

# ARTICLES OF CONSTITUTION FOR THE NATIONAL ASSOCIATION OF CATTLE FOOT TRIMMERS

## NAME

This association shall be called "The National Association of Cattle Foot Trimmers" hereinafter referred to as "the Association".

## OBJECTS

2 The objects of the Association are:

- a) To establish and regulate standards and methods of work in the trade of cattle foot trimming.
- b) To promote the study, practice and knowledge of cattle foot trimming; accordingly to give members appropriate information; further to promote and originate improvements in the law in any way affecting the trade.
- c) i) To take part, defend or assist as the Association sees fit in any proceedings by or against any Association member or the Association itself, in which the general rights or interests of the trade of cattle foot trimming may be involved.  
ii) To manage more specific disciplinary matters relating to a member of the Association as in section 7.
- d) To co-operate with related public institutions and associations for any of the purposes or objects listed above.
- e) To promote any paper, journal, magazine or other publication dealing with the trade of cattle foot trimming.

## MEMBERSHIP

3

- a) Membership of the Association is open to any interested person.
- b) Members shall be registered in one of the following categories of qualification:

	<b>Description</b>
<b>Licence Holder</b>	Course trained diploma holder, or NVQ 3. Attending Check Days thereafter every two years
<b>Provisional Licence Holder</b>	Newly completed course, valid for 2 years, must go through mentoring, attend yearly Check Day and pass exam before full licence issued
<b>NACFT Member</b>	All those who fail to attend Check Day or do not progress from provisional to full licence

<b>Associate Members</b>	Persons interested or involved in the promotion of Cattle Foot Trimming
<b>Honorary Membership</b>	Awarded for exceptional service to the craft of Cattle Foot Trimming
All members will hold the same rights regardless of licence status	

- c) Applications for membership shall be submitted to the Executive Committee for approval or rejection. Such applications shall be received by the Secretary in a form approved by the Committee not less than 21 days before the meeting of the Committee at which the application is to be considered. The Committee may defer the consideration of any application and request the applicant to appear before the Committee in person. In the event of a membership application being refused by the Committee the applicant may within the next 21 days make a written request to the Secretary to place the application before the next AGM of the Association.
- d) The acceptance or rejection of an application for membership whether by the Committee or at an AGM shall be by simple majority of the members present.
- e) The Secretary shall notify the applicant for membership of the decision of the Committee or the AGM within 14 days of the meeting. In the event of a membership application for membership being accepted, and upon the payment of the current year's subscription within 21 days, the applicant shall become a member of the Association and shall forthwith become entitled to all its benefits.
- f) A member wishing to terminate membership may do so at any time by sending written notice to the Secretary.
- g) To become a mentor, the following criteria must be met:
  - i. A licence holder for 5 years and still trimming on a commercial basis.
  - ii. Commit to spend at least 5 days with each candidate, allowing them as much trimming time as practical.
  - iii. The NACFT Committee will hold the responsibility of selecting mentors and will reserve the right to remove a mentor if deemed necessary.
  - iv. Mentors are recommended to hold valid public and employer's liability insurance.
  - v. Copy of Diploma and valid insurance certificates required.

All Association members are solely responsible for the own public liability and equipment insurance both in the work place and at any Association activities such as Open Days.

**HEAD OFFICE AND PAPERS**

4

- a) The Head Office and place of meeting for the Association business shall be at such other place as the committee determines.
- b) The books and papers of the Association, which shall include a list of the names and addresses of current members, shall be kept by the officers at the Head Office. All such books and papers shall be available at all reasonable times for inspection by any member.

- c) Any members requiring a copy of the Constitution – Code of Conduct may obtain a copy by downloading it from the NACFT website.

