



CONSTITUTION GAUTENG PANEL OF JUDGES

1. NAME

This association shall be known as GAUTENG PANEL OF JUDGES hereinafter referred to as "The Panel").

2. LEGAL STATUS

- 2.1 The Panel shall be a voluntary association, with an independent Legal Persona.
- 2.2 All property and assets shall vest in the Panel.
- 2.3 Any obligations or liabilities incurred by or on behalf of the Panel shall be for itself and to the exclusion of its members.
- 2.4 The power to decide whether or not to enter into litigation shall vest in the management of the Panel.

3. OBJECTIVES

- 3.1 To uphold at all times the integrity and dignity of its members and the dignity, prestige and honour of judging.
- 3.2 To establish criteria for eligibility of candidate judges.
- 3.2 To train candidate judges.
- 3.3 To strive to be eternal students of cat breeds in an effort to maintain a high standard of judging skills.
- 3.4 To promote a knowledge of cats and breed standards while interacting with exhibitors and breeders.
- 3.5 To promote and strive for good relationships and cooperation with all other judges' panels.

4. MEMBERSHIP

- 4.1 The Panel shall be an autonomous body formally recognized by the Southern Africa Cat Council (SACC) and affiliated to the Southern African Council of Cat Judges, and shall consist members who are of qualified judges domiciled in the Republic of South Africa.
- 4.2 Requirements for membership: Any person qualified to judge one or more cat breeds.

- 4.3. Qualified judges from other judges Panels or associations outside SACC may apply for membership in writing, submitting such application to the secretary of the Panel.
 - 4.3.1 Such person's training and qualifications should be in / through the following bodies:
 - 4.3.1.1 Any Judges Panel affiliated to SACC.
 - 4.3.1.2 Any other body / association recognized by the Governing Council of SACC.
 - 4.3.2 Applicants from outside SACC must submit documented proof of their qualifications and attach same to their application for membership.
 - 4.3.3 The Southern Africa Council of Cat Judges must recognize such qualifications (from outside SACC) in writing before an applicant's membership to the Panel may be voted on.
- 4.4 Upon receipt of an application for membership the Panel members will vote, at the next scheduled meeting, whether or not to accept such applicant as a member. Voting will take place by a show of hands or by ballots. A new member may only be accepted if the vote in favour of membership is 100%.
- 4.5 Each member shall pay an annual membership fee on or before the 28th February of a calendar year. The membership fee will be decided upon by the Panel from time to time.
- 4.6 Panel Members not having paid their annual membership fee by the time the AGM has taken place will lose their membership privileges (to vote and/ to judge) until such time that their membership fee is paid in full. The panel Secretary will keep the Clubs informed.
- 4.7 No member of the Panel may simultaneously belong to another Judge's Panel in South Africa.
- 4.8 The membership of any member of the Panel may be terminated in the following instance/s:
 - 4.8.1 A voluntary resignation confirmed in writing.
 - 4.8.2 Any member failing to attend three consecutive meetings, unless as provided for in paragraph 13, shall be deemed to have ceased membership of the Panel, unless adequate reasons are offered and accepted by the other Panel members.
 - 4.8.3 At the request of the Panel for failure or inability to uphold the objectives of the Panel. A two-thirds majority vote of Panel members is required in this instance.
 - 4.8.4 If, through a disciplinary process, the transgression was found to be of such serious nature that termination of membership was decided upon.
- 4.9 In the event of termination of membership, any membership fees which may have been paid by the member will not be refunded to the member.

5. EMERITUS JUDGES

From time to time, the Panel may award certain members "Emeritus Judge" status. The award can be made at any regular meeting, with the consent of two-thirds of the members present.

6. CANDIDATES, STUDENTS AND COURSES

- 6.1 From time to time the Panel will decide which judge's course, if any, will be run once current courses near completion. Should the Panel decide to run a course, the Panel will confirm the following:
- a) The future course/s to be run
 - b) The commencement date and approximate duration of the course.
 - c) Tutors for the course.
 - d) Potential candidates to be invited to join the course will be proposed, discussed and voted on. A two thirds majority in favour of a candidate is required before he/she can be invited to join a training course.
 - e) Potential candidates must meet the minimum criteria as set out by the Panel from time to time.
- 6.2 The Tutor shall report progress of the students to the Panel at normal meetings or via e-mail.
- 6.3 The Tutor shall request examination papers from the SA Council of Cat Judges. Upon the successful completion of the written examination, the Tutor of a specific course shall liaise with the Panel to confirm when the practical examination shall take place.
- 6.4 Upon the successful completion of the practical examination, the Secretary of the Panel shall be informed of the names of the students that qualified as future probationer judges.
- 6.5 The Tutor shall liaise with Show Managers regarding probationing at the cat shows. Students shall be advised not to take liaison upon themselves.
- 6.6 The Tutor shall be responsible for:
- a) Keeping full particulars of each probationer's judging book.
 - b) Keeping the judge's reports on the progress of the probationers.
- 6.7 Once the probationer judge has completed the required number of cats as stipulated by the Panel and informed by the SA Council of Cat Judges' minimum requirements at the commencement of the course, the Tutor will advise the Panel.
- 6.8 If the Panel members that are qualified in that specific section / division are of the opinion that the probationer judge has satisfactorily completed his/her probation judging assignment, the Panel members that are qualified in that specific section / division may vote on whether the probationer may be released to judge as a fully qualified judge in the particular section / division.

