

NATIONAL CAVY CLUB



National Cavy Club Articles of Constitution and Rules

Last amended AGM 22nd October 2022; ratified at ballot February 2023

1 TITLE

1.1 The title of the Club shall be the National Cavy Club hereinafter referred to as the Club.

2 OBJECTS

2.1 The objects of the Club shall be to promote the keeping, breeding and exhibiting of all varieties of cavies by staging Club Shows and by supporting other shows and by furthering and protecting the interests of its members and their cavies.

2.2 With these objects in view the Club will and is empowered to:

- a/ Encourage and maintain the qualities of recognized breeds of cavies.
- b/ Supply information to members on all matters appertaining to the keeping, breeding and management of cavies.
- c/ Frame Show Regulations governing the exhibition of cavies and support approved shows and exhibitions by granting special awards.
- d/ Consider and deal with charges of infringement of the Club's articles, Rules and Regulations and act in the enforcement thereof.
- e/ Arbitrate in cases of dispute between individual members as the Executive sees fit.
- f/ Publish such reports as are necessary and may publish a yearbook and leaflets.
- g/ Offer championships and other awards to members.
- h/ Do all such other things as are incidental or conducive to the attainment of the objects above or any of them.

3 MEMBERSHIP

3.1 Membership of the club shall be open to all interested persons and shall consist of:

- 1/ Individual Members;
- 2/ Junior (age limits as specified in the Club Show Regulations); and
- 3/ Honorary Life Members.

3.2 Prospective members of the Club may inspect, upon request, a copy of the Articles, Rules and Regulations of the Club. Each member of the Club shall receive a copy of the Articles, Rules and Regulations of the Club and ignorance of any Article, Rule or Regulation shall not excuse him/her from being bound by that Article, Rule or Regulation. The Club shall have the power to refuse any application for membership without assigning a reason for so doing.

4 SUBSCRIPTIONS

4.1 The annual subscription for membership of the club shall be: Adults £8.00, Partnerships (two persons) £12.00, Juniors Free, Senior Citizens £5.50, Overseas Members (EU) £9.50.

4.2 The membership fee for partners when one or both members of the partnership qualifies for the Senior Citizen rate will be reduced to the equivalent of two Senior Citizens' annual fees. A member shall be considered a Senior Citizen from the 1st January of the year they are eligible to receive state pension.

- 4.3 All subscriptions are payable in advance being due on January 1st each year. Any Member whose annual subscription remains unpaid after March 31st in any year shall be deemed to have resigned from membership of the Club. The subscriptions of new Members joining the Club on or after October 1st in any year shall be valid until December 31st of the following year. Payment of the annual subscription shall be deemed to indicate that the Member acknowledges and is in agreement with and will observe and be bound by the Articles and Rules of the Club so long as he/she continues to be a Member of the Club.

5 OFFICERS

- 5.1 The Executive Officers of the club shall be the President, Chairperson, Past Presidents, Vice-Chairperson, Secretary/s, Show Director/s, Treasurer, Star Scheme and Affiliation Secretary, and Points Show Secretary, Cup Steward (all to be chosen by the committee and if at all possible from within their numbers and ratified annually by the membership at the AGM) and an Executive Committee made up of 24 members from the Scottish, Northern, Midland and Southern areas. The numbers making up each committee area will be a minimum of two (2) from the Scottish region and a minimum of five (5) from each of the other three regions; where nominations for such areas have been received. Also elected to the committee will be the next seven candidates gaining the most votes from whichever national area they come. The before mentioned officials shall be the Executive of the club and shall manage its affairs during their terms of office.
- 5.2 The Executive shall elect from within its ranks a Chairperson and the person so elected shall then be replaced as a Committee member by the person who at the last election of Officers of the Club received the highest number of votes but was not elected in the section of the ballot for which the appointed Chairman was elected to the Committee. The Executive shall transact the business of the Club either by duly calling a meeting (of which one week's notice shall be given) or through the post. The quorum for an Executive meeting shall be five and the same number of replies through the post shall be sufficient to transact the business of the Club. The Executive shall appoint after each ballot of Officers of the Club at least three but not more seven members to form the Investigation Panel of the Club which shall inquire into and deal with any complaint which may be made against any person (whether or not he/she is or is not a member of the Club), for (a) any act or default in regard to a cavy or (b) any matter connected with or arising out of or relating to a cavy show or (c) any breach of the Articles, Rules and Regulations likely to be prejudicial to any or all of the objects of the Club. Any vacancy which occurs on the Executive of the club shall be filled until the end of the current period of office by the member who at the previous election received the largest number of votes for the position vacated but was not elected. In the case of vacancy occurring on the Executive where the member of the Executive concerned was returned unopposed at the previous election the Executive may co-opt any member of the Club to fill such vacancy until the next general election of officers of the Club. No person under the age of eighteen shall be an officer of the Club other than as a representative of the juvenile members of the Club. For any member to be considered eligible for election or re-election to a place on one of the regional committees, he or she must already be resident in that region at the time of the ballot.

