepare recommendations on standards, breed varieties, training, examinations, breed development programs, and all related matters referred to it for presentation to the Annual General Meeting and General/Extraordinary meetings of the Federation.
- 4.1.2 to nominate judges to engage in our national training scheme examinations and panels based on our national and international standards and requirements and to consult on policies affecting the welfare and conditions of ACF judges and trainees.
- 4.1.3 to act as an advisory panel on matters relating to judges' ethics, conduct and behaviour.
- 4.1.4 to organise, where and when necessary, the services of elected judges to prepare submissions on behalf of the Federation for presentation to the Annual General Meeting and General/Extraordinary meetings of the Federation and, when appropriate, to other bodies concerned with the welfare of our judges within the Commonwealth of Australia.
- 4.1.5 to conduct an Annual General Meeting, and if possible, an annual seminar. The Annual General Meeting to be devoted to administration matters, official business, etc.; the seminar to give each member judge an opportunity to discuss/debate special breeds, developmental and others, or any aspects of judging, showing or training.
- 4.1.6 to establish and maintain a fund for the purpose of assisting member bodies of the Federation with training of judges under the Federation's method of training judges, which requires interstate assignments; and
- 4.1.7 to keep members informed on any aspect of judging, breeding, showing or training by means of a regular publication, format to be evolved as required.

5 POWERS

- 5.1 The decisions of the Guild, to the Federation's Annual General Meeting, shall be in the form of recommendations, and nothing in this Constitution shall affect the authority of the Federation.

6 MEMBERSHIP

6.1 Full Membership

6.1.1 Shall be open to any **active** Australian Judge provided they are:

- (a) a member of the Federation's Judges' Panel; or
- (b) a member of one of the Federation's **affiliated** member bodies' Judges' Panel.

6.1.2 A Full Member on payment of a fee as determined from time to time, is entitled to all the privileges of membership as set out in clause 6.6

6.1.3 A Full Member is entitled to receive all correspondence from the Guild relating to recommendations on standards, breed varieties, training, examinations, **breed** development programs, and membership matters excluding those determined as confidential by the Executive Committee.

6.2 Affiliate Membership

6.2.1 Shall be open to any judge provided they are:

- (a) a non-active judge of the ACF Judges Panel or **one of their affiliated** member **bodies** (an active judge is one who officiates/undertakes professional development [as defined in Clause 1.2² of the Judges Training Scheme] at least once every two calendar years); or
- (b) a cadet judge or junior judge³ of an ACF **affiliated** member body.

6.2.2 An Affiliate Member on payment of a reduced fee equal to $\frac{3}{4}$ of the current full membership fee, is limited to the following privileges of membership:

- (a) attend Annual General Meeting/Extraordinary meetings but has NO voting rights.
- (b) **attend General Meetings held by electronic means but has NO voting rights, and**
- (c) **receive publication.**

6.2.3 An Affiliate Member is entitled to receive all correspondence from the Guild relating to recommendations on standards, breed varieties, training, examinations, **breed** development programs, and membership matters excluding those determined as confidential by the Executive Committee.

6.3 Associate Member

6.3.1 Shall be open to any judge provided they are:

- (a) a member of **an ACF-recognised** Australian or overseas Cat Control/Organisation or their **ACF-recognised** member bodies.

6.3.2 An Associate Member on payment of a reduced fee equal to $\frac{3}{4}$ of current full membership fee, is limited to the following privileges of membership:

- (a) attend Annual General Meetings but has NO voting rights; (information on matters to be discussed at the Annual General Meeting will only be made available at the meeting);
- (b) **attend General/Extraordinary Meetings held by electronic means but has NO voting rights; (information on matters to be discussed at the General/Extraordinary Meetings will only be made available at the meeting);**
- (c) **receive publication.**

6.3.3 An Associate Member is entitled to receive limited correspondence from the Guild relating to timing of meetings and recommendations on standards, breed varieties and breed development programs.

6.3.4 An Associate Member cannot be elected to the Committee.

6.4 Honorary Membership

6.4.1 Shall be open to any retired Senior Judge who has been appointed "Emeritus Judge" as per the Judges Training Scheme, clause 3.9.

6.5 Subscriptions

6.5.1 The annual subscriptions for membership as fixed by the Committee from time to time shall be payable in advance on **1st May** each year.