7. VOTING

- 7.1 Only members who are present at the meeting where items are tabled for discussion and voting may vote. No proxy votes are allowed, except in the circumstances mentioned in Items 8.2 and 8.3 below.
- 7.2 Unless otherwise stipulated in the Constitution, matters requiring a vote shall be decided by a simple majority.
- 7.3 In all cases, should there be an equal number of votes, no person shall have a deciding vote.

- 7.4 If the votes are tied, the matter shall be referred to the next regular meeting of the Panel.
- 7.5 If the votes remain tied at the next regular meeting of the Panel, the item will be tabled for discussion again at the next regular meeting of the Panel.
- 7.6 Voting rights of members are regulated by paragraph 10.6 to 10.7.

8. MEETINGS

- 8.1 The Panel shall hold meetings in order to decide on matters of importance to the Panel.
- 8.2 Since the membership of the organisation may be widely distributed, those members outside the Province of the Central Office will receive exemption from attending meetings, except for the Annual General Meeting of the Panel.
- 8.3 Members outside the Province, as stipulated in 8.2 above, will be informed of the business of the Panel by phone, in writing, email or other digital media. In the event of matters requiring a vote, only these members may vote by proxy. All proxies shall be received by the Secretary not less than 48 hours prior to the meeting.
 - 8.3.1 Members who are unable to attend a meeting due to a business trip or judging assignment overseas, may cast proxy votes that will be received by the Secretary no less than 48 hours prior to a meeting
 - 8.3.2 Proxy votes are to be tabled under "Present & Apologies" in the meeting.
 - 8.3.3 Proxy votes are not allowed when voting takes place regarding matters pertaining to Item 6.8.
- 8.4 A quorum shall be 50% of the membership, calculated in the event of a fraction, to the next higher whole number.
- 8.5 Members are to inform the Secretary of Panel if they are off-line or not on e-mail. The Secretary is to ensure these members are informed of decisions, discussions and voting schedules. It is the member's responsibility, after being informed, to ensure that the Secretary convey their views on panel matters to the panel.
- 8.6 An Annual General Meeting of the Panel shall be held once a year, no later than 31st May each year.
- 8.7 Notice of the Annual General Meeting shall be given by the Secretary to all members not less than 14 days prior to such meeting. The Notice shall call for proposals and nominations. These shall be submitted no later than 10 days prior to the date of the meeting.
- 8.8 The Secretary of the Panel shall forward the agenda of the Annual General Meeting to all members at least 7 days prior to such meeting taking place.

9. CENTRAL OFFICE

The Central Office shall be in Gauteng or surrounds and the address shall be decided upon at each Annual General Meeting.

10. MANAGEMENT OF THE PANEL

- 10.1 The day to day management of the Panel shall be conducted by the Officers of the Panel.
- 10.2 The Officers of the Panel shall consist of a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.
- 10.3 The term of all Officers shall be for a period of one year, commencing from the date of election.
- 10.4 The Officers of the Panel shall be elected from the existing members.
- 10.5 In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- 10.6 Judges may only vote on Breed issues and Standards of those Breeds that they are qualified to judge.
- 10.7 All members will have voting rights on matters relating to the Panel, all disciplinary matters and any matter not directly related to Item 10.6 above.
- 10.8 No member may serve as Chairperson for more than two consecutive terms.

