

The Irish Professional Dog Groomers Association

Established 1995

Subject to approval by the Members, these Rules of The Irish Professional Dog Groomers Association will come into force following the AGM of 2005

Objective of the Association

The Irish Professional Dog Groomers Association was established for the promotion, encouragement and continuing education of the Professional involved in the business of dog grooming in Ireland. Members shall;

- 1) Abide by and act in accordance with the Groomers Charter
- 2) Act in accordance with these Rules.
- 3) Be Aware of the Duties of Membership
- 4) Promote, participate and attend seminars or other competitions.

Management of the Club

The powers of the Club and the administration of its affairs shall be vested in and exercised by a committee consisting of a Chairperson, Hon Secretary, and Hon Treasurer, together with three other members of the Club. The Chairman is entitled to chair any meeting of the Association, Committee or Sub-Committee.

Alteration of the Rules

The constitution and rules of the Association shall not be amended or rescinded, nor shall any addition be made except at a general meeting of the Association, where by notice of which shall have been given to the members, and such alteration must be carried by a majority of two-thirds of those members present and voting.

Membership

The Association shall consist of Full, Group and Honorary members who shall be deemed to be aware of the provisions of these rules and shall be bound as a condition of membership to conform to and observe the said rules. The list of such members, name and address or Email, shall be available to members on request from the Hon Secretary unless a member has asked, in writing, for their name not to be made available. No member may promise a list of names as a mailing list to any companies. As is customary the word 'he' refers to all members both male and female.

Full Members

- 1) Having applied for membership by completing the Association's official membership form all members are bound to observe and abide by the Association's rules and The Groomer's Charter.
- 2) Full Members are entitled to vote.

Group members

This is available to Salons employing more than 2 full time Groomers. Group members are entitled to all Association facilities while working at the Salon.

The proprietor of the salon only has the right to vote.

Honorary Members

The Association may at any general meeting, by a majority of two thirds of the members present and voting, elect as Honorary Members persons duly proposed and seconded by members of the club. Honorary members are entitled to all Association facilities and have the right to vote.

Subscriptions

- 1) New Members subscription shall be more than Renewal of an existing subscription
- 2) Subscription levels shall be set at the Annual General Meeting (AGM) of the Association.
- 3) Every new member shall upon his application pay the annual subscription published on membership application forms.
- 4) The annual subscription shall become due on 1st October. Any member whose subscription is not paid for the current year by the beginning of the AGM shall not be entitled to voting rights.
- 5) Any member leaving his subscription unpaid for 3 months after the date on which it became due shall cease to be a member.
- 6) A lapsed Member reapplying for membership will be treated as a New Member.
- 7) Reinstatement will be subject to the discretion of the Committee.

Meetings

- 1) All meetings will be conducted in Ireland as per Standing Orders of the Club.
- 2) The Committee may summon a General Meeting of the Club at anytime upon due notice being given, stating concisely the nature of the business.
- 3) Ten Full Members actually present shall constitute a quorum at a General Meeting.
- 4) A General Meeting shall also be called on requisition in writing to the Secretary signed by not less than twenty full members. This meeting will be called after the next meeting of the Committee, with twenty-one day's notice in writing provided and the agenda shall be given or sent by post by Secretary to all members of the Club.
- 5) Votes at a general meeting shall be recorded by show of hands or secret ballot of those present and voting. In the case of a secret ballot proxy voting shall be excluded.

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- 6) It shall be competent for members who do not attend at general meetings to nominate in writing a full member to vote by proxy for and on his behalf at a general meeting. This shall be limited to one proxy vote per full member attending the meeting. Such written nomination must be provided to the Secretary a minimum of seven days prior to the date of the meeting.
- 7) The Committee shall have power to summon an Extraordinary General Meeting of the Club provided a concise statement of the nature of the business shall be sent to each member at least twenty-one days prior to the meeting.

Administration of meetings:

- 1) Six weeks clear notice of all general meetings, other than meetings called under '*Meetings (4)*', shall be posted to the members. Such notification shall include date, time and location.
- 2) The Hon Secretary shall receive any motions for consideration at that meeting, including nominations, no later than three weeks prior to the meeting.
- 3) The Hon Secretary shall post an agenda, including voting papers, if so required, at least fourteen days before the meeting stating where and when the meeting is to be held. In the case of an AGM the minutes of the previous AGM and the relevant accounts shall be included.
- 4) Where nomination and voting papers are being dispatched at least two members of the committee shall be present.
- 5) The list of names and addresses of all current members will be available for inspection at every general meeting.