6 SECRETARY AND TREASURER

- 6.1 The Secretary shall attend and keep correct minutes of all meetings of the Club, record of all proceedings, conduct the correspondence, and generally be responsible for the administration of the affairs of the Club. He/she shall be entitled to a refund of any personal expenses incurred by his/her office subject to the approval of the Executive. He/she shall keep a record of the names and addresses of all members of the Club and this record may be inspected by any member of the Club provided a satisfactory reason is given for so doing. The Treasurer shall have charge of all the monies belonging to the Club which shall be deposited in a bank approved by the Executive and generally all amounts shall be paid by bank transfer or cheques which will be signed by any two out of the three executive members, either the treasurer, secretaries or chairman of the club. Where possible receipts made out to the Club should be obtained for all monies paid and receipts given for all monies received. The Treasurer shall prepare a summary of the club's financial position at each committee meeting.

7 JUDGING PANEL

- 7.1 The National Cavy Club shall compile a Recognised Judging Panel (RJP) on the 1st January each year. Judges to be known as NCC Recognised Judges. The RJP shall comprise:
- 1/ the Recognised Judging Panel from the previous calendar year who have met the NCC RJP continuing professional development (CPD) requirements (see below); and
 - 2/ nominations that have met the NCC's minimum threshold for joining the RJP (see below);
- so long as such judges fulfil the criteria of being a continuous member of the NCC for at least the previous five years and are 18 years or older. Any potential NCC Recognised Judge may opt out of inclusion to the RJP by writing to the NCC Secretary.
- 7.2 There shall be no limit to the size of the RJP. Positions on the RJP will not be balloted.
- 7.3 Recognised Judges will be eligible to officiate at all shows held under NCC Rules and Regulations up to and including those of three-star status.
- 7.4 An Executive Judging Panel (EJP) of 40 judges shall be elected biennially for the next two calendar years from within the RJP current at the date of the ballot. To be included in the ballot for the EJP, any RJP judges must have served at least the previous two years on the RJP. Judges to be known as NCC Executive Judges.
- 7.5 Elected Executive Judges shall hold a two-year term of office and shall be eligible to judge all shows held under NCC Regulations. There are no area restrictions on this panel.
- 7.6 Specialist Breed Club judges are eligible to judge at all NCC shows providing they have been NCC members for the past five years and they only judge classes for the breed(s) of which they are a specialist breed club judge; any mixed breed classes and challenges are only to be judged by an appropriate NCC panel judge.
- 7.7 The NCC Executive Committee shall compile a Junior Member Judging Panel (JMJP) for ratification at the AGM, comprising up to ten junior judges. Judges to be known as NCC Junior Member Judges. Members may submit nominations for the JMJP in writing to the NCC Secretary, at least 60 days prior to the AGM. All places on the JMJP shall be reviewed each year. Junior Judges shall be a minimum of 14 years old and may remain on this panel until the age of 21, subject to a minimum of two years' continuous and current membership of the NCC. NCC Junior Member Judges shall be eligible to judge all Junior (Juvenile) pure bred and pet sections at shows. This shall not preclude an affiliated club from appointing any suitably experienced NCC Member to judge those sections. Junior Member Judges that have completed five continuous years on the Junior Member Judging Panel shall be included on the next available RJP for a two-year period.
- 7.8 The NCC Executive Committee shall compile an Emeritus Judging Panel for ratification by Members at the AGM, comprising distinguished judges that have made a meritorious contribution to the fancy and judging, and who may wish still to judge on occasions. Judges to be known as NCC Emeritus Judges. Potential Emeritus Panel Judges shall have been on the NCC Executive Judging Panel and have been a continuous member of the NCC for at least the previous ten years. Emeritus Judges shall have the same seniority as Executive Panel Judges but will not appear on the biennial ballots.
- 7.9 The NCC recognises all members of its Recognised and Executive Judging Panels for the purpose of championships, diplomas and similar show support awards.
- 7.10 Visiting overseas judges, who are fully qualified and accredited on their own National judging panels, can be accepted as the equivalent of Executive Panel Judges, subject to the ratification of the judge by the NCC Executive Committee.
- 7.11 Any judge officiating at a show, may exhibit in any other section of the same show, providing these sections do not meet at any point, i.e. there is no common award.
- Judge training events***
- 7.12 As supported by the British Cavy Council, the NCC and all specialist breed clubs are expected to deliver judge training opportunities. These may take the form of:

- workshops or presentations in conjunction with open shows or at standalone events;
- oral presentations and explanations immediately after the judging of Specialist Breed Club stock shows;
- presentations at the NCC's judging seminars;
- judge training courses organised by the NCC;
- pre-arranged and advertised shed visits to a recognised exponent of a breed; or
- other appropriate means approved by the NCC

NB: above herein collectively referred to as 'events'.

- 7.13 Each specialist club is expected to organise and deliver at least one event each year. ESCC to deliver at least three events in one year. The NCC will provide support, where required, in the organisation of these events and there will be opportunities to partner with the NCC at judging seminars, etc.
- 7.14 Breed clubs should seek permission from the organisers before staging events at shows; they should be arranged so as not to hold up proceedings. Show secretaries should make all efforts to accommodate events.
- 7.15 Events to be delivered by recognised specialists in the breed and to be centred around the judging of breeds catered for by the club, the identification of good and bad examples of the breed, and how they should be handled, judged, assessed, etc.. They are to include an opportunity for hands-on experience. The aim of the events is to produce judges competent to judge the relevant breed.
- 7.16 Dates, venues and form of events are to be made available to the NCC Secretary (ideally at the start of each year), who will maintain a calendar and promote events in the cavy press.
- 7.17 NCC judges and potential NCC judges are required to maintain a list of events they have attended in full (proforma available from the NCC Secretary) and to produce such evidence of attendance on request and as required. Those organising the events are not expected to make a judgement regarding any attendee's performance, ability or knowledge.

Minimum threshold for new judges joining the NCC RJP

- 7.18 To be eligible to join the NCC RJP on the 1st January, each potential new judge is required to:
- attend five events in the 24 calendar month period up to 1st September of the ballot year, which must include a Self event and at least one Coated and one Marked and Ticked event.
 - provide evidence of having book stewarded for an NCC panel judge on three occasions during the 24 calendar month period up to 1st September of the ballot year.

NB:

- Attendance at each NCC Judging Seminar to count for up to two event credits.
 - Current inclusion on a Specialist Breed Club judging panel to count as an event credit for that particular breed.
- 7.19 It shall be the responsibility of the potential judge to maintain a log of experience and to apply for inclusion on the panel by the 1st September of the ballot year.

NCC RJP Continued Professional Development (CPD) requirements

- 7.20 All NCC Judges (except Emeritus Judges and Junior Member Judges (although they are strongly encouraged to)) are expected to have attended two events (attendance at each NCC Judging Seminar to count for up to two event credits) and to have actively judged one open pen show and at least two additional open pen or breed club shows (including the submission of an appropriate show report to the fancy press) within the 24 calendar month period up to 1st September of the ballot year.
- 7.21 Where necessary, and when requested, it shall be the responsibility of the judge to provide the evidence of the CPD requirements having been met.

Ballot information

- 7.22 The biennial ballot to determine the NCC EJP shall be accompanied by information about each judge including:
- A brief resume of the judge's experience (max 800 characters).
 - Details of the judge training events attended in the 24 calendar month period leading up to the 31st May of the ballot year.
 - The number of open shows judged in the 24 calendar month period leading up to the 31st May of the ballot year.
- 7.23 It shall be the judge's responsibility to provide the above information by the date requested. Failure to do so will result in 'information not received' being recorded against the name.