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6.6 Arrears of subscriptions

6.6.1 Any member whose subscriptions are unpaid prior to the commencement of the AGM shall be deemed unfinancial, therefore no longer a member and shall not be entitled to any privileges of membership. Any member re-joining after a lapse of one year or more shall be required to pay the prescribed Joining fee.⁴

6.7 Privileges of membership

6.7.1 Member shall become possessed of the rights and privileges of membership whilst they remain a financial member (the exception is where a member is no longer eligible for that membership category prior to cessation of financial status). The privileges of membership shall include the right to:

- (a) attend Annual General Meeting and General/Extraordinary meetings and vote on issues raised;
- (b) attend General/Extraordinary meetings held prior to Federation General Meetings, in person or held by electronic means, and vote on issues raised.
- (c) stand and/or vote for the members of the Committee of the Guild.
- (d) to receive the publication of the Guild, and
- (e) to receive all correspondence from the Guild relating to recommendations on standards, breed varieties, training, examinations, breed development programs, and membership matters as determined by the Executive Committee.

6.8 Resignation

6.8.1 Any member desiring to resign as a member of the Guild shall do so by written notice to the Secretary.

7 MANAGEMENT

7.1 The management of the affairs of the Guild shall be vested in a Committee comprising:

7.1.1 The President

7.1.2 The Vice-President

7.1.3 The Secretary

7.1.4 The Treasurer

7.1.5 The Editor

7.1.6 and other committee members so each state or territory Federation's affiliated member bodies has two representatives on the Committee.

7.2 Each two [2] years (commencing 1998), an in-state election will be conducted by written ballot, to determine the two [2] executive members to serve that state or territory's Federation affiliate member body. The results of ballots shall be declared at the Annual General Meeting of the Guild.

7.3 The election of executive members is open to those members with Full Membership only.

7.4 From the pool of elected executive members, the Committee as outlined in 7.1 will form itself into an executive by holding an election within the executive members to select office holders. Office holders of the Committee shall be elected annually. The Committee shall serve for a period of two [2] years, the period to end at the completion of the ACF National weekend held in June. 'Commencing in 2026'

7.5 The outgoing officeholders will remain in office and preside over the full meeting program as they have been the planning committee for the program. The new committee to take office at the end of the meeting as per Clause 7.4.

7.6 Arrangements for elections of the Committee of the Guild shall be the responsibility of the retiring Committee. An in-state election by written ballot is to be conducted by postal or electronic means by the retiring Secretary by 1st May. 'Prior to the new election system in 2026'

7.7 Any member not wishing to stand for election to the Committee is to advise the Secretary in writing by 1st April.

7.8 The Committee shall provide an account of its stewardship in a written annual report to the Annual General Meeting and to the Federation's Annual General Meeting.

7.9 The Committee has the power to co-opt any full member it deems has an area of expertise not already represented on the Committee, for an executive position.

7.10 The Committee has the power to co-opt any full member it deems has an area of expertise not already represented on the Committee, for a specific project.

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- 7.11 The Committee may invite any member of the Federation's member bodies, whether a member or not, to attend its meetings. Further, the Committee may seek advice from persons outside the Guild.
- 7.12 The Committee may meet as often as it shall determine; upon notification by the President who may call a meeting whenever they think fit, and by the Secretary who shall do so when requested by two members of the Committee.
- 7.13 Four [4] shall constitute a quorum at all meetings of the Committee.
- 7.14 If one [1] of the two [2] state or territory committee members retires during any year, the other is to carry on until the end of that financial year, after which an election will be held in the state or territory to determine the member to fulfil the rest of the current two-year term. 'Prior to the new election system in 2026'
- 7.15 If both of the two [2] state or territory committee members resign or retire during the year, an election will be held in the state or territory to determine the members to fulfil the rest of the current two-year term.

