



Constitution

**UK ANIMAL
CARE
TECHNICIANS**

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Contents

1: Name.....	3
2: Mission and Objectives	3
2.1: Vision.....	3
2.2: Objectives.....	3
Animal Health & Welfare	3
Knowledge Exchange.....	3
Professional Upskilling & CPD	3
2.3	3
3: Membership.....	4
3.1: Requirements.....	4
3.2 Term and Cost	4
3.3 Rejection of Application	4
3.4 Refund of Subscription.....	4
4: Council and Officers	4
4.1 Officers	4
4.1a Chair / Vice-Chair	4
4.1b Secretary	4
4.1c Treasurer.....	5
4.2 Council.....	5
4.2a Interim Council	5
4.2b Co-opt	6
4.2c Term.....	6
4.2d Meetings	6
4.2e Quorum	6
4.2f Removal of council members.....	6
4.3 Election to Council	6
4.3a Nomination /Application	6
4.3b Re-electing Council.....	6
4.3c Voting	6
5 Meetings	7
5.1 Annual General Meeting	7
5.2 Extraordinary General Meeting.....	7
5.3 Voting	7
6.0 Constitution and Byelaws.....	7
6.1 Powers to Alter the Constitution.....	7

6.2 Byelaws	7
6.3 Member-Instigated Changes to Constitution and Byelaws	8
7.0 FINANCE	8
7.1 Financial position	8
7.2 Employees	8
7.3 Banking.....	8
7.4 Financial Year and Reporting.....	8
8.0 Committees	8
9.0 Dissolution	9

1: Name

The association will be known as UK Animal Care Technicians and referred to by the abbreviation UKACT.

2: Mission and Objectives

2.1: Vision

To connect staff from animal-based education facilities, to share information and best practice, for the purpose of improving husbandry standards and animal welfare, developing knowledge and skills and enhancing student experience.

2.2: Objectives

To achieve the vision, UKACT will focus on three key objectives:

Animal Health & Welfare

- To demonstrate and promote best practice through high standards of care and husbandry for animals.
- To enhance health and welfare in educational institutions through the sharing and collaboration of animal husbandry examples, policies and standard operating procedures
- To exceed the minimum expectations outlined by legislation and/or industry standards and engage with changes to regulations.
- To work with veterinary professionals and experts in the field to raise welfare expectations in educational facilities.

Knowledge Exchange

- To provide a platform that connects animal professionals to interact and contribute to animal related issues.
- To provide support where required in a constructive and professional manner.
- To encourage effectual collaborations between educational facilities and with external organisations
- To support research initiatives that impact the use of animals in education.

Professional Upskilling & CPD

- To organise an annual conference hosted by different collections, providing meaningful CPD and opportunities to view other facilities and network with like-minded individuals.
- To promote the sector by presenting itself in a professional manner, setting an expectation that UKACT members are highly skilled in their role.
- To provide a platform for professionals to upskill and develop knowledge and experience.
- To facilitate the organisation of workshops throughout the year on specific topics that will enhance roles.

2.3

To advance its mission and goals, the Association, acting through its Council, has the following powers:

- To raise funds and accept contributions from individuals through subscriptions, donations, or any other means. However, the Council is not allowed to engage in any ongoing commercial activities to raise funds for the aforementioned objectives, except for the direct sale of UKACT publications and branded merchandise.

- To undertake any other actions that promote the Association's objectives in accordance with its mission and values.

3: Membership

3.1: Requirements

There will be a singular membership level available for UKACT, which will be open to anyone aged 18+ and working within an animal-based education facility.

Although the organisation is primarily aimed at supporting animal care technicians/ staff, it welcomes any of those working in the sector that feel they may benefit from becoming a member.

3.2 Term and Cost

The membership cost will be set at £20 and will last one year from the end of the month of purchase.

The cost of the membership may be subject to change if this is justified by the running costs of the organisation. If the cost is to be increased, this should be raised and voted on by members at the annual general meeting as outlined in 5.2. The new charge will be applicable from the renewal of membership, after the vote has been completed.

3.3 Rejection of Application

On occasion, the council may see fit for an application for membership to be refused. In this case, the decision should be taken to a majority vote within the council.

Any applicant who is found to have been convicted under the Animal Welfare Act or other related legislation or to have received a formal caution for animal related offences will have their application refused.

3.4 Refund of Subscription

Payment for annual membership is non-refundable.