Annual General Meeting

The Annual General Meeting (AGM) of the Club shall be held each year before the end of March at a suitable place and on a date agreed by the Committee for the following purpose:

- A. To consider the report of the retiring Committee together with the audited statement of accounts ended in the current year.
- B. To appoint scrutinisers and declare the election of Officers and Committee for the ensuing year in accordance with the provisions of Rule '*Election of Committee*'.
- C. To appoint Auditors to express their opinion as to whether the accounts give a true and fair view of the state of the Clubs affairs at the financial year end and of its profit or loss for the year then ended. If deemed necessary.
- D. To consider motions, in accordance with '*Administration of meetings (2)*' received for consideration at the AGM.

The Committee

- I. The Committee shall be constituted as set out in '*Management of the Club*'.
- II. The Committee shall on election appoint a Trophy Secretary.
- III. The Committee shall have power to appoint such officers and sub-committees as may be deemed necessary for the carrying on of its business. The Committee may co-opt a full member to fill a casual vacancy on the Committee who shall have voting rights. The Committee may co-opt additional members who shall not have voting rights on the Committee. The Committee shall recommend auditors, if necessary, at each AGM and has the power to co-opt auditors to fill casual vacancy.
- IV. The Committee should appoint Regional Representatives, to help organize countrywide events and be of help to regional members.
- V. The members of the Committee shall retire annually and be eligible for re-election.
- VI. When the Committee retires the sub-committee, casual officers and regional reps are also relieved of their present duties.
- VII. Four members of the Committee shall constitute a quorum.
- VIII. Ten clear day's notice in writing, or by text, of a Committee meeting shall be given to all members of the Committee.
- IX. The Committee will organize three to four seminars each year. The October seminar is to include the Grooming Championships and be a two day event.
- X. The Committee shall maintain a quarterly newsletter.
- XI. In the event of a dispute between the committee members the Chairperson shall have the powers to resolve the matter. Even if this means the dismissal of a committee member.
- XII. In all matters the Chairperson shall have a vote plus a casting vote.

Election of Committee

- a. Election to the Committee shall be at the AGM by ballot, counted at the AGM by agreed scrutinisers.
- b. Any Full member of the Club may nominate a candidate for the Committee, Chairperson, Hon. Secretary, and Hon. Treasurer, in writing at least three weeks prior to the Annual General Meeting.
- c. No member may nominate more than one candidate for each position. The member must confirm that the candidate wishes to stand for election. The candidate must write to the Hon. Secretary at least 14 days before the AGM indicating his acceptance of the nomination before he will be included on the voting paper. Any nomination not received by the Secretary within that time shall be void.
- d. The Hon. Secretary shall provide each member of the Club with a true and alphabetical list of nominations on a headed voting paper at least fourteen days prior to the meeting. He shall include the total number of Committee Meetings held since the previous AGM and the number attended by each officer and Committee Member.
- e. Retiring members of the committee shall be deemed nominated for re-election unless;
 - Prior notice to the contrary has been given to the secretary.
 - A complaint has been received in writing to the secretary with regards to a committee member's conduct being deemed to be detrimental to the standing of the association.
- f. Members shall return the headed voting paper in an envelope, supplied by the Hon. Secretary marked "Ballot". They shall mark the names of those they wish to vote for and include their own name printed on the outside and signed on the inside of the flap of the

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envelope. The envelope shall be returned to the Hon. Secretary before the commencement of the AGM without exception.

- g. No member may vote for more than one candidate for each vacancy. Those who have received most votes shall be declared elected. In the event of a tie it shall be decided by lot which candidate shall be an official or a member of the committee as the case may be except where an existing Committee member is involved where the status quo shall prevail. Elected candidates must be present and confirm acceptance of their election.