8 ELECTION OF OFFICERS OF THE CLUB

- 8.1 A biennial ballot of the members of the Club shall be held before December 31st in alternate years to elect the Executive Committee and the Executive Judging Panel of the Club for the following two years. All candidates for election to the Executive Committee must have been an adult member of the Club for at least the three previous years, they must have been nominated in writing by two other members of the Club and must have indicated their willingness in writing to be nominated. All incumbents of the Executive shall confirm in writing they wish to stand for a further two years (incumbent members do not have to be re-nominated and seconded) and will if still eligible be included on the same section of the ballot. Notice of the ballot shall be posted in the official organ of the Club, CAVIES Magazine, at least four weeks prior to the closing date for nominations. The Ballot shall be counted by a scrutineer appointed by the Executive of the Club and he / she /they shall not be a member of the Club. The results of the elections shall be announced in the official organ of the Club. To enable secretaries to book judges for shows in the early part of the year, the results of a previous period's ballot shall remain valid and shall run concurrently with the results of the new ballot for the first three months of the new ballot period. An annual ballot of the members shall be held each year to elect the judges for the Club's Stock Shows for the year from the panel members eligible on the current Executive Judging Panel. In the case of Partnership membership of the Club there shall be two votes for the members of the Partnership. Juvenile members shall not have any voting rights. New members of the Club shall not be entitled to vote on matters relating to the Club until a period of three months has elapsed from the date of their membership application being accepted by the Club.

9 ELECTION OF PRESIDENT

- 9.1 The President of the Club shall serve for a period of two years starting on the first day of January and retiring on the thirty-first day of December of the following year. A President Elect shall be elected by invitation of the Executive; members can suggest names of suitable candidates for inclusion with those being considered for this office. The President Elect shall assume the position of President on the retirement of the current President. Prior to taking up the position of President, the President Elect may or may not be a member of the Executive Committee. After serving for the above period, the President shall retire from the position and assume the title of 'Past President'; the Past President also becomes a NCC life member and may remain a committee member by written request following the biannual ballot. A Past President will still be able to hold other executive positions after retiring as President. To qualify to stand for the position of President, the candidate must have been a member of the Club for 25 consecutive years.

10 ANNUAL GENERAL MEETING

- 10.1 The Annual General Meeting of the Club shall be held each year for the purpose of receiving reports and the balance sheet from the previous year, and if required, amending the Articles, Rules or Regulations of the Club. All past Presidents of the club will automatically be made life members of the club at the completion of their two years in office. All other nominations for life membership should be made to the executive who will decide whether to make a recommendation to members at the AGM for a member

to be elected to life membership for his / her meritorious services to the club. The number of Life Members shall not exceed ten (in addition to the Past Presidents). A majority vote of the Club members at the meeting shall decide any issue under consideration. Proposals other than those relating to Articles or Rules of the Club may be made verbally at the meeting but preferably they should be made in writing to the Secretary or Chairman of the Club at least 28 days before the meeting. Proposals to be published on the NCC website at least 10 days before the date of the AGM. Any issue decided at the meeting which is not concerned with changes to the articles and rules of the Club shall take effect immediately with the sole exception of a change in subscriptions in which case the new rates shall apply to membership for the following calendar year. Notice of the meeting shall be posted in the official organ of the Club at least four weeks prior to the meeting. The quorum for the meeting shall be one twentieth of the adult members of the Club. If open discussion in the AGM identifies a need for an amendment, the Chairman may accept such an amendment, duly proposed and seconded, to be put to the meeting.

11 EXTRA ORDINARY GENERAL MEETING

- 11.1 Upon the written request of not less than 25 members of the Club the Secretary of the Club must convene an Extra Ordinary General Meeting of the Club to be held within six weeks of being so requested. The only matters that may be considered by the Extra Ordinary General Meeting are those for which the meeting was convened. The quorum for the meeting shall be one twentieth of the adult members of the Club.