4: Council and Officers

4.1 Officers

The Society shall elect Officers consisting of:

4.1a Chair / Vice-Chair

A Chair of the organisation shall be elected (by majority vote) from within and by the Council and shall remain in office for three years. This term may be shortened by resignation, or by a vote of no confidence, backed by a $\frac{3}{4}$ vote by council members.

The role of the Chair (or Vice Chair in Chair's absence) is to:

- To provide leadership and drive UKACT towards meeting its vision (2.1).
- To ensure the council operates in a way that meets the needs of UKACT members.
- To ensure the organisation is managed effectively.
- To provide support and supervision to the council team
- To represent UKACT as its figurehead

4.1b Secretary

A Secretary will be in place at all times during the existence of UKACT. When appointing, UKACT members may state their interest in the position to the Chair and to be on the council. The

candidates will be considered amongst council and voted for. The Secretary will be officially appointed after being voted in at the next AGM. When selecting a secretary, skill sets and past experience will be taken into account, if they are likely to allow the individual to excel in the position.

The roles of the secretary will include:

- Ensuring meetings are effectively organised and minutes taken.
- Maintaining effective records and administration.
- Upholding the legal requirements of governing documents, charity law, company law, etc. (where relevant)
- Communication and correspondence.

The secretary may see fit to delegate these roles where needed to ensure UKACT meets its vision and objectives.

The council may see it fit to appoint more than one secretary, should this allow for the workload to be more effectively managed.

4.1c Treasurer

A Treasurer will be in place at all times during the existence of UKACT. When appointing, UKACT members may state their interest in the position, and to be on the council, to the Chair. The candidates will be considered amongst council and voted for. The Secretary will be officially appointed after being voted in at the next AGM. When selecting a secretary, skill sets and past experience will be taken into account, if they are likely to allow the individual to excel in the position.

The role of the treasurer will include:

- General financial oversight
- Funding, fundraising and sales.
- Financial planning and budgeting
- Financial reporting
- Banking, bookkeeping and record keeping.
- Control of fixed assets and stock

The treasurer may see fit to delegate these roles where needed to ensure UKACT meets its vision and objectives.

4.2 Council

The council of UKACT will be made up of between 4 and 8 council members. It is the duty of the council to assist the officers in ensuring that UKACT operates in a way that works toward its objectives, as stated in 2.2.

Council members must be members of the UKACT association.

In order for UKACT to move towards reaching its objectives and mission, the council will assign roles to council members. These should be allocated, where appropriate, based on knowledge and experience in varying fields.

4.2a Interim Council

For the first year of UKACT's existence, the council shall be made up of Joe Cooke, Vicky May, Jessie Ingleson, Helen Poyser and Sophie Dixon, who have created it. At the first AGM after its creation, they will stand for their first election, as outlined in the election process below.

Members of the council may be selected for a specific skill set or knowledge base that aids in UKACT meeting its objectives.

4.2b Co-opt

The Council may choose to add extra members to serve as council members for a specified period. These co-opted members do not have voting rights until they are confirmed by an Annual General Meeting (AGM). The number of co-opted members cannot exceed one fourth of the total number of elected Council members at any given time.

4.2c Term

Council members shall serve for no longer than 2 years, post the AGM in which they are officially instated. After this period, they may be reflected at the following AGM.

There is no set limit on the number of terms a council member can be re-elected for.

4.2d Meetings

Council shall meet no less then every 3 months. However, they may meet as regularly as is deemed necessary, providing the minimum is met.

4.2e Quorum

A quorum shall be made of at least half of council members, providing that one of those sitting is either the Chair, or the vice chair.

4.2f Removal of council members

The council has the power to remove a council member by $\frac{3}{4}$ vote, providing there is reasonable justification for such action being taken.

4.3 Election to Council

The Society shall elect members of Council at the Annual General Meeting.

4.3a Nomination /Application

Nominations for consideration to be council members should be done so in writing to the Secretary, one calendar month prior to the AGM. T his should be accompanied by a written agreement from the nominated member, that they wish to be considered.

Applications from members to be considered for council membership should be submitted by member to the secretary no less than one calendar month prior to the AGM. The submission should include justifications for their application including any skills or knowledge that may be beneficial to the council.

4.3b Re-electing Council

The names of nominees of the Council for election or re-election shall be circulated to the membership not less than 30 days before the AGM.

4.3c Voting

Voting of council members shall be done via a raised hand when asked to do so, with the majority carrying the motion.

Each council candidate shall be announced to the members individually before the vote is taken.

