



CONSTITUTION OF:

1. **Name:**

The Canine & Feline Sector Group (CFSG) established in the United Kingdom in 2014

2. **Aim:**

Comprised of the leading third sector animal welfare organisations and relevant enforcement, veterinary and industry representatives; the Group aims to improve the health and welfare of all dogs and cats whilst maximising its effectiveness by identifying and managing issues of shared responsibility, coordination of resources, expertise and effort, using a risk based approach.

3. **Objectives:**

- To be a functioning sector council that advises Defra Ministers and officials alongside the Animal Health and Welfare Board England (AHWBE) on relevant issues using the best available information in a coherent and effective way.
- To work together with AHWBE, Defra and other bodies to develop workable policies that properly address the key issues facing the respective sectors.
- To contribute directly to the formulation of strategies, solutions and plans for practical delivery of both regulations and informal initiatives.
- To become recognised as a reliable provider of expert and informed opinion quickly, for use in Government, media and other environments.
- To be able to plan for, and respond to, sector emergencies e.g. zoonotic outbreak.
- To use combined or individual resources and channels to communicate initiatives and key messages to the public at large and/or other audiences.
- To act as a sounding board and to advise AHWBE / Defra on sector issues and facilitate and enable open debate on issues of concern.

- To work with relative bodies in the devolved nations to get cohesive and consistent policy across the UK.

4. **Membership**

- Membership shall consist of two levels: Steering Group Membership, General Membership. Further information on membership criteria can be read in the CFSG Terms of Membership
- Wider membership organisations which are defined in the Terms of Membership can be invited to become CFSG Supporting Organisations
- The CFSG will invite other, either permanent or occasional members of relevance and importance to meetings as necessary i.e.: police/LA's/Trading Standards/the pet trade/corporate stakeholders/Defra etc.
- All members will agree to the CFSG Code of Conduct
- Any member of the CFSG may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect. This resignation will take effect immediately.
- The Members of CFSG may, by resolution passed at a main meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association and they have breached the terms of the Code of Conduct, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the CFSG before the final decision is made. This vote shall be done with a two thirds majority of members. There shall be no right of appeal.

5. **Management**

- The CFSG shall be guided by a Steering Committee of founder members.
- The Steering Committee shall meet at least prior to every meeting.
- The CFSG will be led by an elected and independent Chair who will hold any deciding vote. The Chair will be elected for a term of two years and for a maximum of two terms as set out in the CFSG Terms of Reference for Chair.

The Vice-Chair will support the Chair and will act as a substitute in their absence. The Vice-Chair will be elected for a term of two years and will be elected the year after the appointment of the Chair.

- Sub-groups and working parties as deemed necessary can be set up with the agreement of members at meetings. Each sub-group will have a lead member.
- A secretariat will manage the work of the CFSG and liaise with all members under the CFSG Secretariat Terms of Reference.
- The CFSG will agree policy decisions and consultation responses.
- The CFSG will seek to develop a cohesive sector response which includes the agreement of all members where possible. Where full agreement is not possible divergent views should be supported by evidence within any submission.

6. **Finance**

- Members of CFSG shall pay an agreed subscription for the year. This will be set annually at the first meeting of the calendar year.
- Any money obtained by the group shall be used only for the group.
- Any bank accounts opened for the group shall be in the name of the group.
- The CFSG Chairmand and Secretariat will ensure that the group stays within the budget.
- A financial update will be provided at the AGM.
- The secretariat will be paid from the Group's budget on a monthly basis.

7. **Meetings**

- The group shall meet at least four (4) times each year.
- The quorum for a meeting shall be five (5).
- All meetings must be minuted and shared with members.
- All papers and briefings required for a meeting agenda item must be provided to the secretariat ten (10) days prior to the meeting.
- All papers and agenda information will be sent out to members seven (7) days prior to the meeting.

8. **Alteration of the Constitution**

- Proposals for amendments to this constitution, or dissolution must be delivered to the secretariat in writing. The secretariat will place that amendment on the agenda at the next main meeting for discussion by the Group.
- Any changes to this constitution must be agreed by at least two thirds of those members present and voting at the annual general meeting of the CFSG.

9. **Dissolution**

- The CFSG may be wound up at any time if agreed by a majority of those members present voting at any general meeting.

10. **Adoption of the Constitution**

This constitution was amended and re-adopted by the members present at the AGM held on 2/12/21