12 NATIONAL CAVY CLUB COMMITTEE MEETINGS

- 12.1 The Committee will meet at least twice annually, named officials will report either verbally or in writing to each of these meetings. All Committee members will be expected to attend committee meetings or send apologies. Failure to make contact with the Chairman re attending at least one meeting or by not sending one apology annually will disqualify the member from the committee for the subsequent two year period. The committee will appoint members (this can include members not on the elected committee with particular interests, attributes and qualifications) to sub-committees with particular areas of interest, these sub-committees will appoint their own chairperson who will report to the full committee when requested. At least once during the two year cycle between ballots one committee meeting should be allocated for discussion of the Show Regulations – this will be an open meeting. Anyone with interest may attend but specifically each area and specialist club should be invited to attend or send a representative as it is the aim of the NCC to promote unified show regulations throughout the UK. None committee members may attend meetings at the discretion of the Chairman but they will not be able to vote, and will only address the meeting at the invitation of the Chairman and may be asked to leave the room when individual members and matters of particular sensitivity are being discussed. The NCC will not convene meetings at major shows such as Bradford SLS, the Real London or the National Combined Shows unless in the event of extraordinary circumstances.

13 BALANCE SHEET

- 13.1 A balance sheet shall be prepared each year and shall be presented at the Annual General Meeting. The period to be presented on the Balance Sheet shall be from October 1st to September 30th. The Balance Sheet shall be audited by a person or persons elected by the Executive of the Club and he/she/they shall not be a member of the Executive. The Club's financial standing shall be inserted in the Club's minute book each year.

14 STOCK SHOWS

- 14.1 The venue for the Club's stock shows shall be decided by the executive of the Club. After judging the NCC Adult, Intermediate or Young Stock Shows, including overall Best in Show, a judge shall not be eligible to officiate in the same section (e.g. Self, Nonself) in the following year's Adult, Intermediate or Young Stock Shows. Club stock shows are only to be held at venues where there are no other area club shows. A show which hosts a NCC Points show must engage NCC Executive Panel judges for all purebred breed classes (with the exception of Junior classes) to qualify for NCC 5 Star status. If the show fails to engage appropriate NCC panel judges it forfeits its 5 star status, its points show and reverts back to its

original star status. NCC pet sections will be eligible to use anyone who is an NCC member but must have at least two years' experience of exhibiting cavies.

15 JUDGING STANDARDS

15.1 The breed standards for all cavies exhibited under Club Judges shall be those approved by the British Cavy Council. The National Cavy Club Show Regulations shall apply to Club Shows and to Club Judges.

16 CHAMPIONSHIPS

16.1 A Championship Certificate can be granted on application to any Member's cavy which has won five first prizes in adult breed classes at open pen shows, held under NCC rules. Each breed class must have a minimum entry of five for the win to count towards a Championship. If a cavy wins a breed class with less than five entries and then goes on to win Best of Breed adult or Best in Section adult, then this may be credited as one win towards a championship, providing they have a minimum entry of five. Best in Show wins at 2, 3, 4, 5 or 10 star shows held under NCC rules may also count as wins towards a Championship, provided the exhibit is older than five months for at least three of the wins. For each Championship claim, wins must have been obtained under at least three separate NCC Recognised or Executive Panel Judges or Specialist Club judges of the breed concerned, and two of the wins must be at NCC 4, 5 or 10 star shows. Double Championships can be granted for ten wins under six separate judges, Triple Championships for fifteen wins under nine separate judges, etc. A Juvenile Challenge Certificate can be granted on application, to any Juvenile Member's cavy, which has won five first prizes in juvenile pure-bred breed classes under at least three separate judges. At least two of the wins must be under NCC Recognised or Executive Panel Judges, or specialist club judges of the breed concerned. Each breed class must be for adult cavies and have a minimum entry of five for the win to count towards a Juvenile Challenge Certificate. If a cavy wins a breed class with less than five entries and then goes on to win Best Juvenile then this win may be credited as one win towards a Juvenile Challenge Certificate provided there were at least twelve cavies entered in the juvenile pure-bred show. A special Certificate of Merit can be granted on application to any Member's Guide Standard or New and Emerging Breed cavy which has won five first prizes under at least three separate NCC Recognised or Executive Panel judges or RVCC panel judges at open shows in adult breed classes. At least two of the wins must be at NCC 4/5/10 Star shows. Each breed class must be for adult cavies and have a minimum entry of five for the win to count towards the Certificate of Merit. If a cavy wins a breed class with less than five entries and then goes on to win Best Guide Standard or Best New and Emerging Breed then this win may be credited as one win towards the Certificate of Merit. Winning Best in the Show at the National Cavy Club Adult Stock Show, the National Cavy Club Intermediate Stock Show, the National Cavy Club Young Stock Show, Bradford Championship Show or the Real London Show will, on application confer National Cavy Club Show Champion status on the winning cavy.

