

**TRACKING AND RESCUE DOG CLUB OF NSW INC**

# **CONSTITUTION**

**AMENDED 2012**

## INDEX

Instructions	2
Definitions	3 - 4
Object	5
Affiliation with DOGS NSW	5
Membership	6
Classification of Members	6
Roll of Members	6
Application for Membership	6
Termination of Period of Membership	7
Entrance Fee and Annual Subscription	7
Privileges of Membership	7
Conduct of Members	7 - 8
Office Bearers	8
Duties of Secretary	8
Duties of Treasurer	9
Committee	9
Meeting of the Committee	9 - 10
Election of Office Bearers and Committee	10 - 11
Sub-Committees	12
Rulings at Meetings	12
General Meeting of Members	12 - 13
Notice of General Meetings	13 - 14
Adjournment of Meetings	14
Voting of Members	14
Trustees	14
Property	14
Financial Year	14
Show Secretary	15
Publicity Officer	15
Banking Account	15
Accounts	15
Audit and Auditor	15
Patron	16
Club Journal	16
Shows	16
Judges	16
Alterations of Constitution	16
Winding Up	16
Procedure at Meetings	17 - 19

**CONSTITUTION OF ...TRACKING AND RESCUE DOG CLUB OF NSW**  
INC.....

(Insert full name of Club above)

1. There is hereby constituted a Canine Club with a Constitution and membership as herein provided which is herein called “the Club”.
2. The name of the Club shall be...TRACKING AND RESCUE DOG CLUB OF NSW  
INC.....

(Insert full name of Club above)

**DEFINITIONS**

3. **Application for Membership** includes application for re-admission to membership.

<b>Body</b>	means where the context reasonably admits, a Club, Agricultural or other Society or Association, Company or Group of persons.
<b>Constitution</b>	means the Constitution for the time being of the Club.
<b>DOGS NSW</b>	means the Royal New South Wales Canine Council Ltd
<b>Dual Member</b>	means one of any two members of the one family resident at the same address
<b>Exhibition</b>	includes a canine show, canine exhibition, canine parade, canine trial. canine competition, display, obedience trials, non-slip retrieving trial, tracking trial contest or a match.
<b>Financial Member</b>	means a member of the Club who shall not be in default in the payment of his annual subscription or any fees or other monies payable by him in accordance with the Constitution. Un-financial shall have the opposite meaning.
<b>Financial Year</b>	means the financial year of the Club as defined by Rule 71.
<b>Honorary Member</b>	means a person who is not a member, who upon the recommendation of the Committee or upon a written nomination signed by not less than five Members is elected by a resolution passed in General Meeting by a majority of not less than three-fourths of the Members voting in person thereat as an Honorary Member for such period as may be so determined and who in the opinion of such Meeting has rendered outstanding services to the Club or for other good and sufficient reason and who need not comply with the provisions of Rule 6. (Clause 16 applies)

<b>Life Member</b>	means a Member who upon the recommendation of the committee or upon a written nomination signed by no less than five current financial members is elected by a Resolution passed in General Meeting by a majority of not less than three fourths of the members voting in person thereat as a Life Member and such Member shall henceforth not be liable to pay an annual membership subscription
	Such Member shall have been a financial Member of the Club for a period of not less than fifteen consecutive years and who during such period will have given both a significant contribution to the Club and to the Membership for a period of not less than ten years
	“ <b>Member</b> ” means a person who has been admitted as an ordinary or Dual or Life Member of the Club and where the context otherwise so admits, shall include a person admitted to any other category of membership and the word “Member” where the context so admits, shall mean and include persons who have been admitted to any category of membership.
<b>Member of the Committee</b>	in Rule 38 where the context so admits shall be deemed to include the Office Bearers.
<b>Office</b>	means the Office of the Club, and shall be a place as determined from time to time at which the records of the Club are to be kept.
<b>Executive Office Bearers</b>	means the President, the Vice-President, Treasurer and Secretary for the time being of the Club.
<b>Period of Membership</b>	in relation to a member, denotes the twelve months terminating at midnight on the 30th day of June each year for which such member is for the time being elected to membership of the Club or such portion of that term during which his membership continues.
<b>Person</b>	where the context reasonably permits, includes an individual, a firm or partnership, a company or corporation, or any other legal entity.
<b>Regulations</b>	means the Regulations made by the Committee with the approval of the Members pursuant to the Constitution and from time to time in force.
<b>Rule</b>	means a provision of the Constitution and where the context so admits, includes a paragraph or sub-paragraph thereof.
<b>Secretary</b>	means the Honorary Secretary or Secretary of the Club, and where the context reasonably permits, includes the Assistant Secretary and any other person for the time being appointed by the Committee to exercise the functions of the Secretary.
<b>Writing</b>	includes printing and roneo and any other like recognised means of communication or of reproducing words in visible form.

