

**NATIONAL TENTERFIELD TERRIER
COUNCIL**

ADMINISTRATION

HANDBOOK

ISSUED FEBRUARY 2011

INTRODUCTION

This booklet has been prepared to help the Office Bearers of the National Tenterfield Terrier Council in the performance of their functions and to standardise the Council's Administrative Procedures.

It does not replace any provisions of the Council's Constitution or ANKC Rules; it is intended to amplify the terms used in those documents.

For ease of presentation I have included (as Part 2), Clauses of the ANKC's Regulation 13 that are pertinent to the National Tenterfield Terrier Breed Council and more specifically to the smooth running of the Council's Meetings.

PART ONE

ADMINISTRATION,

ROLES AND RESPONSIBILITIES

OF NATIONAL BREED COUNCIL

EXECUTIVES AND DELEGATES

BREED COUNCIL ADMINISTRATION

1. General

- 1.1 One of the basic rules for the conduct of a voluntary organisation (i.e. National Breed Councils/ Clubs etc) is that a few dominating individuals can not impose their will on the rest of the group.
- 1.2 The National Breed Council is not owned by the duly elected Executive Committee. Whilst the Executive Committee has control of the routine affairs, the Committee **must** act in accordance with ANKC Regulations, its own Constitution and resolutions passed at General Meetings by the Member Clubs, provided that such resolutions are themselves both constitutional and legal.
- 1.3 Prior planning of meetings is essential and the process starts with setting a date and time for the meeting. These should be arranged to suit the majority of the Member Clubs.
- 1.4 The Agenda should be planned carefully. Member Clubs should be advised when specific/ important issues are to be decided. The Agenda provides a checklist and helps to ensure that all business is conducted in the correct order and that the Members Clubs are given notice of business to be discussed. Adjourned business should be dealt with first, followed by special business. General business is considered last.
- 1.5 Rescission of Motions passed at previous meetings should always be dealt with by a “Notice of Motion”.
- 1.6 Minutes are intended to record decisions reached at meetings. Member Club Delegates, who move or second motions, should be identified by initials and surnames, NOT by given names only. The President/Chairman has the responsibility to ensure that improper motions are not accepted, but are referred to later, more appropriate, meetings – or are re-worded to an acceptable form.
- 1.7 Some Breed Councils and Member Clubs find it necessary to establish and use formal “Rules of Debate”. With them, or without them, THE ESSENTIAL ISSUE is for the Chairman to control the meeting in such a way that Member Clubs have a ‘fair go’, the wishes of the majority are established, and the meeting is not used to attack, denigrate or defame others.

2. President

- 2.1 The President of the National Breed Council plays a pivotal role in the Conduct of the affairs of the National Breed Council. The President:
- a. is to chair all meetings (except for the election of Office Bearers, where he/she is standing for re-election);
 - b. is to supervise the activities of other office bearers and any Sub Committees;
 - c. is responsible for the maintenance of order, for the conduct of business, the correctness of procedure and the control and tone of the meeting;
 - d. is the head of the National Breed Council, the representative of the Council on all public occasions and the host at any social functions;
 - e. must make no public statement which is contrary to ANKC or the National Breed Council policy; and
 - f. should take all reasonable actions to keep harmony amongst Member Clubs, whilst taking care to be unbiased in personal actions and be neither domineering nor unwilling to take action.
- 2.2 The President bears the final responsibility for the conduct of the business of the National Breed Council. All other Office Bearers must consult the President regularly in the course of conducting National Breed Council affairs and ensure that the President is fully advised on all matters that come to their notice.
- 2.3 The President must sight and sign the reconciled books of account, including bank statements, periodically and (as Chairperson) must sign the Minutes of each meeting, certifying their accuracy. Where possible it is also useful for the President to initial the file copy of the National Breed Council correspondence.
- 2.4 The President (Chairperson) has the authority to call to order any Member Club Delegate/s who is disrupting a meeting. He/she may name a person who continues to disrupt a meeting and order that person/s to withdraw from the meeting. In extreme cases, such person/s can be ejected from the meeting. Where such extreme action is considered necessary, the President

can adjourn or close the meeting. No business can then be conducted until the meeting is resumed or a new meeting called.

