

1. Purpose

- a. The Catfish Study Group (CSG) is an unincorporated association of aquarists and other interested parties that wish to share information concerning catfishes and their care in captivity.
- b. Through regular meetings, open shows, auctions, conventions, quarterly journal, newsletters and the internet, CSG members are invited to share their knowledge, showcase catfish in their care, sell/exchange surplus stock and equipment, support the CSG and interact directly with expert aquarists, explorers and other scientists studying catfishes.

2. Objectives

- a. The CSG fosters a safe and friendly community in which members can share information and improve public awareness of these poorly-known but important fishes.
- b. The CSG promotes the responsible care of ornamental catfishes in aquaria, captive breeding initiatives that reduce pressure on vulnerable or threatened populations, programs intended to secure and improve natural habitats, and supports academic research involving catfishes.
- c. The CSG runs an annual convention with guest speakers, panel discussions, trade exhibitors and competitions for CSG members and other attendees.
- d. The CSG publishes a subscription-based quarterly journal containing feature articles contributed by members and other parties, and announcements of interest to CSG members.
- e. The CSG runs several fundraising activities (e.g. auctions and sales meets) intended to recoup annual operating costs. Surplus revenue is transferred to an endowment fund to secure the future of the CSG or reinvested to improve its service to members.

3. Membership

- a. The CSG is an unincorporated non-profit association staffed by an elected committee of volunteer members of good standing.
- b. Membership is annual and is by subscription to the CSG Journal. Membership begins from the date of payment (cleared funds in a CSG account) and continues for one year.
- c. One subscription provides eligibility for one person to vote to be made by the named person paying for the subscription. Where subscription is electronic, a name and email address is required. If not adequately provided, it is the responsibility of the Treasurer to capture these details at the time of payment.
- d. Membership is unrestricted, but all members are required to comply with the CSG Code of Conduct at all CSG events and activities, including those taking place on digital platforms. Any

member failing to do so will be asked to comply with the CSG Code of Conduct or lose their membership. The first violations of any term or condition of membership will result in an official warning from the committee, a second will result in immediate and permanent loss of membership.

- e. Members are free to leave the membership at any time and without explanation or recourse by informing the General Secretary in a written or electronic message.
- f. Membership of our Facebook group, and our website mailing list is open to all fishkeepers of good standing. Neither constitute membership of the CSG and the former is more widely governed by Facebook's Terms and Policies of service.

4. CSG structure and governance

a. The constitution

- i. The constitution represents a set of rules and guidelines within which the administration of the CSG and operation of all its activities shall take place. The membership is asked to approve the constitution at each Annual General Meeting (AGM) and any proposals for change must be submitted by a member in a printed or electronic message to the General Secretary on or before October 31 for consideration at the following AGM.
- ii. In the event of a constitutional matter arising that cannot wait for the following AGM, an Extraordinary General Meeting (EGM) may be called. In the event of an EGM being necessary, it must be announced to all Members at least two months prior to the intended date along with an explanation of the issue or proposal. All comments and concerns should be submitted to the General Secretary in a printed or electronic message at least two weeks prior to the EGM.

b. Annual general meeting (AGM) and committee meetings

- i. Whenever possible, the AGM is to be held on the third Sunday in January.
- ii. The AGM will follow a strict order of business specified on an AGM agenda presented to the membership at least one month before the meeting date.
- iii. The purpose of the AGM is to report the activities and financial performance of the previous year, to elect and/or ratify the committee, and approve or reject any proposed changes to the constitution.
- iv. All members have the right to attend the AGM but must adhere to the agenda and observe the Code of Conduct. Every AGM will include time for member objections to be heard prior to the acceptance of any decision (providing objections are in accordance with Proposals and Decision-Making Procedures). The location, date and start-time of the AGM will be published in the quarterly journal or by special announcement.

v.

c. In addition to the AGM, the committee will hold formal meetings prior to the proposed major planned events.