Words used in the Constitution and Regulations where the context reasonably permits shall have the same meaning as the definition thereof, as set forth in the Constitution and Regulations of DOGS NSW.

Words importing the male gender shall, where the context reasonably permits, include the female and neuter

gender and the singular number shall include the plural number.

## **OBJECTS**

4. The objects of the Club are:
  - (a) to affiliate with DOGS NSW;
  - (b) to promote and encourage the sport of Tracking in New South Wales
  - (c) to promote and raise the standards of Tracking by providing
    - ( i) General Tracking information
    - ( ii) Assistance to Clubs and Newcomers to find Tracking Groups
    - (iii) Organise practical training sessions to include handlers, dogs, instructors, judges and officials
  - (d) to promote the holding of Tracking Trials and to conduct Tracking Trials
  - (e) to foster, promote and protect the interests of exhibitors of dogs at Tracking Trials;
  - (f) To promote the usefulness of Tracking Dogs and to demonstrate their fitness to a place in the community
  - (g) To educate and encourage members, breeders and judges to abide by the requirements and standards approved by DOGS NSW for the conduct of Tracking Trials
  - (h) to promote good fellowship and sportsmanship amongst members and those participating in or attending at exhibitions and shows and trials
  - (i) to inform members of and make known to them the laws and regulations of the State relating to the ownership and care of dogs, and the responsibility of owners for the conduct and actions of their dogs;
  - (j) to hold functions and lectures relating to dogs and to the objects of the Club generally;
  - (k) to make awards and donate prizes for competition at exhibitions shows and trials
  - (l) to foster relations with other Clubs and bodies having similar aims;
  - (m) to invest the funds of the Club not immediately required in such manner as the Members shall determine;
  - (n) to carry on such other activities or promote or encourage interest in the breeding, upkeep and training of and the general well-being and improvement of all breeds of dogs and to do all such other things as may be necessary or conducive to carrying out the objects of the Club.

## **AFFILIATION WITH DOGS NSW**

5. (a) The Members by a resolution passed in General Meeting by a majority of not less than three-fourths of the Members voting in person thereat may direct the Committee to apply for affiliation with DOGS NSW.
- (b) So long as the Club is an Affiliate of DOGS NSW, every member whether a member of DOGS NSW or not, shall be deemed to have agreed with DOGS NSW to be bound by the Rules and Regulations of DOGS NSW for the time being in force and at all times to submit to and carry out every determination,

finding, decision, requirement or direction of DOGS NSW so far as the same shall relate to him.

## **MEMBERSHIP**

6. The membership of the Club shall not be less than ...15..... Members having the right to vote at General Meetings of the Club,

## **CLASSIFICATION OF MEMBERS**

7. Membership of the Club shall be divided into the following categories:
  - (a) Member;
  - (b) Dual Member;
  - (c) Life Member;
  - (d) Honorary Member;

and every person elected to membership shall be and be deemed for all purposes to have agreed to be bound by the Constitution, Rules and Regulations for the time being in force of DOGS NSW and of the Club.