- 2.5 The President does not represent a Member Club and does not vote on any Motion before the Council.

3. Vice President

- 3.1 The Vice President is normally regarded as the alternative Chairperson or 'stand in' President when the President is absent.
- 3.2 When acting as the Chairperson, the Vice President will discharge his/her duties in accordance with the duties of the President.

4. Secretary

- 4.1 The Secretary is the next 'key appointment' after the National Breed Council President. As with the President, the Secretary must deal with all Member Clubs without bias, and is responsible for maintaining all records of the National Breed Council - the exception being the financial Books of Accounts, which are held by the Treasurer (when one has been duly elected).
- 4.2 The Secretary deals with all correspondence. Outwards correspondence is dispatched by the Secretary (with courtesy copies (cc) to Member Clubs) and inwards correspondence is received by the Secretary. Inwards correspondence should be checked regularly. Urgent correspondence should be dealt with, without delay and to the extent possible, in consultation with the President. All correspondence must be read prior to a meeting and any research done in order to present the full facts to Member Clubs. Care must be taken to protect both the National Breed Council and individual Office Bearers, from accusations of defamation, by reading all correspondence.
- 4.3 Meetings are arranged and Agendas are prepared by the Secretary, in consultation with the President, and circulated to Member Clubs in accordance with the National Breed Council Constitution.
- 4.4 The Secretary **must** sign all correspondence sent from the National Breed Council. No Delegate has the authority to commit the National Breed Council to action or expenditure. The Secretary is the "Public Officer" and the normal point of contact for the ANKC and Member Clubs for routine matters.

- 4.5 Access to Council records is essential if Office Bearers are to perform their functions correctly. Care should be taken to ensure that Council records are kept, maintained and passed to new Office Bearers shortly after their election. Each new Office bearer should sign a receipt for records delivered into their care.
- 4.6 Minute Books are to be maintained permanently. The “Master” Minute book should be a bound book into which Minutes of **all** meetings are written or typed glued pages. Minutes are to be signed by the Chairperson of the meeting. No alterations may be made unless agreed at a subsequent meeting, in which case the incorrect words are ruled through and the correct words inserted in red writing.
- 4.7 It is useful for Secretaries to maintain a file with details of long term “standing” matters extracted from Minutes.
- 4.8 Correspondence files may be reviewed periodically and unnecessary material archived or destroyed. Special arrangements may be necessary for items of historical interest.
- 4.9 A copy of the National Breed Council’s Constitution is to be held by the Secretary and available at all meetings.

Notes:

1. No amendment may be made to the Constitution without all Member Clubs approval at a legally constituted Meeting.
2. The Secretary does not vote at Council Meetings.

5. Treasurer

- 5.1 The Treasurer is responsible for maintaining all financial and property records for the National Breed Council. It is essential that care be taken to safeguard the interests of the Council and Member Clubs alike.
- 5.2 Whilst the National Breed Council’s financial administration is relatively simple, a few issues need to be kept in mind:
- a. All income must be receipted;
 - b. All income must be banked;

- c. All expenditure of \$20.00 or more must be by cheque payment **unless it is a petty cash reimbursement**. All payments must be authorized at a General Meeting **or by consensus via email**. The Secretary's Petty Cash account should be reimbursed by cheque, and no cheques should be made out to cash;
- d. All cheques are to be signed by the Treasurer and one other Office Bearer. Please note that where the Treasurer resides with another Office Bearer, the counter signature should, wherever possible, be obtained from another **office bearer** who is not related to, or living with the Treasurer;
- e. Records should be kept of all money matters – the issue/return of floats, monies from Development Register registrations, raffle tickets, proceeds of fundraising, donations etc;
- f. Financial records must be reconciled ~~at least monthly~~ **or upon receipt of the bank statement**. **Financial records must be audited annually.** ~~and the President must sign the Reconciliation, cash book, bank statement, deposit book and cheque book. Where this is not possible (i.e. because the Treasurer lives in one State and the President in another) then Member Club Delegates, at a General Meeting may appoint a Delegate, for this sole purpose;~~
- g. All accountable/accounting forms must be recorded and controlled. The Treasurer must **number** ~~keep detailed list of~~ receipt books;
- h. Should the National Breed Council vote to use computer based accounting methods, the Treasurer is reminded that a 'hard copy' print out of all detail for cash books and accounts must be produced each month and retained on file. Regular 'back ups' must also be done;
- i. Financial Reports must be given at each General Meeting;
- j. Cash books must be kept indefinitely while other documents must be kept for seven (7) years; and
- k. Both Secretary and Treasurer must work together to ensure the accuracy of Member Club lists, financial records and timely payment of accounts.