## **OFFICERS**

5

- a) The Officers of the Association shall be the Chairperson, Treasurer and Secretary.
- b) Any member of the Association shall be eligible to be Chairperson, Treasurer or Secretary, but no member shall hold more than one such post simultaneously.
- c) The Officers shall be elected at the AGM and shall serve two years, but nothing in these Articles shall prevent an Officer seeking re-election.
- d) Each nomination for the post of Chairperson, Treasurer or Secretary of the Association.
- e) In the event of a vacancy in an Office of the Association as a result of death, resignation, expulsion or for any other reason, the remaining Officers shall convene as soon as reasonably practicable a Special General Meeting to elect an Officer to fill the vacancy.
- f) An Officer may be removed from office by a resolution passed by the majority of members attending and voting at a Special General Meeting convened for that purpose.
- g) The duty of the Chairperson is:
  - i. To chair meetings of the Association, the Executive Committee and of any other Association committee of which he is a member.
  - ii. To chair meetings of the Association and the Executive Committee whenever required under these Articles.
  - iii. To carry out functions specifically assigned to him by these Articles.
  - iv. To assist the Secretary and the Treasurer generally in the administration of the Association affairs.
- h) The duty of the Secretary is:
  - i. To administer the Association affairs generally in accordance with the Articles and to further its objects under the direction of the Executive Committee.
  - ii. To summon all meetings of Association members and of the Committee and other committees when requested so to do by the Chairperson, to attend all such meetings, to take minutes of the proceedings and to record the names of those attending.
  - iii. To conduct all Association correspondence.
  - iv. To keep all documents, books, papers and records of the Association in such form as instructed by the Committee.
- i) The duty of the Treasurer is:
  - i. To collect all subscriptions and other monies due from members.
  - ii. To pay all outgoings of the Association as authorised by the Executive Committee and for this purpose to sign all necessary cheques on the Association bank account.
  - iii. To place all monies not immediately required in the Association bank account or in any such other investment as the Executive Committee may from time to time determine.

- iv. To prepare the Cash Accounts for each year and to present the same at the AGM of the Association and to prepare the annual Balance Sheet and submit the same to the appointed Auditor of the Association.

## **EXECUTIVE COMMITTEE**

6

- a) The affairs of the Association shall be administered by the Executive Committee in accordance with these Articles to further the objects of the Association.
- b) The Executive Committee shall consist of the chairperson, Secretary, Treasurer and Committee members. A maximum limit of Committee members is twelve including office bearers.
- c) The Committee members shall be elected annually at the AGM of members and, subject to the following provisions, shall serve for three years. Nothing in these Articles shall preclude a Committee member from seeking re-election to the Executive Committee.
- d) Nominations for the Committee members shall be submitted to the Secretary not less than 28 days before the appropriate AGM. All such nominations shall be proposed and seconded by members other than the nominee.
- e) In the event of a vacancy on the Committee by reason of the death, resignation or expulsion of a Committee member, the Committee shall in its absolute discretion be entitled to co-opt any Association member on to the Committee to fill the vacancy during the remainder of the said year.
- f) The Committee or any of its members may be removed from the office by a resolution passed by the members by simple majority at a Special General Meeting of Association members convened for that purpose. Inactive Committee members can be voted off the Committee at the next AGM.
- g) The Committee shall meet as often as the Chairperson deems necessary for the proper conduct of the Association affairs and in any event not less than 3 times in every calendar year. Not less than fourteen days written notice shall be given by the Secretary to the members of the Committee of such meetings. Committee meetings shall be held at the Head Office of the Association or such other place as the Committee may from time to time determine.
- h) The powers of the Committee shall be limited to the administration of the Association business. The Committee shall do everything to secure the observance of the Articles. They may determine anything about which these Articles are silent, and shall exercise full control of the Association funds.

## **DISCIPLINARY MATTERS**

7.

- a) If any Association member acts in a matter contrary to the Code of Conduct annexed hereto or in a manner felt to be contrary to these Articles or prejudicial to the interests of the Association it shall be the duty of any member knowing of such acts to report the facts to the Committee.

- b) If the Committee receives a report from a member as in 7a or if it receives from a non-member any allegations of breach of the Code of Conduct or unprofessional or unethical conduct on the part of the member, it shall conduct a preliminary investigation into such report or allegations. If the Committee finds on preliminary investigation that the report or allegations are without foundation the Committee shall duly notify the member making the report or the complainant as appropriate.

i) Preliminary Investigation

The Disciplinary Sub-Committee has been appointed by the Committee to represent the Association in regards of a complaint made against any member of the Association. A maximum number of five Committee Members from across the country shall represent the Disciplinary Committee. Preliminary investigation is 'finding of facts' and those facts to be relayed back to the next full committee meeting for their consideration.

