



## NATIONAL COCKER SPANIEL COUNCIL (AUSTRALIA)

### CONSTITUTION REVIEW

PROJECT PLAN last update: 1 March 2025

**Purpose:** This project plan sets out the phases, tasks, responsibilities and time frames required to complete a review of the NCSC (Aust) Constitution (2007).

**Project outcome:** A new NCSC (Aust) Constitution (2025) approved by Member Clubs and Ratified by Dogs Australia.

#### Phase 1: Preparation

Task	Responsibility	Timeframe	Status
1. Contact Dogs Aust for an updated Constitution template	Secretary	June 2024	Template provided with advice that a further update may be necessary sometime in the future
2. Develop draft Terms of Reference for a Constitution Working group	Secretary	June 2024	Completed and approved for distribution by President
3. Circulate draft TOR to Member Clubs inviting comment / feedback and to nominate a representative to join the working group.	Secretary/ Secretaries of Member Clubs	July – Aug 2024	completed
4. Confirm membership of working group and TOR	Secretary	Aug 2024	completed
5. Establish an electronic portal for working group members and a central location for documents, communication, comments and discussion.	Secretary	September 2024	completed
6. Prepare documentation to compare old and new constitution, points of difference	Secretary	July – Aug 2024	completed
7. Prepare documentation on NCSC procedures to be considered as by-laws in new constitution	Secretary	July – Aug 2024	completed
8. Develop project plan	Secretary	July – Aug 2024	completed

#### Phase 2: Review and analysis

Task	Responsibility	Timeframe	Outcome
1. Circulate 'points of difference document asking working group to confirm points of agreement and points that require further discussion	Secretary/ Working group members	September 2024	A clear understanding of areas of agreement / disagreement <b>completed</b>
2. Circulate procedures to by-laws document asking working group to confirm points of agreement and points that require further discussion.	Secretary/ Working group members	September 2024	A clear understanding of areas of agreement / disagreement <b>completed</b>
3. Prepare documentation that summarizes constitution items where there is agreement and items that require further discussion	Secretary	Oct 2024	Items requiring further discussion will be scheduled as meeting agenda items <b>completed</b>
4. Schedule meetings to discuss and resolve points of difference.	Secretary/ Working group members	Oct 2024 Nov 2024 <del>Jan 2025</del> <del>Feb 2025</del>	Continue until there are no points of difference <b>completed</b>
5. Propose new content for review and adoption			

### Phase 3: Consultation and feedback

Task	Responsibility	Timeframe	Outcome
1. Prepare a DRAFT revised Constitution (2025)	Secretary	Oct 2024	The revised DRAFT Constitution represents the input of Working Group members. <b>completed</b>
2. Circulate DRAFT revised NCSC (Aust) Constitution (2025) to Member Clubs.	Secretary	Nov 2024	DRAFT Constitution is circulated to all Member Clubs to build broader understanding <b>completed</b>
3. Collate comments from members clubs 4. Finalise DRAFT Constitution (2025) in consultation with Working Group members	Secretary/ Working group members	Nov- Dec 2024	Buy in from broader audience <b>completed</b>

### Phase 4: Approval and adoption

Task	Responsibility	Timeframe	Outcome
1. Circulate DRAFT Constitution (2025) to member clubs (with 90 day notification) as a motion to approve DRAFT document and then submit to Dogs Australia	Secretary/ Member Clubs	Dec - Mar 2025	DRAFT Constitution (2025) approved to progress to next stage of adoption by Dogs Australia <b>completed</b>
2. Submit DRAFT NCSC (Aust) Constitution (2025) to Dogs Australia for approval and adoption.	Secretary	April 2025	Constitution (2025) ratified by Dogs Australia
3. Member Clubs notified that Constitution (2025) has been ratified by Dogs Australia. 4. NCSC (Aust) website updated with new version	Secretary/ Working group members	April – June 2025	Working Group wound up and members thanked for their time and input.