- i. All committee members will adhere to an agenda which will include a brief objective of the meeting, discussion topics and timetable (schedule), and any key decisions, approvals or votes to be made at the meeting. The agenda will be generated by the General Secretary, and circulated to all committee members via their preferred channels at least one week prior to the meeting. All committee members are required to acknowledge receipt of the agenda

- and confirm their intention to attend the upcoming meeting or provide an explanation as to why they are unable to.
- ii. Some or all committee members can meet more frequently should they wish and with prior notice to all other committee members.
 - iii. Should it be more convenient or productive, the committee will meet through web conferencing or other technologies that reduce the group's carbon footprint and support the involvement of members in remote locations or that otherwise cannot attend.
 - iv.
- d. The committee, non-committee positions, appointments and succession
- i. All positions can be held for a minimum of one and a maximum of four consecutive years, after which time the candidate may stand, or be proposed, for re-election to the same or other position(s).
 - ii. The committee is responsible for the management of the CSG on behalf of the membership and the organisation of its events and activities. Any non-committee member wishing to act on behalf of the CSG can only do so with the approval of the Chair and at least two other committee members.
 - iii. The committee is composed of the positions detailed in "Committee positions: their roles and responsibilities" below.
 - iv. The committee positions will be filled by current CSG members. Candidates will either stand unopposed or be elected by the CSG members present at the AGM and/or ballots cast *in absentia* via authorized electronic or paper-based channels. Positions, candidates, voting channels and deadlines will be explained in a special announcement or in the quarterly journal on or prior to October 31.
 - v. Candidates may nominate themselves for a vacant position or be nominated and/or seconded by other CSG members at least two months prior to the AGM. All candidates must be seconded by another CSG member. CSG members may only second one candidate for each committee position.
 - vi. If standing unopposed, candidates are automatically elected to the vacant position and will immediately agree the term limits of the post (1–4 years) with the Chair and other committee members present. Unless a committee member resigns or otherwise leaves their position during their tenure, terms will begin immediately after the AGM and end one day before.
 - vii. In the event of two or more candidates standing for the same position, an election will be held among the members present at the meeting and including ballots cast *in absentia* through authorized paper and electronic channels. No member will be able to cast more than one ballot for each committee position. All members will have full access to the votes cast; electronic ballots will be available on the CSG website, paper ballots will be presented at the AGM by the General Secretary, and the number of hands raised at the AGM will be recorded in the minutes.
 - viii. The same member may hold more than one elected position_at any. Members holding two or more positions are limited to a single vote in committee decisions.
 - ix. Any position can have an Assistant or Vice should it be deemed necessary, and such positions can be created on an *ad hoc* basis with the support of at least three committee members and being opposed by no more than two. To continue, members assuming newly-created Assistant or Vice positions must be ratified by the CSG membership at the next

AGM, at which point those positions gain full committee voting rights and are subject to the same term limitations as other committee members.

- x. A committee quorum will consist of at least three committee members. Each elected or ratified committee member is limited to casting a single vote in matters requiring such, irrespective of the number of positions held. The Chair will only cast their ballot in the event of a tied vote.
- xi. Committee members are required to participate in committee meetings either in person, via remote conferencing, or by providing constructive correspondence prior to the meeting. Committee members who do not attend to their core duties, as defined in section 4.d, will be asked for an explanation. If an explanation is not provided or is found to be unsatisfactory, and a majority of the committee feels they cannot meet the demands of their position, the committee can hold a vote of no confidence. If a vote of no confidence is passed, the member is relieved of their responsibilities, asked to return any committee materials and communication, and the position is immediately opened to the membership. A member willing to assume responsibility for the vacant position can do so immediately but must be ratified by the membership at the next AGM. If the vacant position is contested by two or more members, the remaining committee members will vote. This is to ensure continuity, competence, timely completion of administrative tasks and adequate communication among all committee members.
- xii. Any committee member wishing to resign their post during the term of office is asked to give three months' notice to the Chair or General Secretary. Resignation does not affect the members' rights or status as a member of the CSG.
- xiii. Any committee member in conflict of interest with respect to any matter concerning the governance or operation of CSG activities will be excused from the pertinent discussions and any decisions or votes concerning said matter. A conflict of interest can be declared by any committee member as soon as one is identified. A conflict of interest is not considered unethical if an individual has no actual knowledge of such a relationship or involvement.
- xiv. Any committee member found in breach of the Code of Conduct, or using their position to gain influence or resources for personal gain can be asked to explain their actions by any member of the committee and, if found guilty of the accusation by a majority of committee members, will be immediately relieved of their position and required to apologize in writing to the membership should they wish to continue being a member of the CSG. They will no longer be eligible to serve on future committees. If found to be innocent of the accusation(s), the committee will issue a formal apology to the member and entire membership, and investigate the cause of the false accusation and recommend changes to the Constitution if necessary. Any committee member that suspects a breach of conduct should discuss their suspicions with the General Secretary or Chair before lodging a formal complaint with the committee. This is intended to ensure the transparency, credibility, and integrity of the committee and good governance of the CSG.
- xv. The committee has the right to cancel the membership of any member that fails to comply with the Code of Conduct after receiving a formal warning. Membership cancellations will be noted in the AGM. Refunds of any subscriptions paid by the outgoing member will not be given and the CSG Journal will be issued for the remainder of the subscription.
- xvi. The membership retains the right to demand and hold a vote of no confidence (VNC) should at least 51% of the membership believe the committee is failing to attend to the administration of the CSG or is doing so per an agenda that was not approved by the