17 CLUB AWARDS

17.1 No person shall be allowed to receive a Club award unless he / she is a paid-up member of the Club. No person shall be allowed to receive a club perpetual trophy unless he/she has been a paid-up member of the club for one calendar month. The trophies of the Club shall be competed for each year and shall be perpetual unless otherwise provided for by the donor. Every winner of a perpetual trophy of the Club shall guarantee to the Executive of the Club, the safe custody thereof, and undertake to return same when requested, to the Awards Secretary of the Club or in default of such return, such winner shall be liable to replace same at his/her expense.

18 STUD NAMES

18.1 Members of the Club may exhibit their stock under a stud name and be recognized for any results using that name provided the name and the appropriate registration fee have been received and accepted by the British Cavy Council.

19 YEAR BOOK

19.1 When a yearbook is published it shall contain the names of the current Executive of the Club, the current Judging Panels of the Club, and a list of the current Members' names and addresses.

20 SHOW SUPPORT

- 20.1 The National Cavy Club will grant show support, in the form of stars, to clubs staging open pen shows, which must be advertised in the fancy press and whose judge(s) are on a judging panel commensurate with the level of stars applied for.

21 COMPLAINTS AND DISCIPLINARY PROCEDURE***Complaints***

- 21.1 The Executive shall appoint an Investigation Panel (hereinafter called: the "Panel") consisting of Chair, Mediator and other Executive members (together comprising an odd number of persons, between three and seven in total) who shall at all times act in accordance with the principles of natural justice. No member of the Panel who or is in any other way potentially compromised by the matter complained of may hear, decide upon or otherwise have input into the determination of the complaint. In these circumstances, the Executive shall appoint another appropriately qualified person in lieu.
- 21.2 At any stage of the procedure, the Panel shall be entitled to obtain and, if necessary before considering the evidence, to act upon such legal or other expert advice as they consider necessary or desirable. Time taken in obtaining such specialist advice may be added to the timescales given below.
- 21.3 Initial timescales operate from date of receipt of e-mail or correspondence by the Chair. Timescales for correspondence from the NCC shall be deemed to be the date of sending.
- 21.4 Any member who wishes to register a complaint or allegation (hereinafter: "complaint") shall submit such complaint, within 30 days of the event or action from which the complaint arose, to the Chair of the Investigation Panel who shall copy it to the Club Chairman and Mediator. A complaint may be received from any person or persons or association of persons only if they have been a member or members of the club for a period of 3 months prior to the incident occurring.
- 21.5 A complaint may relate to: (a) breach of NCC Rules or Show Regulations, (b) breach of rules of an affiliated club by Officers or other officials or representatives of that club, (c) bringing the cavy fancy into disrepute, (d) discrimination or abuse on grounds regulated by Statute Law, (e) serious or wilful disregard for health or safety of persons or livestock, (f) violent, abusive or offensive conduct, (g) theft, (h) financial irregularity, (i) other misconduct relating to covies or arising out of a show of covies or cavy club as shall be accepted by the Panel as competent business under this procedure. The subject of the complaint need not necessarily be a member of the NCC.
- 21.6 In respect of breach of rules of an affiliated club or in *the event of a dispute arising which cannot be resolved internally, involves Officer(s) of the Club or threatens to have a deleterious impact in the wider cavy fancy; then the NCC shall have the right to intervene and act as it shall deem appropriate to facilitate an orderly resolution. In affiliating, the affiliated Club agrees to this provision.*
- 21.7 The complaint shall be accompanied by a deposit of £50 and appropriate evidence. Anonymous complaints or evidence and / or complaints received after 30 days of the alleged incident or discovery of misconduct are not admissible. If the complaint is, after completion of this procedure, deemed to be frivolous or vexatious then the deposit shall be forfeited. In other cases where it is deemed "not upheld" then deposits will not normally be returned except exceptionally at the discretion of the Panel as a whole. In this event, return of a deposit shall not be represented, construed or interpreted as indicating that a complaint has been upheld. The Panel shall have power to take action under this procedure against any person or persons considered to have made a frivolous or vexatious complaint.