5.3 Take trouble to document everything when handling Council funds in order to satisfy Auditors and Member Clubs that the Council's funds are fully accounted for. Remember that it is very easy for reputations to be

damaged and some people may misunderstand what they see or hear.

It is worth reminding members that safeguards are in place for these purposes

- 5.4 Ensure the Books of Account are presented to the Auditor in a timely fashion so that the Auditor's report is presented at the Annual General Meeting together with a financial report for monies not included in the Auditor's report.

6. Development Register Registrar

- 6.1 The role of the Registrar is of vital importance because it encompasses not only detailed record keeping, for historical reasons, but also issues breed certificates as the dogs proceed through the various stages on the Development Register.
- 6.2 The Registrar disseminates information to members enquiring about the processes involved in applying for first generation listing and/or what the procedure is to apply for litter, puppy and stud book listings, costs involved and other general information as required.
- 6.3 The Registrar also manages the index of prefixes to correctly record and number applications for members submitting kennel prefixes, litter registrations, puppy listings and stud book listings.
- 6.4 The Registrar applies the correct record number to certificates issued to members for litter registrations, puppy and stud book listing and ensures details contained on each certificate are accurate and that correct payment has been received and receipted.
- 6.5 As this role involves receipting and banking payments for certificates, it is preferable to embed the Registrar tasks in the Treasurer's role. This keeps the handling of cash to one person, thus enabling better accounting of funds.

7. Delegates

- 7.1 Delegates to the National Breed Council are appointed by the Member Club they represent and vote as directed by their Member Club. Although Member Clubs may appoint more than one Delegate, each Member Club shall only have one vote at any meeting of the Council.
- 7.2 A Delegate has no authority other than as directed by the Member Club that he/she represents.
- 7.3 Delegates cannot correspond directly with the Executive Committee or any other Member Club. All matters are to be addressed to the National Breed Council Secretary, by the Member Club's Secretary with a courtesy copy (cc) only to other Member Club Secretaries.
- 7.4 Delegates must not try to take over meetings in order to get their point of view across, nor can a Delegate try to persuade other Delegates to vote as they request.
- 7.5 Should a Delegate be dissatisfied with the conduct of any Breed Council meeting they may, through their Member Club, request a Special Meeting of the Breed Council to discuss their dissatisfaction. It is essential that the Delegate is made fully aware that no other matter will be discussed at this special meeting.

PART 1

ANKC REGULATION 13

AS APPLICABLE TO

NATIONAL BREED COUNCILS

1. General

- 1.1 National Breed Councils do not have an Executive Group (unless specifically stated in their constitution) – the President and/or Secretary do not have any powers to make decisions on behalf of National Breed Councils or their Member Clubs (ANKC Regulations Part 13 Clause 6.1).
- 1.2 The National Breed Council shall provide the new Executive and all Member Clubs with a copy of the latest approved Constitution for their National Breed Council and a copy of the latest ANKC Regulation Part 13 “Regulations for the conduct of a National Breed Council”. (ANKC Regulation 13 Clause 6.1.2 as amended 10/06).
- 1.3 The National Breed Council cannot direct Member Clubs to initiate actions that are in conflict with the Member Club’s ANKC Member Body’s regulations even if the decision and/or direction have been carried at a properly constituted meeting of the National Breed Council. (ANKC Regulation 13 Clause 6.3).
- 1.4.1 The Member Clubs are the legal Basis of the National Breed Council and all the authority of the Council emanates from the Member Clubs. (ANKC Regulation 13 Clause 6.4.1 as amended 05/05).
- 1.4.2 Notwithstanding Clause 1.4.1 – where a State or Territory does not have a Breed Club, which can make submissions to the National Breed Council then the controlling Body of the State or Territory can forward their member’s proposals, directly to the appropriate National Breed Council for that National Breed Council consideration. (ANKC Regulation 13 Clause 6.4.2 added 05/05).
- 1.5 Decisions can only be made by Member Clubs by either:
 - a. Having their Delegate attend a meeting of the National Breed Council to present the views and then vote as directed by the Member Club. The meetings can be in person or via Telephone Confer Link or other electronic means. (ANKC Regulation 13 Clause 6.1.2 amended 10/06);
 - b. Corresponding via the National Breed Council Secretary and each Member Club lodges their vote in accordance with the Member Clubs decisions