## **ROLL OF MEMBERS**

8. (a) A roll of members shall be kept by the Committee and shall contain the name and address and the date of admission to and the category of membership of each member.
  - (b) The roll of members shall be kept at the Office of the Club and shall be made available by the Secretary for inspection by a Member at all reasonable times.

## **APPLICATION FOR MEMBERSHIP**

9. An application for membership shall be in such form as the Committee may from time to time prescribe and shall be signed by the applicant
10. The Secretary shall submit such application to the first Committee Meeting next succeeding its receipt, and if such application is approved by a resolution passes by a three-fourths majority of the Committee voting in person thereat the applicant shall thereupon become a member of the Club
11. A member may prior to the 30th day of June in each year, make application to the committee for re-admission as a member to his category of membership and upon payment of his annual subscription with such application shall be deemed for all purposes to have been re-elected as such a member.
12. A person elected to membership after the 1 April in any year, upon payment of the prescribed annual subscription, applicable to the category of membership to which he is entitled, shall be deemed to be a financial member until the end of the next financial year

## **TERMINATION OF PERIOD OF MEMBERSHIP**

13. A Member shall cease ipso facto to be a Member of the Club:
  - (a) upon the termination of his period of membership (whether by effluxion of time or otherwise) unless he shall be re-admitted pursuant to Rule 11 as a Member of the Club for a further period of membership;
  - (b) if he resigns by notice in writing addressed to the Secretary;
  - (c) if he shall die or become bankrupt or suspend payment or compound with his creditors or be convicted

- of a felony or misdemeanor;
- (d) if he becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;
- (e) if his annual subscription for the forthcoming financial year has not been paid on or before the 1st day of July of that year;
- (f) if pursuant to the Constitution, he shall be expelled from the Club;
- (g) if he is convicted of an offence under the Cruelty to Animals Act, 1950/51, or any amendment thereof, or Act substituted therefor, or is convicted summarily or on indictment for an offence committed at an exhibition or show.

#### **ENTRANCE FEE AND ANNUAL SUBSCRIPTION**

14. The members in General Meeting at any time and from time to time may fix the amount of the annual subscription payable by each category of membership and may in like manner determine that an entrance fee shall be paid and the amount thereof. Provided always that any such alteration to the Annual Subscription or Entrance Fee must be by notice of motion and included on the notice paper for decision by the Members at the next General Meeting.

#### **PRIVILEGES OF MEMBERSHIP**

15. Subject to the restrictions and limitations prescribed by or pursuant to the Constitution, the privileges of a Member shall be:
  - (a) the right to attend and vote at all General Meetings of the Club;
  - (b) to submit himself as a candidate for any Office of the Club;
  - (c) to receive any publication issued by the Club;
  - (d) to exhibit at any exhibition or trial conducted by the Club and compete for prizes (including trophies) available for members of the Club.
16. A Honorary Member shall not be entitled to vote or to take part in the proceedings of a General Meeting and shall not be eligible to hold office, but shall be entitled to exercise all other privileges of membership.

#### **CONDUCT OF MEMBERS**

17. A Member, upon election to any category of membership, shall strictly observe and act in conformity with and not otherwise than in accordance with the Constitution and Regulations of the Club and of DOGS NSW and will uphold the honour of and use his best endeavours to further the objects of the Club.
18. A Member shall furnish to the Committee such information within the knowledge of the Member as the Committee may from time to time require and within such time as the Committee may specify in respect of any act or omission on his part or of his agent or servant in and about his conduct at any exhibition or show or in respect of any matter dealt with or regulated by the Constitution Rules and/or the Regulations of the Club or of DOGS NSW.
19. If called upon so to do by the Committee, a Member shall supply upon Statutory Declaration duly made by him or his agent or servant as may be determined by the Committee any information by the Committee pursuant to Rule 18.
20. If upon such inquiry, the Committee is of the opinion that a Member has wilfully infringed any of the Constitution Rules or Regulations of DOGS NSW or of the Club or has been guilty of any conduct prejudicial to the Club or to a member thereof, the Committee may call his attention to such infringement or conduct by a notice in writing addressed to such Member and shall call upon such Member to show

cause why he should not be expelled from the Club or have his membership suspended.