8 DUTIES

8.1 The duties of the Committee shall be:

8.1.1 The President

- (a) to consult with the Secretary of the Guild regarding the business to be conducted at each Annual General, General and Committee meeting;
- (b) the powers and duties related to convening and presiding at committee meetings and presiding at annual general, general, and special general meetings provided for in these rules;
- (c) to consult with the Secretary of the Guild and the Show Manager of the ACF National Show re the seminar topics for the Judges Guild Seminar to be held either annually or in conjunction with the Annual General Meeting or bi-annually if appropriate;
- (d) the President or in the President's absence, the Vice President, must preside as Chairperson of each annual general, general, special general and committee meetings;
- (e) if the President and Vice President are absent or are unwilling to act as Chairperson of a meeting, the committee members at the meeting must choose one of them to act as Chairperson of the meeting or if unwilling then a suitable member judge from the floor, with the procedure to be followed at a committee meeting being determined from time to time by the committee.
- (f) is to have the casting vote in the event of a tied vote, and
- (g) from time to time, at their discretion, may offer guiding advice to the member bodies in the process of decision making.

8.1.2 The Vice-President

- (a) in the President's absence, the Vice President, must preside as Chairperson of each annual general, general, extraordinary, special general and committee meetings.

8.1.3 The Secretary

- (a) dealing with the Guild's correspondence.
- (b) consulting with the President regarding the business to be conducted at each annual general, general and committee meeting.
- (c) (i) consult with the Show Manager of the ACF National Show re the seminar topics that invited judges put forward as willing to present at the Judges Guild Seminar.
(ii) the topics will then be forwarded to the Executive for final selection for the seminar. One topic will be a presentation from the major sponsor of the National Show.
(iii) contact the judges of the selected topics to invite them to speak at the Seminar.
- (d) preparing the notices required for meetings and for the business to be conducted at meetings.
- (e) maintaining full and accurate Minutes of annual general, general and committee meetings, and
- (f) carrying out any other duty given to the Secretary of the Guild under these rules or by the committee.

8.1.4 The Treasurer

- (a) unless another member is authorised by the Committee to do so, maintaining on behalf of the Guild, a record of the membership and its members.
- (b) ensuring that any amounts payable to the Guild are collected and issuing receipts for those amounts in the Guild's name.

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- (c) ensuring that any amounts paid to the Guild are credited to the appropriate account of the Guild, as directed by the committee.
- (d) ensuring that any payments to be made by the Guild that have been authorised by the committee or at a general meeting are made on time.
- (e) ensuring the safe custody of the Guild's financial records, financial statements, and financial reports, as applicable to the Guild, and
- (f) carrying out any other duty given to the Treasurer under these rules or by the committee.

8.1.5 The Editor

- (a) to produce a regular publication for the members for the Guild to keep members informed on any aspect of judging, breeding, showing or training.
- (b) to work with the Committee to determine the format and timing of the publication.
- (c) consult members for content, direction and education requirement of the publication, whether by survey or feedback, and
- (d) consult members for advertisements, photos and copy for each edition.

8.1.6 Committee Members

- (a) to form the executive committee of the Guild and be available for election to hold office.
'Prior to the new election system in 2026'

9 GENERAL MEETINGS

- 9.1 The Annual General Meeting of the Guild shall be held annually at such time and place as the Committee shall determine.
- 9.2 The Annual General Meeting to be followed by an ordinary General Meeting of the Guild.
- 9.3 An ordinary General Meeting of the members of the Guild shall be held at least one [1] week prior to the ACF Committee Meetings held at least three [3] times each year, which may be held by electronic means.
- 9.4 Ten [10] members present shall constitute a quorum at General Meetings.
- 9.5 **The Secretary shall, within 2 weeks of receipt of notification from the ACF(Inc.) Secretariat of the agenda and documents pertaining to a forthcoming ACF(Inc.) General Meeting circulate the agenda for a meeting of the ACF(Inc.) Judges' Guild and the business to be transacted thereat**
- 9.6 By giving notice in writing (including by electronic means), notice of business for discussions at this meeting must be:
 - 9.6.1 lodged by the Federation's Secretary (from matters submitted from its member bodies) to the Guild Secretary, *OR*
 - 9.6.2 lodged by members of the Guild, directly with the Guild Secretary, *with* respect to:
 - (a) internal matters of the Guild; or
 - (b) matters requiring general discussion (ie prior to any proposal being submitted).
- 9.7 The Secretary shall communicate the agenda for the Annual General Meeting to each member and the Federation at least forty [40] days prior to the date of the meeting.
- 9.8 Every motion submitted to meetings shall be decided in the first instance by a show of hands (or the electronic equivalent) and by a poll if so decided:
 - 9.8.1 Decisions affecting the internal affairs of the Guild voted on by members at the Annual General Meeting must be ratified (by written ballot) within thirty [30] days of the date of the Annual General Meeting by a simple majority of respondents.
 - 9.8.2 Decisions affecting the Constitution are to be processed in accordance with clause 11.
 - 9.8.3 Decisions affecting matters:
 - (a) submitted from the Federation for consideration by the Guild; or
 - (b) of minor omissions/errors to judges training and breeding schemes or to breed standards found,
will be forwarded to the Federation to be considered at its next meeting.