Delegates

- 2.1 Each member Club appoints a Delegate to represent the views and to vote, as directed by the Member Club, at a properly constituted meeting of the National Breed Council. A Member Club may appoint more than one Delegate, but each Member Club shall only have **one** vote. (ANKC Regulation 13 Clause 6.6.1).
- 2.2 A Delegate has no authority other than as directed by the Member Club the Delegate represents. (ANKC Regulation 13 Clauses 6.6.1 and 6.6.2).
- 2.3 Delegates are the servants of the Member Clubs not the National Breed Council.

3 National Breed Council Meetings

- 3.1 Properly constituted meetings are called so that the Delegates of the Member Clubs can meet to discuss matters raised by the Member Clubs.
- 3.2 All items to be discussed at a National Breed Council Meeting must be on the agenda and circulated in accordance with the Council's Constitution so Member Clubs can discuss the item/s prior to the National Breed Council meeting and direct their Delegate on how they wish to vote.
- 3.3 The meeting is chaired by the President with the Secretary attending to record the proceedings.
- 3.4 The views expressed at the meeting/s are the views of the Member Clubs; No individual views from the Delegates are permitted and the President and/or Secretary has no input as they do not represent a Member Club.
- 3.5 The President and/or Secretary may advise on procedural matters.

4. Administration

- 4.1 Member Clubs may bring any business before a meeting of the National Breed Council by giving 90 days notice of its intention to the National Breed Council Secretary, or as otherwise required by the individual National Breed Council's Constitution.

- 4.2 The Secretary shall communicate the Agenda for a meeting to each Member Club at least 60 days prior to the date of the meeting, or as otherwise required by the National Breed Council's Constitution
- 4.3 Except with the **unanimous** consent of all Member Clubs, no resolution carried at a meeting of a National Breed Council **shall be valid UNLESS** notice has been given in accordance with Clause 4.1, or as otherwise required by the individual National Breed Council's Constitution

5 Correspondence

- 5.1 All correspondence between the National Breed Council and the Member Clubs is Secretary to Secretary. **The Secretary of the National Breed Council shall not correspond directly with Delegates nor will Delegates correspond directly with the National Breed Council Secretary or other Member Club Delegates.**
- 5.2 Where a Member Club corresponds with the National Breed Council such correspondence **must** be courtesy copied (cc) to all other Member Clubs by the Member Club's Secretary. (This saves time and administrative workload. (ANKC Regulation 13 Clause 6.1.2 as amended 10/06)
- 5.3 Correspondence between the National Breed Council and the ANKC is National Breed Council Secretary to ANKC Administrator and vice a versa only.
- Copies of all correspondence between the National Breed Council and the ANKC and vice a versa **MUST** be courtesy copied (cc) to all Member Clubs by the National Breed Council Secretary (ANKC Regulation 13 Clause 6.1.2 as amended 10/06).
- 5.4 A Member Club may only correspond with the ANKC through the Secretary of the National Breed Council or through the Member Club's Member body.
- 5.5 Distribution of all agendas and minutes for the National Breed Council Conferences will be carried out electronically by the ANKC Administrator to all National Breed Council Secretaries and Member Body offices. It is the responsibility of the National Breed Council Secretaries to ensure the ANKC is kept up to date with their current contact details including the Email address for the Secretary. (ANKC Regulation 13 Clauses 6.3.4 and 6.3.5 as amended 10/07).