Investigatory procedure

- 21.8 There are three stages: Preliminary Review, Mediation (if applicable) and Investigation.
- 21.9 Within 7 days of receipt of a complaint, the Chair of the Panel shall acknowledge receipt of the complaint to the complainant.
- 21.10 A preliminary review shall be conducted by the Chair of the Panel, Mediator and Club Chairman (to form an odd number) within 7 days of receipt of the complaint. There will be one of three possible outcomes: (a) if, in their opinion, the matter has insufficient validity or substance, then the complaint shall be found "not upheld", the complainant shall be informed and the payment forfeited, (b) if, in their

opinion, the matter may be resolvable by mediation, then the Mediator (the club will appoint a panel of Mediators for the Chair of the panel to call upon) shall contact both parties and seek to achieve a mutually satisfactory solution (c) If there shall be considered to be sufficient grounds for referral to the full Panel, or if mediation has been unsuccessful, the person or persons who is/are the subject of the complaint (hereinafter: "respondents(s)") shall be sent a copy of the complaint and invited to submit a response within 14 days including relevant evidence. Anonymous evidence is inadmissible.

- 21.11 Upon receipt of such evidence, or at the expiration of 14 days whichever is the sooner, the matter shall be referred to the full Panel. The respondent(s) may decline or fail to submit a response or evidence but the matter shall not be referred to the Panel until the respondent(s) have been given reasonable opportunity to do so. No complaint shall be dealt with by the Panel unless and until the respondent(s) shall have received written notification specifying the ground or grounds of complaint.
- 21.12 If the Panel meet to discuss the complaint then both the complainant and the respondent(s) shall be given 14 days' notice of the place, date and time, and invited to attend to present their cases and answer questions.
- 21.13 A simple majority of the votes of the Panel is required to find the complaint "upheld". The role of the Chair is to co-ordinate and collate the views of others members of the Panel. He/she shall seek and obtain agreement from all Panel members (by simple majority) before acting. The outcome (either upheld or not upheld) shall be communicated in writing to the complainant and respondent(s) as soon as practicable after referral to the Panel or within 7 days of any meeting of the Panel at which a decision is taken (as applicable).
- 21.14 The Panel shall seek to reach a decision within 21 days of commencement of the Investigation stage. In exceptional circumstances, if this timescale is likely to be exceeded then all parties shall be informed that a further period of up to 21 days may be required.

Disciplinary action

- 21.15 If the Panel shall find the complaint upheld it shall have the power (subject to the right of appeal) to impose any or all of the following penalties on the respondent(s):
- a/ the disqualification of an exhibit;
 - b/ barring of said exhibit from future exhibition;
 - c/ the termination of a person's membership of the Club;
 - d/ the suspension of a person for life or for any shorter period from becoming a member of the Club or and from becoming a member of any club, society or other association affiliated to the Club;
 - e/ the disqualification of a member or non-member for life or for any shorter period from exhibiting or otherwise taking part at any show held under the Club's Rules or Show Regulations;
 - f/ a censure or warning; and/or
 - g/ the imposition of a fine (not exceeding £100) as the Panel may decide; failure to pay such a fine may result in action under (c) to (e) above.
- 21.16 Any member whose membership is terminated or suspended under clauses (c), (d), or (e) above shall forfeit from the date of termination or suspension of membership (subject to the hearing of any appeal) all right, privileges or claims as a member of the Club and all rights or interests in the property of the Club and, if at such time such person has in his/her possession any trophies or effects belonging to the club, shall give them up to the Secretary of the Club forthwith. Such a member shall also be disqualified from holding or standing for election for an office, committee position or other designated position of responsibility in any cavy club affiliated to the NCC.
- 21.17 If a complaint is upheld and a penalty imposed, in particular where it is a case of proven disreputable conduct and the sanction is being either a ban from attending or exhibiting at any affiliated shows or of holding office, then in such circumstances the NCC may, where appropriate, seek reciprocal action by the Area Clubs with the intention of seeking a unified stance.