membership at the previous AGM. Either in the form of a signed petition or printed letters, at least 51% of the membership must support a VNC, which can be submitted to the General Secretary at any time. In the event of such, an extraordinary general meeting (EGM) will be organized and held within one month of the General Secretary receiving notification.

Members will vote at the EGM and/or ballots may be cast *in absentia* via approved paper and electronic channels. The closing date for *in absentia* ballots will be one week prior to the EGM. Should a two-thirds majority of votes be in favour of no confidence, all committee positions will immediately open to the membership and a vote will take place to return the incumbent to office or contest the position between two or more candidates. The vote will take place at a second EGM not more than one month later, during which time ballots may be cast *in absentia* via approved paper or electronic channels. The General Secretary will remain in office until the second EGM in order to facilitate the administration of the vote and committee succession. The membership will be informed of EGM dates and locations, and the result of any votes through special announcements released at the earliest opportunity.

- xvii. Appointment to key committee positions (Chairman, Secretary and Treasurer) are subject to the candidate having held any other committee position for a period of three years or more.
- xviii. Appointment to any non-key committee position is subject to the candidate having been a CSG member for at least one year.

- e. Committee positions: their roles and responsibilities
- i. **Chair:** to serve as principal promoter of the group and to lead activity in terms of securing agreed levels of sponsorship. The chair provides committee oversight, arranges, coordinates and will lead the AGM and other committee meetings and enforce the CSG constitution. The Chair will prepare a summary of the reports provided by the other committee members prior to the AGM. The summary will be presented at the AGM and published in the second issue of the quarterly journal. The Chair will maintain an active dialogue with all committee members during the year and assist or delegate additional help as necessary. In the event of a tied vote on a committee decision, the Chair will cast the deciding ballot. The Chair is responsible for coordinating and delegating activity to secure sponsorship and advertisement revenue for CSG events and products (e.g., the quarterly journal).
 - ii. **Treasurer:** to receive, secure and issue monies related to official CSG activities and sales. The Treasurer will also establish and approve operating budgets with each committee member and monitor spending associated with all CSG activities and events. The Treasurer (in conjunction with the Chair) is responsible for ensuring all CSG events and activities have adequate public liability insurance. The Treasurer will prepare a financial statement for presentation at the AGM and to be published in the second issue of the quarterly journal. The Treasurer will have the authority to make payments on behalf of the CSG and will be a designated signatory. Payments made by the Treasurer more than £250 must be approved by the Chair and at least one other committee member. Members with any conviction or history of financial impropriety will be prohibited from serving as the Treasurer. The Treasurer will provide a brief statement concerning CSG funds at each mandatory committee meeting and in response to a request for the same by a committee member at any reasonable time. The Treasurer is responsible for ensuring all CSG events and activities have adequate public liability insurance.
 - iii. **General Secretary:** to receive and issue CSG correspondence to the committee and membership, including public announcements, generation of meeting agendas, minute-taking at committee meetings and related administrative duties. The General Secretary will issue an agenda and previous minutes (key decisions and actions) to all committee members at least one week prior to each meeting. The General Secretary is responsible for the receipt, safeguard, and presentation of paper ballots cast *in absentia* at the AGM. The General Secretary will present the vote count verified by the Chair. The General Secretary will ensure consistency of committee member reporting. This role also serves as the contact between the membership and committee.
 - iv. **Convention Manager:** to arrange, coordinate and lead the annual CSG convention and its related activities. The Convention Secretary is responsible for identifying and inviting personnel to speak at the convention and other CSG events with adequate lead time (i.e., booking convention speakers up to two years in advance), but is required to estimate the cost of their travel and accommodation and obtain approval of the Treasurer and at least two other committee members prior to any invitation. The Convention Secretary will also help prepare a report on the convention in conjunction with relevant committee members and forward it to the General Secretary at least one month prior to the AGM.