- c) The Secretary shall notify the member against whom the report or allegation has been made in writing of the details of the report or allegation made against him or her and shall summon the individual on not less than fourteen days notice to attend a meeting of the Committee. Notice of the report or allegation and the date of the Committee Meeting shall be sent to the member concerned by Registered Post or left at his/her last known place of abode.
- d) Any member of the Committee who has in any way participated or been involved in the matters which are in a report or complaint against a member shall not participate during the hearing or consideration of that report or allegation by the Committee except as a witness on questions of fact. At any hearing or consideration by the Committee the member concerned shall have a full opportunity of being made heard, may be represented or may submit written comments. Should the summoned member fail to attend without giving the Committee a satisfactory reason for absence, the matter may be heard or considered in his/her absence.
- e) Following the consideration of the report or allegation the Committee may decide by vote of not less than two-thirds of the members present that the allegations against the member have been substantiated and, at its absolute discretion, may exclude him/her from membership, debar from office, or suspend him/her from the benefits and privileges of membership for six months or two years, depending on the offence.
- f) In the event of a complaint and where the 'finding of facts' is minor, the Disciplinary Committee Member may in his/her discretion, request that the trimmer or member of the Association attend a Check Day for the purpose of correcting minor faults to help defuse the situation. Both parties must be in agreement of this course of action. However, failure to agree or attend a Check Day in a reasonable time scale will result in the complaint being upheld and referred back to the Committee for discussion at the next full Committee Meeting.

## **GENERAL MEETING OF MEMBERS**

8.

- a) A General Meeting of the Association Members (AGM) shall be held at least once a year, at a time and place determined by the Executive Committee and called by the Chairperson.
- b) A Special General Meeting may be called by the Chairperson whenever he/she deems necessary and must be called by him/her upon receipt of a request signed by not less than 25% of the membership.
- c) At least two months written notice of a General Meeting shall be given to members.
- d) All Association members whose subscriptions and other monies due under these Articles are fully paid up shall be entitled to attend and vote at a General Meeting.
- e) All propositions for a General Meeting must be properly proposed and seconded by Association members and must be received in writing by the Secretary not less than 28 days before the General Meeting. All such propositions (and in the case of an AGM) the names of all candidates for election as Officers and Committee members, a report of the Committee's work during the year, a Statement of Account and Balance Sheet up to the end of the financial year of the Association immediately preceding the AGM and the agenda for the General Meeting shall be printed and issued to all Association members not less than 14 days before the date of the General Meeting.
- f) A General Meeting shall have power to amend, alter, modify, vary or rescind any of these Articles when such a proposition receives the votes in favour by a majority vote of the paid-up members attending the General Meeting. If at any time these Articles are amended, altered, modified, varied or rescinded such changes shall take effect immediately.
- g) A report of business transacted at any General Meeting shall be printed and issued to all Association members with the next Newsletter.

## **SUBSCRIPTIONS AND LEVIES**

9.

- a) Membership subscription shall be paid yearly in advance on the 1<sup>st</sup> April each year to the Treasurer. A written reminder shall be sent to defaulters four weeks later.
- b) The amount of member's annual subscription shall be determined by the Committee each year and shall be notified to members by the Treasurer not less than one month before the date for payment. Members wishing to pay by cheque will be subject to a £20 (twenty pounds) administration fee. Payment by standing order or bacs on or before the date due will not be subject to a fee.
- c) The Committee shall have power to make a levy to the Association from time to time on all the Association members, provided always that the sum imposed in any one year shall not exceed the annual membership.
- d) Any member who has not paid his annual subscription or any levy raised by the Committee within 60 days of the due date shall not be entitled to attend any Association meetings or enjoy any benefits of the membership. If any such subscriptions or levies remain unpaid for a

period of three months after the due date, the Committee may in its absolute discretion expel the individual from membership of the Association.

#### **PROPERTY AND FUNDS**

10.

- a) The Chairperson and Secretary shall be Trustees of the Association and shall hold all its property.
- b) Any Association funds not required immediately shall be deposited in the Association Bank Account or invested as the Committee may from time to time determine.
- c) The Association funds shall be used only to further the objects of the Association.
- d) The Officers and Committee members of the Association shall not be entitled to remuneration for their services to the Association unless specifically voted at a General Meeting. The Committee may reimburse the officers and Committee members all expenses properly and reasonably incurred in carrying out their duties.

#### **GENERAL**

11.

- a) Upon termination of membership by reason of death, retirement, expulsion or any other cause whatsoever the outgoing member shall not be entitled to reimbursement of any subscriptions or levies and loses all rights to the benefits of membership and all claims to monies or property of the Association. At termination, the member shall surrender any monies, properties or books to an office bearer or a nominee.
- b) Any address change of a member shall within 14 days be notified in writing to the Secretary. Until such notice is given and received by the Secretary, all communications and notices sent to the former address shall be deemed to have been duly served upon him.
- c) All references in these Articles to the male gender shall be deemed to include the female gender.

#### **DISSOLUTION**

12.

The Association may at any time be dissolved by the consent of not less than 85% of the members, testified by their own signatures to some instrument or dissolution. After discharging all debts and liabilities legally incurred in the Association's name, the Officers of the Association may divide the surplus funds (if any) remaining equally among the entire membership.