



## **RULES**

### **1 NAME**

The Organisation shall be called 'The Guild of GCCF Judges and Stewards' and is afterwards referred to in these Rules as 'The Guild'.

### **2 OBJECTS**

The objects of the Guild shall be: -

- a) To promote the art and craft of judging and the welfare of cats.
- b) To promote and maintain a high standard of judging and stewarding within the GCCF Judge Appointment Scheme.
- c) To offer advice and guidance and to share good practice with Judges and Stewards.
- d) To maintain the GCCF Stewarding Scheme.
- e) To uphold the Objects, Bye-Laws and Rules of the GCCF.

### **3 MEMBERSHIP**

Membership of the Guild is open to any person who is a GCCF Judge, Pupil Judge, GCCF Steward (either qualified or working through the scheme).

### **4 DUTIES OF MEMBERS**

Membership of the Guild shall be taken to imply acceptance by the Members of the Objects of the Guild and its Rules. Every member shall strive to further the purposes for which the Guild exists.

### **5 SUBSCRIPTIONS**

The subscription for the following financial year shall be decided at the Annual General Meeting. Subscriptions shall be paid on initial application and thereafter on 1st January of each succeeding year. Any Member whose subscription is not renewed by 1st April will be deemed to be lapsed.

New Members joining after 1st October shall have their Membership carried forward until the end of the following financial year.

### **6 MANAGEMENT**

- a) The Officials of the Guild shall consist of a President, Vice-Presidents, Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.
- b) The President and Vice-Presidents shall be elected at the Annual General Meeting but may continue in office indefinitely. Their offices are honorary and no duties are imposed upon them apart from sympathy with the aims and objectives of the Guild.
- c) The management of the Guild and its finances shall be vested in the twelve elected members of the Guild who shall form the Committee. Committee Members shall be elected for three years and each year four members shall retire. Retiring Committee members shall be eligible for re-election.

- d) At the first meeting after the AGM, the committee shall elect from its Members a Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.
- e) Nominations for President, Vice-Presidents and committee members shall be invited at the time of notifying the date of the AGM. All nominations shall be in writing and must be proposed and seconded by Members of the Guild, and be agreed by the nominee. They must be received by the Honorary Secretary prior to the AGM. Candidates must be paid up members of the Guild.
- f) The election of the committee shall take place at the AGM. Voting shall be by paper ballot.
- g) The Committee shall have the power to co-opt a member to fill any vacancy however caused. The co-opted member will stand for election at the following AGM. Co-opted committee members shall have a vote.

## **7 POWERS OF THE COMMITTEE**

- a) The affairs of the Guild shall be managed in accordance with these Rules.
- b) The committee may suspend or expel a member if it is satisfied that the member has seriously offended against the objects of the Guild, providing that the member has previously been given the opportunity to state his or her case to the committee. The member may appeal at the next General Meeting of the Guild against the Committee's decision.  
Any member suspended for discreditable conduct under Article 12 of the GCCF Bye-Laws will be similarly suspended by The Guild
- c) The committee is empowered to arbitrate in all disputes within the Guild and to deal with any questions not specifically provided for in the Rules.
- d) The Committee shall have the power to co-opt or invite any person to a particular meeting for a specific purpose.

## **8 DUTIES OF OFFICERS**

The Officers shall act generally under the authority of the Committee and their duties shall include the following: -

- a) The Honorary Secretary shall:
  - i) Conduct the correspondence on behalf of the Guild.
  - ii) Maintain a Register of Members.
  - iii) Keep a register of Veterinary Certificates undertaken by Judges
  - iv) Welcome new Members to the Guild and provide them with a copy of the Rules.
  - v) Send out Notices and Agenda of Meetings.
  - vi) Keep Minutes of the proceedings and present the Minutes to the relevant Committee Meeting or A.G.M
- b) The Honorary Treasurer shall:
  - i) Hold all monies received on behalf of the Guild in accounts opened on authorisation of the committee
  - ii) Defray on behalf of the Guild all expenses properly incurred by it.
  - iii) Render annually to the Committee:
    - A Statement of Income and Expenditure and a Balance Sheet covering each financial year, inspected by a suitably independent person. A copy of the Accounts shall be sent to all Members prior to the AGM.

## **9 REPRESENTATION AT COUNCIL**

- a) The Guild will be represented by delegate/s in accordance with the GCCF Bye-Laws.
- b) A delegate and reserve should be a member of the Guild and, shall be elected at the AGM to serve for one year and be eligible for immediate re-election.

## **10 MEETINGS**

- a) A General Meeting of the Guild (the Annual General Meeting) shall be held not later than 31st December each year. 21 days notice shall be given to every member. Other General Meetings may be held as required at such time and place as the Committee shall appoint. 15 members of the guild shall be a quorum for any such meeting.
- b) A Special General Meeting may be called by the Committee or by the Honorary Secretary on receiving a requisition in writing signed by 12 members of the Guild, stating fully the object of the meeting. The purpose for which the meeting has been called shall be stated in the notice convening the meeting and this business only shall be transacted. 21 days notice of every General or Special Meeting shall be given to every Member. 15 members of the Guild shall be a quorum for such meetings. If the meeting is not called by the committee then the members requesting such a meeting shall be responsible for costs involved unless otherwise determined by the meeting.
- c) Committee meetings shall be held as often as the Chairman, or not less than 3 committee members, may deem necessary, but at least twice per year, and five members of the committee shall be a quorum for such meetings. 14 days notice of every meeting of the committee shall be given to every member of the committee.
- d) At every General, Special or Committee meeting, every matter not otherwise provided for shall be decided by a show of hands, unless a poll is ordered by the Chairman, or demanded by not less than 3 members. In the event of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- e) The Chairman, or Vice Chairman, shall take the Chair at all meetings of the Guild or the committee. If neither the Chairman nor the Vice Chairman be present, the meeting may appoint one of the members present to chair the meeting. The Chairman or any person standing in for the Chairman shall retain their normal voting right and have a second or casting vote in the event of equality.

## **11 ALTERATION TO RULES**

The Rules may only be altered at an Annual General Meeting, a General Meeting or Special General Meeting of the Guild. The notice calling the meeting shall give full particulars of the alterations to be proposed and such alterations, or additions, shall be made only if two-thirds of the members present and voting shall be in favour.

## **12 DISSOLUTION OF THE GUILD**

A proposal for the dissolution of the Guild shall be submitted to postal ballot of all members entitled to vote, and a copy of the proposal, together with a statement of the manner in which the Guild's Assets are to be distributed, shall be sent to every member. The dissolution shall become effective only if two-thirds of the members voting are in favour.