- 21.18 Normally complaints and disciplinary action taken are confidential between the parties and the Panel. Except in the case of action under 21.15 (c), (d) or (e), the action taken should not be disclosed in any form; however, in those cases, publication to the fancy as a whole may be appropriate. In this event, the Panel shall jointly agree the method and text to be used.

Right of appeal

- 21.19 Respondent(s) against whom a complaint is found to be upheld shall have the right to appeal, within 14 days of notification of the Panel's decision, to the Panel Chair for the complaint to be considered by the full Executive of the Club stating the grounds for the appeal.
- 21.20 The Appeal process shall be concluded before any action is taken under 21.15 above.
- 21.21 The hearing by the Executive shall not include those who originally considered the complaint and the same principles, timescales and powers as pertain to the Panel shall apply to the Executive. This decision is binding.

22 AMENDMENTS TO THE ARTICLES OR RULES OF THE CLUB

- 22.1 No addition, alteration or deletion to the Articles or Rules of the Club shall be made except at the Annual General Meeting of the Club or at an Extraordinary General meeting of the Club called specifically for that purpose. Proposed amendments to the Articles, Rules or Regulations of the Club should be made in writing to the Secretary of the Club at least 28 days prior to the General Meeting. Proposals to be published on the NCC website at least 10 days before the date of the AGM. The proposition must be seconded at the General Meeting before any discussion or vote can take place. If the proposer is unable to attend the General Meeting then his/her proposal may be read out and dealt with as stated before. Any motions amending the Articles and Rules of the Club which are passed by the members present at a General Meeting shall then be submitted to the members of the Club by postal or electronic/digital ballot for ratification or rejection. Members will be supplied with details of how they might vote by means of an electronic/digital ballot. The default position will be for members to vote by electronic/digital ballot; members may vote by postal ballot on application. The result of such ballot shall be published in the official organ of the Club and such publication shall be considered sufficient to inform all members of the Club of such amendments, which shall become effective from the date of publication unless otherwise stated. The sole exception being Subscription Rates, which shall be decided by the members present at a General Meeting and such amendments, shall become effective for membership for the following calendar year.

23 DISSOLUTION OF THE CLUB

- 23.1 The Club can only be wound up by the agreement of two-thirds of the adult members of the Club. In this event the assets of the Club shall be disposed of to a charity or charities related to animals to be decided by the Executive of the Club at the time.

24 INTERPRETATION OF RULES

- 24.1 Should any question arise which is not covered by the Articles or Rules of the Club or Common Law then it shall be referred to the Executive of the Club whose decision shall be binding on all parties.

Annex 1 to the Rules of the NCC

The regions of the NCC referred to in Rule 5 concerning Club Officers shall be:

Scotland: To include all the country of Scotland including the Scottish Islands. To also include Northern Ireland and the Isle of Man.

Northern: To include Cheshire, Derbyshire, Nottinghamshire and all counties of England north of these.

Midland: To include the whole of Bedfordshire, Buckinghamshire, Cambridgeshire, Gloucestershire, Herefordshire, Lincolnshire, Leicestershire, Norfolk, Northamptonshire, Oxfordshire, Rutland, Staffordshire, Shropshire, Suffolk, Wales, Warwickshire, Worcestershire, and the West Midlands.

Southern: To include all those counties south of those designated for the Midland region.

Annex 2 to the Rules of the NCC

The judges' panels for the Club support referred to in Rule 19 shall be:

| | |
|-----------------------------------|-------------------------------------|
| National Cavy Club | Specialist Breed Clubs: |
| | Abyssinian Cavy Club |
| Area Clubs: | Crested Cavy Club |
| Midlands Cavy Club | Dalmation & Roan Cavy Club |
| Northern Cavy Fanciers | Dutch Cavy Club |
| Northumberland & Durham Cavy Club | English Self Cavy Club |
| Scottish National Cavy Club | National Fox and Tan Cavy Club |
| Southern Cavy Club | National Agouti Cavy Club |
| Western Area Fanciers | National Himalayan Cavy Club |
| | National Tortoise & White Cavy Club |
| | Peruvian Varieties Cavy Club |
| | Rex Cavy Club |
| | Rare Varieties Cavy Club |
| | Sheltie Varieties Cavy Club |
| | Teddy Cavy Club |