21. If such Member does not within a period of twenty-one days of the date of the aforesaid notice, either resign his membership or offer an explanation of the circumstances, either in person or in writing as he may elect to the Committee at a meeting thereof convened for that purpose, and if such explanation is not acceptable to the Committee, it may recommend to the Members at the first General Meeting thereof convened subsequent to such inquiry that the Member be suspended from membership for such period as the Committee may think fit or that such Member be expelled from the Club. At such meeting, the Member shall be entitled to be heard and to give his explanation of the circumstances and to call witnesses on his behalf.
22. If the recommendation of the Committee or an amendment thereof is approved by a Resolution passed by a majority of three-fourths of the Members voting in person thereat, such Member shall forthwith be suspended from membership or expelled as the case may be, and he shall have no claim whatsoever against the Committee or any Member thereof or against any Member so voting. Any member so dealt with will have the right to appeal to the Board of Directors.

### **OFFICER BEARERS**

23. The Office Bearers of the Club shall be:

- (a) the President
- (b) 1 x Vice-President
- (c) the Treasurer;
- (d) the Secretary.
- (e) the Chief Instructor
- (f) the Publicity Officer/Editor

It is advisable that a Member shall not hold more than one such office at any one time

### **DUTIES OF SECRETARY**

24. The Secretary shall exercise and perform all the usual secretarial functions and generally attend to the secretarial work of the Club and in particular shall keep and maintain:
  - (a) the roll of Members;
  - (b) a register of the persons who are appointed by the Members as Judges;
  - (c) Minutes of all proceedings of meetings of the Committee and of the Club;
  - (d) all necessary records of the affairs of the Club; and
  - (e) a complete record of awards made at all exhibitions and trials conducted by the Club.

### **DUTIES OF TREASURER**

25. The Treasurer shall:
  - (a) receive all monies paid to the Club and cause the same to be paid into the banking account of the Club kept for such purpose within fourteen days of the receipt thereof;
  - (b) keep all necessary books of account and financial statements as shall be required by the Auditors;
  - (c) prepare the Annual Balance Sheet and Accounts and accompanying reports;
  - (d) submit financial statements to all meetings of the Committee and of the Club;
  - (e) produce to the Members in General Meeting the cashbooks and Bank passbook when requested so to do;
  - (f) keep vouchers for payments authorised by the Club and the Committee; and



- (g) keep a true and correct inventory of all property of the Club.

## **COMMITTEE**

- 26. There shall be a committee consisting of the Office Bearers and .....FOUR..... Members.
- 27. The Committee shall manage and have the entire control of the affairs of the Club subject to and in accordance with the provisions of the Constitution.
- 28. Notwithstanding the foregoing, the Members in General Meeting by resolution passed;
  - (a) if the Club is an All Breeds or Specialised Club by a simple majority of the Members voting in person thereat,

may overrule a decision of the Committee, except a decision of the Committee to pay any account payable by the Club, or by a resolution passed by a simple majority of the Members voting in person thereat may instruct the Committee in the light of objections expressed by any Member to any such decision to review the decisions at its next meeting and make its further recommendation to the Members at the next General Meeting thereof.