Management of Finances

1. Any expense in excess of €100.00 incurred in connection with the Association shall be submitted for approval for payment to the Committee and when passed shall be defrayed by the Treasurer out of the funds.
2. The Committee shall incur no financial liability in excess of the funds available without authority conferred by a general meeting.
3. No member is empowered to pledge the credit of the Association without obtaining the authority of the Committee; and all items shall come before the Committee for approval.
4. All cheques must be signed by the Treasurer and the Chairperson.
5. An Association Credit Card is for use by Committee for IPDGA benefit only. Any member found to be misusing this privilege shall personally become financially responsible for repayment of defrauded funds. The committee will have the right to take matters further in order to fully recoup funds.
6. The Committee shall approve the accounts of the club prior to recommending them to the AGM.

Honorary Secretary

The Secretary shall be the custodian of the administrative records of the Club. The Secretary shall:

- A. Provide a list of names and addresses of members, except of those members requesting in writing that their address should not be included, to a member on request
- B. Notify each new member of his acceptance and furnish a copy of these rules therewith.
- C. The Secretary shall record all proceedings and attendances of members in the minute book.
- D. Ensure that at all meetings a copy of these rules shall be available.
- E. The Treasurer may also be the Secretary of the Club.

Honorary Treasurer

The Treasurer shall:

- a) Receive the revenue of the Club.
- b) Be responsible for all expenditure and may approve expenditure amounts up to €100.00.
- c) Make application for subscription and other monies due to the Association.
- d) Have available the Associations financial position at each Committee meeting.
- e) Present a detailed account of the revenue and expenditure and financial position of the club to the committee for approval at least one month prior to the AGM.
- f) Keep a properly detailed account of the revenue and expenditure and produce such account for inspection at the AGM.
- g) Handover to his successor any balance of cash together with the books of account.

Trophy Secretary

A Trophy Secretary shall be appointed annually from the Committee by vote of the Committee; the appointment will take place at the committee meeting next following the AGM. The Trophy Secretary shall:

1. Maintain a record of the award of trophies.
2. Ensure, as far as possible, that trophies are appropriately engraved by the current holder at their own expense.
3. Follow appropriate procedures regarding the issue and receipt of trophies, which will include:
 - a. Issuing notice to trophy winners regarding the timely return of trophies.
 - b. The inspection of the trophy before awarding and the description on an issue docket of any defect, the completed issue dockets to be signed by the trophy winner and the trophy secretary.
 - c. The inspection of the trophy on its return, in order to identify and record any damage that may have been caused while in the possession of the trophy winner, and the issue of a signed receipt to the trophy winner.
 - d. Reporting to the Committee any material damage to or loss of any trophy to enable the Committee to take the appropriate measures.

Complaints against members

A member against whom a complaint has been lodged shall be so informed and provided with a copy of the letter of complaint, the nature of the complaint and the name of the person making it. The member will be requested to respond to such allegations in writing. Should the committee so judge such further investigations as is necessary will take place and the person making the complaint may be required to attend a committee meeting in person and consent to be cross examined by the member. In addition any member witnesses called by the committee shall be available for cross-examining by the member. In all cases the member will be afforded an opportunity of reply before a duly summoned meeting of the Committee.

In the event that a member of the Committee makes the complaint he shall have no part in any voting by the Committee on the matter,

The Association shall have power to formally warn, suspend or expel any member, such having been recommended by the Committee to an extraordinary general meeting of the Association expressly convened for that purpose and of which twenty one clear days notice shall have been given to the members giving the grounds of the proposed expulsion.

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Suspension

Any member who may be suspended by the IPDGA shall be suspended from all forms of membership. Resumption of membership shall be at the discretion of the Committee.

Dissolution

In the event of the Association being dissolved all trophies shall be handed to those who have been awarded them the most frequently over the years, who will act as custodians. All properties and assets of the Association shall be realised and after all liabilities are met, the remainder shall be handed to ISPCA to be devoted to any purpose for the promotion of the welfare of dogs.

Use of IPDGA Name and Insignia

Only current paid up members are entitled to use or display the Association insignia or use the logo and claim membership in advertising or any other business paraphernalia including personal web sites.

IPDGA Web Site

The Web Site is for the promotion of all members, except those expressing that their details be withheld from display on the members page of the Web Site.

No single member shall corrupt the site to use for their own benefit.