5 Meetings

5.1 Annual General Meeting

A general meeting (AGM) of UKACT shall be held in every year at the organisation's annual conference in July. The AGM will cover:

- The organisations financial position.
- The election of Council Members and Officers.
- Any additional topics that council would like to put to members for consideration and vote.

Members will be given notice of the AGM one calendar month prior to the meeting and given any additional information relevant to this. This will be done via the organisation's website or Facebook page.

5.2 Extraordinary General Meeting

An Extraordinary General Meeting of the Society can be scheduled by the Council, the President, or upon a written demand from at least ten members of the Society, addressed to the President. The sole purpose of this meeting is to discuss the specific business for which it was called.

When organizing an Extraordinary General Meeting based on an application, the President must provide a notice period of at least 14 days between the issuance of the notices and the scheduled meeting date. The meeting itself must take place within 30 days from the receipt of the original request by the President.

5.3 Voting

If there are any matters, including appointment of council members, that need voting on by UKACT members, notification of this should be done prior to the meeting.

Voting of council members shall be done via a raised hand when asked to do so, with the majority carrying the motion.

If a member is unable to attend the meeting and wishes to cast a vote, they may do this in writing to the char, via and sealed envelope, which will be opened on the day of the vote.

6.0 Constitution and Byelaws

6.1 Powers to Alter the Constitution

The Council may see fit to alter the constitution accordingly, for time to time. Any alteration to such document will be presented to members at the following AGM and will be voted on as stated in 5.3. These alterations will not come into effect until the motion has been passed at AGM.

There may be occasion where an EGM is needed to be called to move these changes through sooner, this should be done as laid out in 5.2.

6.2 Byelaws

A set of byelaws will be in place and will be a condition of membership for members to abide by. These will be written by the Officers, with input from the council and may be edited as deemed necessary.

After the initial creation of the organisation, members will be asked to vote to bring these byelaws into practice at the first AGM. A copy on the byelaws will be sent to members prior to the first AGM

for them to consider and make suggested changes for consideration. Once confirmed, the byelaws shall be available to members at any point via the UKACT website.

Any subsequent changes to the byelaws will have to be voted on by members at the following AGM and will not come in to force until this has been done.

6.3 Member-Instigated Changes to Constitution and Byelaws

UKACT members have the right to suggest changes to the byelaws, providing these are backed in writing by 10 other members.

Once submitted these will be taken in for consideration by the council and raised for vote at the following AGM, as outlined in 5.3.

7.0 FINANCE

7.1 Financial position

UKACT will be ran as a not-for-profit group and as such, any decisions pertaining to fees should bare this in mind.

Any surplus cash at the end of the organisation's financial year should be reinvested in the development of UKACT, in line with meeting its objectives.

7.2 Employees

UKACT will not employ, any staff and all officers or council members will offer their services on a voluntary basis only. No moneys shall be paid to any officer or council member under any circumstance.

7.3 Banking

All of UKACT's finances will be held in a community group bank account with an as of yet, unnamed bank. The account should have no less than 3 signatories. These signatories should be the Chair, Vice-Chair and Treasurer.

No cash shall be held outside of the afford mentioned account and any cash takings from any event will be paid in as soon as possible and receipt of this documented.

7.4 Financial Year and Reporting

The organisation's financial year will run from 01/06 – 31/05.

At the end of each financial year, a report will be created, outlining all incomes and expenditures and indicating the financial heath of UKACT. A copy of this shall be made available to members upon request and shall be presented to them at the AGM.

8.0 Committees

To aid in reaching UKACT's objectives, council may see it fit to create committees or focus groups, to target particular areas for development. A committee should always be chaired by a member of the UKACT council, even if this is only to facilitate the running of it.

Members of the committee should be UKACT members and can be appointed to the committee by council. Committee members should have experience or knowledge directly relating to the subject area, written proof of which should be submitted to council before appointment.

The committee should provide regular feedback of its activities and progress to the council. This should be done no less than once every three months at council meetings, but as frequently as specifically requested by council.

Any member of Council may attend a meeting of a committee but may not vote unless they have been appointed a member.

9.0 Dissolution

UKACT may be dissolved if there is a vote of three quarters in favour of the motion, with the vote carried out as stated in 5.3. This vote can take place at an AGM or and SGM, with notice given as stated in 5.1 & 5.2.

In the event of UKACT being dissolved, any debt relating to the organisation should be cleared, using whatever funding is available in the account. If there are any surplus funds remaining after debts are cleared, a proposal on how these will be distributed will be put forward by the officers at the AGM. The funds should be done so in a way that supports the mission and objectives of UKACT.