## **MEETINGS OF THE COMMITTEE**

- 29. Meetings of the Committee shall be held at least bi-monthly at such place and at such time as the Committee from time to time determines.
- 30. The Secretary or his representative shall attend all meetings of the Committee. The Minutes of such meetings signed by the Chairman thereof or by the Chairman of a confirmatory meeting shall be accepted as sufficient evidence of the proceedings of such meeting.
- 31. The quorum for a Committee Meeting shall be not less than one-half of the Members thereof present in person.
- 32. The Secretary shall call a meeting of the Committee whenever requested so to do by the President or by three Members of the Committee.
- 33. The President, or in his absence, or if he shall be unwilling to act, a Vice-President present or if present he shall be unwilling to act, then a member of the Committee elected by the Members thereof present in person shall be the Chairman of a meeting of the Committee.
- 34. A Member of the Committee shall not vote in respect of any contract or proposed contract with the Club in which he is interested or in respect of any matter arising thereout and if he does so vote, his vote shall not be counted.
- 35. All acts done by any meeting of the Committee or of a Sub-Committee thereof or of a Sub-Committee appointed by the Members or by any person acting as a Member of the Committee or of a Sub-Committee notwithstanding that it is afterwards discovered that there was some defect in the appointment of the Committee or of a Sub-Committee or any person acting as aforesaid, or that the Members of the Committee or any of them or of a Sub-Committee were disqualified shall be as valid as if any such person had been appointed and was qualified to be a Member of the Committee or of such Sub-Committee.
- 36. A Resolution in writing signed by all Members of the Committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly held and convened. Any such Resolution may consist of several documents in like

form each signed by one or more Members of the Committee.

37. A Member of the Committee absenting himself from three consecutive meetings without leave of the Committee shall ipso facto cease to be a Member of the Committee, and if an Office Bearer he shall ipso facto also cease to hold his Office.
38. A casual vacancy occurring amongst Members of the Committee caused by the death or resignation of a Member thereof or by a Member ceasing for any reason to be a Member of the Committee, shall be filled by the Committee at its next meeting

#### **ELECTION OF OFFICER BEARERS AND COMMITTEE**

39. The Office Bearers and the members of the Committee shall be elected annually at the Annual General Meeting and shall take office at the close of the Annual General Meeting at which they are elected.
40. (a) Nomination of Members proposed as Office Bearers or as Members of the Committee shall be made in writing to the Secretary at least twenty-one days before the date of the Annual General Meeting, and shall be signed by at least one Member and the nominee.  
  
(b) Any member desirous of voting by mail shall register such desire with the Secretary at least twenty-one days before the date of the Annual General Meeting. Such registration shall be accepted by the Secretary if in writing, signed by the member registering and if a stamped and addressed envelope to that member is enclosed with such notification. A member who has so registered shall be called a "Postal Voting Member".
41. A list of all such nominations shall be sent to each of the Postal Voting Members at least fourteen days prior to the holding of the Annual General Meeting. Such list shall contain in respect of a retiring Member of the Committee whose name appears thereon the number of such meetings held during the preceding year, and the number thereof, which he attended, whilst he was a Member of the Committee.
42. If there be not a nomination for the Office of President or Vice-President, or if a Member nominated for such office declares at the Annual General Meeting verbally or in writing that he is unwilling to stand for that Office, or if the number of Members required for election as Members of the Committee are not nominated, the members may propose and second orally at the Annual General Meeting, sufficient Members to fill any such Office.
43. If there be more than the required number of Members nominated for the election to any office, an election by ballot shall take place, but if there be only the requisite number, the Chairman shall declare those nominated to be duly elected.
44. If the election of the Office Bearers and Members of the Committee shall be by ballot, the list of nominations sent to Postal Voting Members as aforesaid shall constitute a voting paper for such Postal Voting Members and shall indicate by an asterisk and footnote those members eligible for re-election. The Secretary shall initial and number consecutively the top right hand corner of the ballot paper and keep a true record of the number of ballot papers issued.
45. For the purpose of the ballot, a Returning Officer and not less than two scrutineers shall be appointed by the Members at, and as the first business of, the Annual General Meeting. Upon the appointment of the Returning Officer and scrutinizers, the Secretary shall hand to the Returning Officer a list of the members of the Club entitled to vote. If any ballot paper shall indicate that a member has purported to vote for a greater or lesser number of candidates than the number of vacancies that have to be filled, or if the ballot paper shall not have been endorsed and numbered by the Secretary as aforesaid, or the envelope containing

the ballot paper has not been signed by the member purported to vote, such ballot paper shall be declared informal and the votes of that member shall not be counted.