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- 9.9 The Secretary, as the Guild's representative, shall provide the Guild's position on each relevant motion discussed at 9.7.3 to the Federation at each General Meeting and Annual General Meeting, prior to the voting by Federation delegates.
- 9.10 At all meetings of the Guild when questions of order or practice shall arise, the ruling of the Chairperson of the meeting shall be accepted as final, and in all cases of equality of voting on any question the Chairperson of the meeting shall have the casting vote in addition to their own.
- 9.11 The President and in their absence the Vice-President shall be the Chairperson of all meetings of the Guild. Should both the President and the Vice-President not be present within fifteen minutes of the time appointed for the holding of the meeting, those present at the meeting shall elect a Chairperson from amongst their number.
- 9.12 The Secretary shall at the discretion of the President submit any particular matter of urgency to the members, by post or electronic means and a vote on any such matter may be taken accordingly. The result shall be the decision of the Guild and shall be recommended to the Federations' meetings as applicable.
- 9.13 The President may convene an Extraordinary Meeting of members whenever they may think fit and the Secretary shall do so whenever requested by not less than four members of the Committee or on the written notice of not less than 50% of members. Not less than twenty-one [21] days' notice of an Extraordinary Meeting shall set out the nature of the business of the meeting and only the business so notified may be dealt with at the meeting.

10 JUDGES' SEMINAR

- 10.1 A judges' seminar shall be held either annually or in conjunction with the Annual General Meeting or bi-annually if appropriate, when considered practicable by the Committee.
- 10.2 The Seminar shall be held for the purpose of allowing each member judge to discuss/debate topics relating to breeding, judging, showing or training.
- 10.3 Seminars will be open to any interested persons. Topics to be discussed will be communicated to all members.

11 FINANCE

- 11.1 The financial year of the Guild shall commence on 1st May each year and end on 30th April next ensuing.
- 11.2 The Guild shall meet its own costs. Guild costs shall be met by the Committee striking membership fees and by such other means as the Guild shall from time to time decide.
- 11.3 The Guild shall open and operate a bank account that is appropriate to its requirements, with appropriate security endorsements by three [3] officeholders with any two [2] to sign.
- 11.4 The Treasurer shall prepare or cause to be prepared a statement of receipts and expenditure for the financial year together with the balance sheet showing the assets and liabilities of the Guild of such a financial year.
- 11.5 The financial statement and the balance sheet shall be certified correct by the Auditor appointed by the Committee and submitted to the Annual General Meeting. The income and property of the Guild shall be applied solely to the promotion of the objects of the Guild and no part thereof shall be transferred directly or indirectly by way of dividend, bonus or otherwise by way of pecuniary profit to the members, provided that remuneration may be made in good faith or expenses paid to officers or servants of the Guild or to any other person not being a member of the Guild in return for services actually rendered to the Guild.
- 11.6 The Committee shall establish and maintain a fund to assist in the training of judges. The Committee shall have the power to donate or lend to assist in the training of judges.

12 AMENDMENTS TO THE CONSTITUTION

- 12.1 This Constitution may be amended by a resolution passed at the Annual General Meeting and ratified by 75% of respondents by written ballot within three [3] calendar months.

13 DISSOLUTION

- 13.1 Any resolution to dissolve the Guild shall be referred to the members by plebiscite and dissolution shall require more than 75% of the members of the Guild to vote in favour in order to be effective. All assets at the time of dissolution shall be vested in the Australian Cat Federation (Inc.) for its use.

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² 2018: Amended to allow non-active judges to still be Guild Members.

³ 2020: Amended to update clause reference.

⁴ 2015: Amended to add “junior judge”

⁴52015: Amended to require payment before AGM to vote.

⁶ 2015: Amended Clause 8.1 to 8.5 all timeframes now stated in days.