- v. **Auction Manager:** to arrange, coordinate and lead the CSG Spring and autumn auctions. The Auction Manager will prepare a report on CSG auctions and forward it to the General Secretary at least one month prior to the AGM. The Auction Manager will attend all auctions to oversee the running and management of the event and to ensure auction rules are followed. In their absence, the auction manager will arrange a deputy who can attend.
- vi. **Sales Secretary** is responsible for the development and sale of merchandise at CSG events. The Sales Secretary will also prepare a report on CSG auctions and other commercial activities in conjunction with relevant committee members and forward it to the General Secretary at least one month prior to the AGM.
- vii. **Press Secretary:** to develop, produce and distribute promotional material concerning the CSG, its products, events and other activities. To maintain the CSG “house style” and ensure its consistent use across all media. The Press Secretary will liaise with all committee members to develop a strong brand and consistent message regarding all activities and products. Promotional materials will be of a high standard, clear and approved by the Chair, General Secretary and Convention Manager, Sales/Show Secretary prior to widespread release well in advance of each event. The Press Secretary will prepare a report on promotional activities and impact in conjunction with relevant committee members and forward it to the General Secretary at least one month prior to the AGM.
- viii. **Show Secretary:** to arrange, coordinate and lead the annual CSG open show and its related activities. The Show Secretary will also prepare a report on the CSG open show in conjunction with relevant committee members and forward it to the General Secretary at least one month prior to the AGM.
- ix. **Breeders Award Programme (BAP) Secretary:** to register and maintain breeding records entered into the BAP by CSG members, allocate points, alert the membership when members pass a new stage in the BAP, and promote the BAP among the membership and elsewhere.
- x. **Information Technology (IT) Secretary:** to maintain and develop the presence of the CSG online, including social media advice and managing the CSG website (including email provision). The IT Secretary is also responsible for continual innovation of methods in which the CSG, its committee and membership can interact remotely outside of physical meetings and events. The IT Secretary will prepare a report on online activity in conjunction with relevant committee members and forward it to the General Secretary at least one month prior to the AGM. The IT secretary is also responsible for managing the online CSG membership list.
- xi. **Editor:** to solicit contributions, generate content, and produce the quarterly CSG journal and related online content. The Editor will also prepare a report concerning journal activities and online content in conjunction with relevant committee members and forward it to the General Secretary at least one month prior to the AGM. The editor will also interact with subscribers in general correspondence around subscriptions and back-issue orders.