11. CONDUCT OF MEMBERS

- 11.1 Every panel member subject him/herself to the rules and procedures of the Panel.
- 11.2 Every member shall strive to further the objectives of the Panel.
- 11.3 Every Member shall show proper respect for fellow Panel members as well as all other SACC judges and judges' panels.
- 11.4 Every Member shall conduct him/herself in such a manner that the Panel is not brought into disrepute. Such harmful actions might be, but are not limited to: verbal attacks or maligning of other Members, exhibitors, judges or other people at SACC shows, exhibitions or events; or written attacks or scathing comments on persons in public email lists, in cell phone messages or any electronic media.
- 11.5 In order to maintain a high standard of judging and knowledge of the various breeds, members shall attend the Symposium of the SA Council of Cat Judges and will furthermore partake in the training and/or examination of candidate judges. This includes thorough research and teaching, evaluating tests, participation at practical exams, or by attending lectures as a form of continued education.

12. DISCIPLINE

In the event of a complaint against a member of the Panel the under mentioned procedure shall be adopted:

- 12.1 All complaints must be submitted in writing to the Chairperson of the Panel.
- 12.2 The complaint must contain full particulars concerning the complainant, the member in violation and the complaint.
- 12.3 A complaint has to be lodged within 30 days of the complainant becoming aware of the alleged misconduct, violation or cause.
- 12.4 The Secretary of the Panel will acknowledge receipt of the complaint and inform the member concerned and all other members of the Panel of the complaint.

- 12.5 The member concerned has the right to respond in writing to the allegations. Such response must be submitted to the Secretary within 30 days after being informed of the complaint.
- 12.6 At a regular meeting of the Panel, the complaint and response will be discussed and the Panel shall decide upon the merit of the complaint.
- 12.7 The Panel will thereafter vote whether or not a formal hearing must be held.
- 12.8 Upon the outcome of the vote referred to in Item 12.7, the venue, date and time of the hearing will be determined.
- 12.9 Parties have the right to be represented by an attorney and may call witnesses.
- 12.10 The complainant and the member concerned shall have no vote at the hearing.
- 12.11 Any member who by some close association has an interest in the outcome of the hearing, shall be duty bound to disqualify him/her from participation in the voting.
- 12.12 After hearing all the evidence the members shall vote, by secret ballot and the Chairperson shall inform all parties of the outcome thereof. A two-thirds majority shall determine the result. In the event that a guilty verdict has been passed, a penalty shall be decided on by the Panel on the same day as the hearing.
- 12.13 An appeal against the outcome and/or penalty may be filed with the Southern Africa Council of Cat Judges, within 30 days of the date of the decision, with a request for appointment of an ad hoc committee to hear the appeal.

13. LEAVE OF ABSENCE

- 13.1 A member may apply for Leave of Absence when circumstances (such as work/study commitments or health) prevent him/her from participating in panel activities for a prolonged period of time. Members shall exercise restraint when utilizing this provision. Leave of Absence shall only be applied for and granted in cases of absolute necessity.
- 13.2 Application shall be made in writing, and shall state the reason(s) for the request. An application shall be forwarded to the Secretary of the Panel, to be tabled and considered at the next regular Panel meeting. Each application for Leave of Absence shall be considered on its own merit.
- 13.3 If granted, the initial period of Leave of Absence shall be six months in all cases, starting on the day of the panel meeting at which the application is approved. Thereafter, if still required, the member may apply for an extension of this period. Such extension may be any length of time.
- 13.4 After a continuous period of Leave of Absence of one year, some form of refresher course should be undertaken. The extent and duration of the refresher course shall be decided by the Panel.
- 13.5 A member on Leave of Absence may not participate in any Panel or judging events. This includes, but is not limited to panel meetings, training courses or judging at shows. However, in the event that it is possible, a member on Leave of Absence may attend the Annual General Meeting of the Panel, as well as the General Meeting and Symposium of the SA Council of Cat Judges.
- 13.6 During a Leave of Absence, the member concerned shall still receive the minutes and other correspondence pertaining to normal Panel activities, in order to be kept

informed.

14. ANNUAL REPORT

The Treasurer shall at the Annual General Meeting submit a report showing an exact accounting of all assets, liabilities and monies received and paid out.

15. AMENDMENTS

This Constitution may be amended at an Annual General Meeting. A copy of the proposed amendment shall be included in the agenda. The consent of two-thirds of the members present, calculated in the event of a fraction to the next higher whole number, will affect an amendment, with immediate effect.

16. RATIFICATION

In the event that a decision taken at an AGM or a special meeting is not procedurally in accordance with the Constitution, the Panel may ratify that decision, by a simple majority vote.

17. DISSOLUTION

17.1 The dissolution shall only be effective if passed at a physical meeting of the Panel by a two-thirds majority of those present and eligible to vote. Such meeting shall be convened with no less than 14 days' notice and circulation of the agenda.

17.2 Upon dissolution, the Panel shall give or transfer its assets to another society, association or body having similar objectives.