46. A voting paper shall be prepared by the Secretary with the names of the candidates listed thereon in alphabetical order which shall be posted to each Postal Voting Member in the stamped and addressed envelope referred to in Clause 40 (b) not later than fourteen days prior to the date of the Annual General Meeting. At the Annual General Meeting, the Secretary shall hand a voting paper to each other Member present.
47. (a) Each Postal Voting Member wishing to participate in the ballot shall strike out from the voting paper all names except the names of the candidates for whom he wishes to vote and shall insert the voting paper only and without any other matter in and endorse his name on the inside of the flap of the envelope forwarded by the Secretary for that purpose and return such envelope properly sealed so as to arrive at the Club's office not later than 5.00 p.m. (which shall be the time of the closing of the postal ballot) of the day appointed for the holding of the Annual General Meeting at which the result of the ballot is to be declared as hereinafter provided.
  - (b) Each other member wishing to participate in the ballot shall vote in the same manner and thereupon hand his voting paper to the Returning Officer.
48. Forthwith after the appointment of the Returning Officer and the scrutineers, the Returning Officer shall count or cause to be counted by the said scrutineers the votes as recorded on the voting papers so received at the Club's Office. Such votes shall be counted in the presence of the President or of one of the Vice-Presidents and of any person or persons standing for election who may attend.
49. The Returning Officer shall declare the result of the ballot immediately after the votes have been counted, and announce the number of votes polled by each candidate, and in the event of an equality of votes in favour of any candidate which could affect the election of a candidate, the Members at the Annual General Meeting shall elect one of such candidates to fill the vacancy for which he was nominated by a Resolution passed by a simple majority of Members present and voting thereon. The Returning Officer shall deliver all ballot papers so counted to the Secretary in a sealed envelope or wrapper who shall keep the same for a period of 90 days from the date of the Meeting.
50. If any question shall arise as to the validity or invalidity of a voting paper, or whether any particular Member has or has not been elected to any particular Office, a statement by the Returning Officer that the relevant voting paper is or is not valid or that a particular Member has or has not been elected to a particular Office shall be conclusive.

## **SUB-COMMITTEES**

51. (a) On the recommendation of the Committee or upon a motion of a Member, the Members in General Meeting may at any time and from time to time appoint a Sub-Committee from amongst the Members of the Committee or the Members for such purpose and with authority to exercise such powers and duties as the Committee in its discretion may recommend and the Members thereof shall hold office during the pleasure of the Members.
  - (b) The Members as aforesaid may by resolution, remove from Office a Member of a Sub-Committee and may in like manner appoint another eligible person in his stead.
  - (c) The quorum for a Sub-Committee shall be such number thereof as shall be determined by the Members at the time of its election who may in like manner appoint a Chairman thereof provided that if a Chairman is not so appointed or is absent or unwilling to act, the Members of the Sub-Committee shall appoint one of their number to be Chairman.
  - (d) Any such Sub-Committee may be empowered to exercise the powers and duties committed to it for a term extending beyond the term of office of the Committee recommending it, provided that such

- extended term is ratified by the Members in General meeting.
- (e) Subject to the consent of the Members any such Sub-Committee may co-opt additional Members to assist in its duties.

## **RULINGS AT MEETINGS**

- 52. All questions arising at a General Meeting, or at a meeting of the Committee or of a Sub-Committee, other than questions of order or practice which shall be decided by the Chairman, shall be decided by the majority of votes cast at such meeting and in the case of equality of votes, the Chairman shall have a casting vote.