- xii. **Catering Manager:** to organize and serve food and drinks at CSG events when the venue does not provide this service. The Catering Manager is responsible for food hygiene and ensuring that facilities and equipment are cleaned and stored after the event. The Catering Manager will agree a budget with the Treasurer and Chair prior to the event. The Catering Manager is not required to provide an annual report but is welcome to do so.
 - xiii. The positions of, Chair, Treasurer and General Secretary can only be held by permanent residents of Great Britain.
 - xiv.
- f. Proposals and decision-making procedures
- i. Proposals for changes to general policy, administration, CSG activities and management of the association can be made to the General Secretary at any time in a written or electronic message. The Chair and General Secretary will consider the proposal and determine the extent of any decision required. Decisions will be classified based on whom they mainly affect: 1. the entire membership; 2. two or more members of the committee; or 3. affecting one member of the committee.
 - 1. Decisions that affect the entire membership are published in the issue of the journal immediately preceding the AGM or by special announcement and are placed in open review until two weeks before the AGM. During open review, members can submit any concerns or recommendations to the General Secretary as a printed or electronic message for forwarding to the General Secretary. If necessary, the Chair will provide a balanced summary of the points made in those comments prior to the discussion of the matter at the AGM, after which time a decision will be made by a vote of all members present and including those submitted *in absentia* through approved paper and electronic channels.
 - 2. Decisions that affect two or more positions of the committee are dealt with during routine committee meetings at any time during the year and can be proposed, discussed and decided during those occasions by vote if a unanimous decision cannot be reached. In such cases, the Chair reserves their vote and only casts it in the event of a tie. A summary of the minutes recorded during that decision process will be published in the next issue of the journal. Concerns regarding any internal committee decision can be sent to the General Secretary as a printed or electronic message, and will be read and discussed at the next committee Meeting or AGM if deemed necessary by the Chair.
 - 3. Decisions affecting one committee position can be handled *ad hoc* to ease the administrative burden on the committee. However, each committee member must have the approval and support of the Treasurer and Chairman in a decision involving their office(s).
 - ii. Any member proposed changes relating to the current Constitution should be sent to the General Secretary prior to October 31 to enable all members to be informed of the proposed changes prior to the AGM, either by special announcement or in the fourth issue of the quarterly journal. Comments and concerns regarding such proposals must be submitted to the General Secretary in a printed or electronic message by January 7. If necessary, the Chair will provide a balanced summary of the points made in those messages prior to the discussion of the issue at the AGM. After which, the matter will be

- opened for debate and then a decision will be made by a vote of all members present and including those submitted *in absentia* through approved paper and electronic channels.
- iii. The CSG constitution will be placed in open review (via the CSG website) to allow the committee and membership to draft proposals for amendment for consideration at the AGM. Such proposals to ensure the CSG remains current, serves the membership and provides good governance of the CSG. This is in addition to smaller amendments to the constitution and all related documents and an ad-hoc, “as needs arise”, basis.
- g. Reporting and accountability
- i. For the committee and membership to monitor the performance of CSG activities, their attendance, profit, impact of any new initiatives and thoughts on how the committee can best serve the CSG and its membership, committee members are required to produce an annual report. Reports should concern the tasks each committee member has completed, what the greatest challenges were, how they were dealt with, and the outcome in terms of appropriate metrics, (e.g., event attendance, number of entries/lots, profit, advertising revenue, reviews from attendees, etc.). Reports are managed by the General Secretary to ensure a consistent format, but will allow free format section to include an honest evaluation of the work done, how it compared to any earlier work performed by the same member in the same position, any recommended changes to the position or organisation of tasks, and the extent to which their service was personally rewarding or satisfying. Members can ask for guidance from the Chair and/or General Secretary with respect to the report, and should consult with other committee members with which they have worked closely during the year.
 - ii. All reports will be submitted to the General Secretary at least one month prior to the AGM, i.e., mid-December or earlier. The General Secretary will then forward the reports to the Chair for presentation or summarization at the AGM. All reports will be maintained on the CSG archive where they will remain fully accessible to the members. Annual reports are a critical element of accountability and good governance, and also enable future committees to benefit from the experiences of those that have served before them.
- h. Financing and accountancy
- i. The CSG financial year is from 01 January to 31 December.
 - ii. The CSG Account Books are to be closed on the 31 December and reopened at the following AGM (third Sunday in January) together with a balance sheet.
 - iii. There is no legal requirement for the CSG financial records to be audited. In the interests of transparency, any non-committee member may volunteer to audit the accounts at any reasonable time.
 - iv. The CSG is financed on an annual basis by member subscriptions, donations, sponsorship, advertising revenue, sales and other activities (e.g., sale commissions at auctions, admission fees, raffles, etc.)
 - v. The CSG is a non-profit organization and any surplus revenue generated during the financial year will be reinvested in improving the service to members or transferred to an endowment from which grant funding may be issued to support academic research concerning catfishes.
 - vi. The CSG is not responsible for any financial loss or debt accrued by any member or guest due to the actions of another member or guest at a CSG event, except where that member

