

# ***Constitution, Rules & Regulations Committee Charter***

## **1. Purpose**

- a. To make recommendations to Management Committee, on the Constitution, Rules, Regulations, Codes, Policies and Procedures for amendments where appropriate and prepare for publication to such where Management Committee approves.
- b. Recommend to Management Committee changes to clarify the above Constitution Regulations, Codes, Policies and Procedures where such changes do not alter the intent
- c. Ensure the accuracy of publications containing the Constitution, Rules, Regulations, Codes, Policies and Procedures, particularly where amendments or additions have been approved by the Management Committee
- d. To oversee Dogs Victoria Representatives' annual induction program and refresher course.
- e. To provide club management advice and assistance to affiliates.

## **2. Committee Membership**

- a. The Committee shall be made up of Dogs Victoria Members appointed by Dogs Victoria Management Committee.
- b. New members - either the Committee Chair or Management Committee shall request a "CV" detailing relevant experience for approval by Management Committee prior to the appointment being confirmed
- c. Appointed Committee Members may be removed and/or replaced by the Management Committee.
- d. The appointment of all Committee Members shall be for a period of one year and subject to annual review by Management Committee.

## **3. Meeting Frequency**

- a. The Committee shall meet as often as required to conduct business as outlined in "Purpose" above
- b. Meetings will be held either face to face or by email where appropriate at all times ensuring that the purpose of the meeting called is achieved whatever method is used
- c. The Committee may request the attendance of the CE or Management Committee Members as long as 14 days' notice is given.

## **4. Matters for Dogs Victoria Management Committee**

- a. The minutes of each Committee meeting shall be forwarded to the Governance Lead Committee within seven days of ratification.
- b. Actions for Dogs Victoria Management Committee should be placed on a face sheet attached to the minutes and forwarded to the Governance Lead Committee.

## **5. Other Matters**

- a. The Committee shall provide a report for the Annual Report by 15 December of each year.

b. The Chair shall participate in meetings of the Governance Lead Committee.

## **6. Location of Meetings**

That the committee considers where members reside when deciding where meetings are held.

### **Office/Committee Liaison – Janet Davidson**

The Committee Chairperson will at all times liaise with Dogs Victoria Administration to ensure that the recommendations to Management Committee and decisions of the Committee are enabled to ensure Dogs Victoria members are properly informed and advised.