The web site is for the promotion of the IPDGA only.

The Committee has the right to remove any links deemed inappropriate, offensive or misrepresentative.

Any advertising on site shall have to be ratified by the Committee.

Two custodians shall be appointed by the Committee, not necessarily committee members, following an AGM to maintain the site for the year.

Anyone applying for the position of custodian may be asked to demonstrate their ability to maintain the site.

Maintenance is defined as:- a) Keeping members list current.

b) Adding new articles and photographs.

c) Ensuring payment of Hosting Fee.

Duties of Members

It shall be the duty of every member of the Association to;

- a) Forward the interest of the Profession and the Association
- b) Not bring the Association into disrepute.
- c) Members shall strive to promote honorable dealing in canine matters
- d) It shall be the duty of every member, to report to the Association, any irregularities affecting the Association or its members.
- e) Continuing education is an aim of the Association, members are requested as far as possible to remain Active i.e. to attend at least 2 seminars per year.

STANDING ORDERS for MEETINGS of the Irish Professional Dog Groomers Association

Meetings shall be convened and conducted in accordance with the relevant Articles of the IPDGA Rules.

- 1) All members are entitled to attend a general meeting. Those entitled to vote are in accordance with Rules regarding Full and Group Members of the IPDGA.
- 2) Notice of a motion, to be considered at a meeting, shall be sent to the Hon Secretary in writing by recorded delivery and signed by the proposer in accordance with Rules of Meetings of the IPDGA. Notices received too late for inclusion in the Agenda may be submitted to the Meeting for discussion only at the discretion of the Chairperson and by leave of the majority of those present and voting.
- 3) A resolution shall not be considered until it is proposed and seconded at the Meeting and shall not be brought before any subsequent meeting within one year
- 4) A resolution or amendment moved from the Chair does not require a seconder.
- 5) An amendment is to insert, add or delete one or more words or any combination thereof.
- 6) An amendment may not be a direct negative or introduce a new proposal.

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- 7) Only one amendment shall be considered at a time.
- 8) Members shall confine all remarks to the matter under discussion.
- 9) Should the Chairman be of the opinion that pressure of business makes it desirable speeches may be limited to five minutes at any time during a meeting. At the end of this period the speaker will be informed and he may continue only with the permission of the Chairman.
- 10) Except with the consent of the Chair, a member shall not speak more than once on any resolution or amendment
- 11) Once a resolution or amendment has been proposed and seconded, it cannot be withdrawn except with the consent of the majority of those present and voting.
- 12) The proposer or seconder of a resolution or amendment shall then have a right to speak later in the discussion.
- 13) With the consent of the majority of those present and voting, the proposer and seconder of a resolution may accept an amendment, which thereupon becomes part of the resolution.
- 14) Only two amendments to a motion are allowed (i.e. an amendment to an amendment).
- 15) No discussion whatever shall be permissible until a formal resolution has been put to the meeting.
- 16) No member shall interrupt another except with the leave of the Chairman, and to raise a point of order or to make a personal explanation.
- 17) In the conclusion of a speech a member may move the adjournment of the meeting, the postponement of the resolution under discussion, that the resolution is put, or that the meeting proceed to the next business. A member who has moved the closure shall not do so again for at least half an hour.
- 18) The Chairman, with the consent of the majority of the members present and voting, may invite the attendance, during the whole or part of a meeting, of any individual who, in his opinion, can give useful information or advice.
- 19) Nothing in these orders shall be taken to over-ride any provision of the Rules of the IPDGA. In any case of difference the provisions of the Rules shall prevail.
- 20) Any issues not specifically provided for in the IPDGA Rules or Standing Orders shall be decided in general accordance with principles laid down. The ruling of the Chair shall be final and binding on all.
- 21) These orders may be altered, added to, amended, rescinded, or suspended only by a two-thirds majority of those present and voting at a General Meeting. Notice of motion for any alteration, addition, amendment, or revision shall be given in accordance with Rule on Alterations of the Rules.
- 22) The suspension of Standing Orders may be moved at any stage of a meeting. If approved by a two third majority of those present and voting, Standing Orders shall be suspended. Standing Orders shall be reinstated by a simple majority vote, or earlier if so provided by the resolution to suspend.

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