is acting directly on behalf of the CSG and that said action was officially proposed, approved by the committee, and recorded in the meeting minutes.

- vii. Any member may arrange to inspect the CSG financial records and meeting minutes with the Treasurer or General Secretary at any Meeting or by special appointment.
- viii. Loans on behalf of the CSG are not to be undertaken under any circumstances.
- ix. The CSG is not to enter any hire purchase or leasing agreement nor allow any person to do so on its behalf. Temporary rental facilities may be undertaken but only with the full knowledge of all committee members and agreement of the treasurer.
- x. Repairs and maintenance to existing CSG property or replacement of items required to conduct CSG business must be discussed with and approved by the Treasurer and at least two other committee members.
- xi. Reimbursement of expenses to invited guests will only be made on the production of a valid sales receipt, purchase order or CSG expenses claim form.
- xii. The reimbursement of travel expenses to members representing the CSG at other events must be agreed by the treasurer and at least two other committee members prior to the event. Reimbursement will be to the value, and upon production of, valid sales receipts or CSG expenses claim form.

4. Legal responsibility, public liability and dissolution

- i. The CSG is not liable for personal injuries sustained by any member, sanctioned by the committee or otherwise, while conducting CSG business. The CSG will not be held responsible for injuries resulting from a quarrel between members or guests at a CSG event.
- ii. The CSG is not responsible for any loss of property accrued by any member or guest due to the actions of another member or guest at a CSG event, except where that member is acting directly on behalf of the CSG and that action was officially authorized by the committee and recorded in the meeting minutes.
- iii. In the event of the CSG becoming financially insolvent or unable to attend to the minimum administrative requirements due to a lack of committee members, an Extraordinary General Meeting (EGM) will be held and the members in attendance will decide on the disposal of assets.

5. Livestock welfare

- a. A set of Independent rules and conditions relating to the sales of live fish to be written and published for general release to all members or participants at any CSG auctions or other sales events.
- b. A set of Independent rules and conditions relating to the showing of live fishes to be written and made available to all CSG members and independent exhibitors at all CSG Open Shows.

6. Code of Conduct

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- a. All committee and members must follow this Code of Conduct and are required to refrain from the following actions while representing the CSG, attending CSG events or accessing CSG content online:
 - i. conduct endangering the life, safety, health or well-being of any individual or group
 - ii. actual or threatened violence toward any individual or group
 - iii. abusive language towards any individual or group
 - iv. bringing dangerous or unauthorized materials such as explosives, firearms, weapons or similar items
 - v. bullying or taking unfair advantage of any individual or group
 - vi. verbal, physical or visual harassment of any individual or group
 - vii. discourtesy or rudeness to any individual or group
 - viii. discriminating against or harassing other members or guests on the basis of sex, age, sexuality, ethnicity, religion, nationality, disability or health status
- b. All members of the committee will conduct CSG business with the highest standards of integrity and personal conduct.
- c. Acknowledging that no Code of Conduct can address all situations, exceptions must be approved by the committee and at the next opportunity (e.g., quarterly journal) announced and explained to the membership.
- d. All members and guests are prohibited from carrying, distributing or using illegal drugs at CSG events or performing CSG business while under the influence of illegal drugs or alcohol.
- e. Any suggestion of a possible conflict-of-interest should be brought to the attention of the CSG Chair and General Secretary as soon as identified.
- f. Committee members will not give preferential treatment to any outside person or organization.
- g. Committee members will remain independent and impartial.
- h. Actions of committee or regular members will not lessen public confidence in the integrity or the reputation of the organization.
- i. Members and guests are responsible for their own actions at all CSG events.
- j. No person shall have direct or indirect interest in, or relationship with, any outside organization or person that might affect the objectivity or independence of his or her judgment or conduct in carrying out the duties and responsibilities they have in connection with CSG activities. For example:
 - i. material and direct personal involvement with grantees, suppliers, contractors, customers
 - ii. ownership of a material interest in such an entity
 - iii. acceptance of material payments, services or loans from such an entity
 - iv. ownership of property affected by the CSGs actions or acquired because of confidential information
 - v. outside activities in civic, professional or political organizations which might involve improper and unauthorized use of CSG data

