



# By-Law: By-laws, policies and procedures

By-Law number:	BL-2021-1001	Version:	1.0
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## Introduction

The Cairns City Kennel Club Inc. (CCKC) needs a clear process for creating, approving, and implementing by-laws, policies and procedures. by-laws, policies and procedure should be based on a uniform template and be available to all members.

## Purpose

The purpose of this by-law is to:

- establish a consistent approach for the development of by-laws, policies and procedures
- ensure appropriate consultation occurs during the development of all by-laws, policies and procedures
- describe the core elements to be included in by-laws, policies and procedures
- ensure appropriate governance for approval and scheduled review of all by-laws, policies and procedures
- ensure by-laws, policies and procedures are made available to members.

## By-law

All by-laws, policies and procedures shall:

- be consistent with the club's Rules of Association
- support the club's objects, vision and values
- be fare, equitable and of benefit to all members
- comply with any relevant legislation, the Rules of Association and Dogs Queensland rules
- be written in the approved format.

Consultation with relevant members during the drafting phase is important and ensures the document is usable and can be implemented effectively.

Ensure by-laws, policies and procedures are written and structured for ease of use. Use plain English. Bullet points, flow charts or illustrations may be included as elements of a policy or procedure.

Documents shall be edited and proofread prior to publication.



All by-laws, policies and procedures shall be:

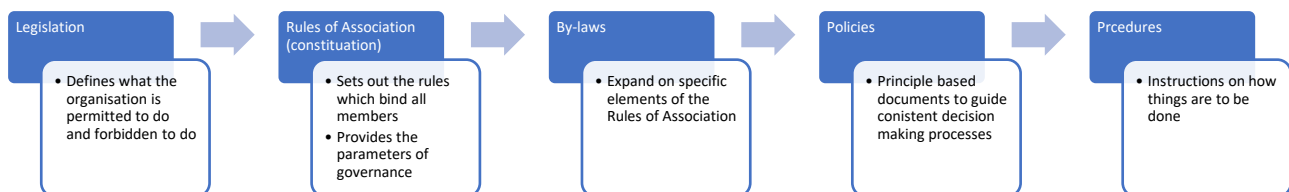
- available to all members by way of a published online register and as a hard copy manual available at the CCKC clubhouse
- reviewed within three years of the initial approval but can be done sooner if required
- version controlled noting the date the initial version was created
- have an assigned number and entered onto the register
  - for by-laws: BL-YYYY-MM followed by next sequence on the register (for example BL-2021-1201)
  - for policies: POL-YYYY-MM followed by next sequence on the register (for example POL-2021-1202)
  - for procedures: PRO-YYYY-MM followed by next sequence on the register (for example PRO-2021-1203)

The club's secretary is responsible for managing the allocation of policy numbers, the maintenance of the register and the publication of documents.

All members shall be notified in writing of all new and amended by-laws, policies and procedures. New and amended by-laws, policies and procedures shall be noted at the next general meeting.

The word "shall" is used to describe mandatory elements of a by-law, policy and procedure.

The word "may" is used to describe elements which require a level of judgement to implement.



#### By-laws:

- are used to provide a greater level of detail to a section of the Rules of Association
- shall reference the relevant section of the Rules of Association. If the matter is not provided for in the Rules of Association, then the section of the Model Rules included in the Association Incorporation Regulation Qld shall be referenced.
- may be set aside by a vote of members at a general meeting.

#### Policies:

- are principle-based documents which guide consistent decision making and processes to support the club's Rules of Association, by-laws, objects and vision
- may be first endorsed by a sub-committee, where relevant
- shall be approved by the Management Committee
- may be set aside by a vote of members at a general meeting.



#### Procedures:

- provide a greater level of process information, including process steps, to support a by-law, policy or to provide a consistent approach
- can be supported with checklists, forms or templates
- may be approved by the relevant sub-committee, but if the procedure is likely to impact all members, it shall be approved by the Management Committee
- may be set aside by a vote of members at a general meeting.

#### Authorising rule

- Associations Incorporation Regulation 1999 sch 4 s 42(1)

#### Related documents

- By-law template
- Policy template
- Procedure template

#### Version control

Version	Date	Comments
0.1	15/08/2021	Initial draft
0.2	28/09/2021	Edited to include policies