



**UK ANIMAL  
CARE  
TECHNICIANS**

**Founded 2023**

# Byelaws

**Created:  
05/2023**

**Updated:**

## Contents

Introduction .....	2
Organization and Council .....	3
Representatives.....	3
Expenses and Reimbursements .....	3
Accounting .....	3
Working Conditions and Contract Disputes .....	3
Conferences and Workshops .....	3
Membership and Member Conduct .....	4
Membership requirements .....	4
Use of Guidelines .....	4
Bringing the organization in to disrepute .....	4
Conduct.....	4
Animal Related offences .....	4

## Introduction

As stated in the UKACT constitution “6.2 Byelaws”, a set of byelaws will be in place and will be a condition of membership for members to abide by and for the running of the association. These have been written and signed off by the Officers.

These byelaws may be updated and altered as often as deemed necessary by the officers and council, with the alterations taking effect following a vote in favour at the following AGM.

After the initial creation of the association, 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.

The byelaws are separated in to two main categories. Those relating to the running of the association and the council, and those relating to membership and member conduct.

## Organization and Council

### Representatives

The organization's officers shall be the sole representatives of UKACT at any meetings or events. Other council members may act as representatives for selected events or meetings, but this should be agreed upon on a case-by-case basis.

In exceptional circumstances, UKACT members may request to represent the organization at a specified event. A request should be submitted, in writing, to council no later than 2 calendar months prior to the event. Council should consider the request and provide feedback to the member within 10 working days.

No unauthorized persons are allowed to act as representation of UKACT and any such action may result in expulsion for the organization, at the Officers discretion.

### Expenses and Reimbursements

UKACT officers and council members may request reimbursement of expenses, only when such expenses have been incurred in line with aiding the association in its mission.

Expenses can not be claimed for travel or accommodation to attend any UKACT Conferences or Workshops.

All officers and council members take their positions on a voluntary basis and as such are not entitled to any compensation for their time. The only exception to this would be if the individual(s) were to provide an additional service for the organization that is not deemed to be within the remit of their role as a council member. In any such instance, a proposal should be made for this and signed off by council, with full disclosure being made as part of the annual financial report, below.

### Accounting

A full accounting report shall be prepared at the end of each UKACT financial year, which will run 01/06 – 31/05. The report shall be prepared and ready to be presented and approved at the AGM, which should be held late July.

Note should be made and declared of any paid services provided by council members.

### Working Conditions and Contract Disputes

UKACT is not a union and as such, shall not be involved in any matter regarding working conditions or pay disputes.

### Conferences and Workshops

As stated in its mission and objectives, UKACT will arrange an annual conference and a number of workshops throughout the year.

The host of each event is entitled to charge for its hospitality and will be named as the "host" in any advertisements and publications. Any charges set out by the hosting establishment should be set out in the initial proposal, with the event not being made official until costing is agreed.

All UKACT events should be fully costed before confirmation and although the cost may be subsidized by membership fees, the event should not negatively impact the organization's financial position.

All events should aid UKACT in meeting its mission and objectives.

## Membership and Member Conduct

### Membership requirements

As outlined in the UKACT Constitution “3.1 Membership Requirements”, to be eligible for membership, applicants must be currently working, in a paid capacity, within an educational facility that delivers animal care based courses.

Applicants do not necessarily have to be working directly caring for animals, however they should be aware that the majority of activities relating to UKACTs operation will be focused on animal husbandry and best practice.

Members must be over the age of 18.

### Use of Guidelines

All UKACT members are entitled and encouraged to make use of the “best practice guidelines”, however, as the name suggests, these are to be used as such. Any use of these documents should be done so in conjunction with further research and professional advice where appropriate.

Any use of these documents should be referenced.

### Bringing the organization in to disrepute

Members should not act in anyway that brings the name of the organization into disrepute.

This includes stating any opinion as the position of UKACT, without prior consent to do so by the officers.

### Conduct

Members are expected to treat each other with respect and dignity.

The organization is here to support its members in improving and developing practices within their facilities. As such, any outright criticizing of an individual or collection’s practices, will not be tolerated either at events or through the UKACT Facebook page.

### Animal Related offences

Any members or applicants found to have been convicted of any animal related criminal offence, will be banned from the organization.