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- k. All committee and regular members are prohibited from using any CSG information for personal gain.
- l. All committee and regular members have an individual responsibility to make known any knowledge of ethical misconduct or breach of this Code.
- m. All committee members have an individual fiduciary responsibility to prevent the loss, damage, misuse or theft of property, records, funds or other assets belonging to the CSG, including restricting the use of such assets to the business of the CSG.
- n. All committee and regular members accept accounting principles, applicable laws and regulations and an internal accounting system which includes an annual financial report to be presented at the AGM.
- o. All committee members should politely refuse gifts, excessive entertainment or accommodation, gratuities or favours for themselves, their families or friends from any outside person or organization except for a general exclusion for unsolicited items or services worth less than £100 and which are disclosed to the Chair or General Secretary upon receipt.
- p. Assets of the CSG will not be used for gifts or entertainment worth more than £100 without signed committee approval. Expenses for invited speakers and honoured guests will be established by the committee and approved by the Treasurer and Chair. All other payments and budgets must be approved by the Treasurer and Chair.
- q. CSG funds will not be used for direct or indirect contributions to political, religious, charitable or any other organisation without full approval of the membership.
- r. Committee and regular members representing the CSG are prohibited from accepting honoraria unless any associated funds are transferred immediately to the CSG.
- s. Members will not contravene rules governing animal welfare, whether convicted or otherwise.

7. Conflict Management and Resolution

- a. For the constitution, a conflict is defined as a dispute between the following parties:
 - two or more members
 - member(s) and the committee
 - member(s) and the CSGwith the potential to bring members, the committee and/or the CSG into disrepute.
- b. Conflict could arise at CSG events, committee meetings, or through CSG social media channels. A conflict can be brought to the attention of the committee at any time by any member.
- c. The committee reserves the right to intervene in any active or emerging conflict taking place during CSG activities or on social media. Intervention is intended to protect the rights of members and reputation of the CSG, its committee and membership.
- d. In the event of a conflict arising that cannot be resolved privately, the Chair and General Secretary reserve the right to investigate the conflict, contact all parties for an explanation or statement, and propose a fair and impartial solution that takes both parties interests into account as explained in their statements. In the event the Chair and General Secretary cannot agree on a single solution; the issue will be transferred to the agenda of the next committee meeting. After consideration by the entire committee, a single solution will be agreed unanimously or through a majority vote. The General Secretary will issue the agreed solution to the parties concerned via a printed or electronic message. Affected parties will then be invited to accept the solution or appeal within one month of its dispatch date. An appeal will be considered if it includes verifiable evidence to support the reason(s) why the proposed solution is unacceptable to that party or parties. In the event of an appeal, the matter will be raised at the next committee meeting and the earlier solution will be amended or made final based on the content and veracity of any appeal(s). Minutes will be recorded for the entire arbitration and made available to the membership.
- e. In the event the Chair and/or General Secretary are involved in the conflict; the committee will appoint one or two officers to serve in their place during the arbitration. If any party involved in the conflict believes their case will be unfairly treated by the committee members involved in arbitration, they can require a third committee member to be present. Involved parties *cannot* be present during the arbitration.
- f. Parties can resolve their conflict at any stage during the arbitration and should inform the committee immediately upon doing so. The committee reserves the right to continue the investigation and any measure it feels necessary to protect the reputation of the CSG, its committee and membership.
- g. The arbitration will be considered complete and the conflict resolved when all parties accept the solution or any appeal has been processed.