## **GENERAL MEETING OF MEMBERS**

- 53. The Annual General Meeting of Members of the Club shall be held within four months of the end of the financial year.
- 54. The business to be transacted at the Annual General Meeting shall be:
  - (a) to confirm the Minutes of the preceding Annual General Meeting;
  - (b) to receive and adopt the balance sheet and accounts of the Club and the accompanying reports thereon;
  - (c) to receive from the Returning Officer pursuant to Rule 49 or the President pursuant to Rule 43, the result of the ballot for the election of the Office Bearers and of Members of the Committee or pursuant to Rule 42, to elect Office Bearers or Members of the Committee;
  - (d) to appoint an Auditor;
  - (e) to transact any other business written notice of which shall have been given to the Members at least seven days prior to the date of such meeting.
- 55. There shall be a minimum of Two Ordinary General Meetings of the Club and a maximum of Six Ordinary General Meetings in a twelve month period upon such day, time and place as the members of Committee shall determine pursuant to the Rules.
- 56. The business of an ordinary General Meeting shall be:
  - (a) to note apologies for non-attendance;
  - (b) to confirm the Minutes of the preceding ordinary General Meeting;
  - (c) to transact business arising out of such Minutes;
  - (d) to receive the reports of the Committee, the Secretary and the Treasurer and any other such reports as may be required to be given;
  - (e) to receive the reports of Sub-Committees;
  - (f) to elect new members;
  - (g) to consider and deal with business deferred from the previous meeting;
  - (h) to consider and deal with motions of which due notice has been given;
  - (i) to consider and deal with correspondence received since the previous General Meeting;
  - (j) to receive notices of motions;
  - (k) to consider and deal with motions of which notice has not been given;
  - (l) to hear through the Chairman's answers to questions from Members and where appropriate, to deal with the subject matter thereof;
  - (m) to deal with such other business as the Chairman or the Members may allow.
- 57. A special General Meeting shall be convened by the Secretary at the direction of the President or of the Committee or on the written request of five Members.
- 58. The business to be transacted at a Special General Meeting shall be set out in the notice governing the same, and no other business shall be transacted thereat or any adjournment thereof.

59. The quorum at a General Meeting shall be such number being not less than five Members present in person as the Members from time to time shall determine.
60. The President or in his absence or if he shall be unwilling to act, the Vice-President or if there shall not be a Vice-President present, or if present he shall be unwilling to act, then a Member elected by the Members present in person shall be the Chairman of such a meeting.

#### **NOTICE OF GENERAL MEETINGS**

61. Every General Meeting shall be convened by notice given by the Secretary to each Member of the Club specifying the date, time and venue of such meeting. The signature to any such notice may be written, stamped, impressed, typed or printed. Every such Meeting shall commence not later than 8.00 p.m.
62. At least seven days prior notice shall be given in respect of each such meeting. Provided that with the sanction of a General Meeting one notice containing the particulars required by Rule 61 in respect of each General Meeting to be held during the Financial Year may be sent within the time aforesaid to the Members in the month of July each year or at such other time of the Financial Year in respect of future General Meetings in that year as a General Meeting may direct. Provided further that a copy of a notice of a motion received in writing from a Member shall be sent by the Secretary to each Member within the time aforesaid of the General Meeting at which the same is to be dealt with.
63. Notice of a General Meeting shall be deemed to have been given to each Member if it is published in the Club's Newsletter or Journal provided that such publication is made and despatched to the Members not less than fourteen days nor more than twenty eight days prior to the date of the meeting or if it is served upon him personally or if it is sent through the post in a pre-paid letter, envelope or wrapper addressed to such Member at the address furnished by him to the Secretary or at his last address known to the Secretary. A notice sent to one of a Dual Membership shall be deemed for all purposes to have been notice given to each of such Members.
64. The accidental omission to give notice to a Member or if a Member shall fail to receive a notice sent as aforesaid, shall not invalidate a General Meeting.
65. A notice sent by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same is posted. In proving such service, a certificate signed by the Secretary that the letter, envelope or wrapper was properly addressed, postage prepaid and put into the Post Office or a receptacle provided by the Postmaster-General for the purpose of posting letters, shall be conclusive evidence thereof.

#### **ADJOURNMENT OF MEETINGS**

66. If at a General Meeting or at a Committee or Sub-Committee meeting a quorum shall not be present after the lapse of fifteen minutes from the appointed time thereof, the Meeting shall thereupon lapse.
67. A General Meeting of Members or a meeting of Members of a Committee or of a Sub-Committee shall have the power to adjourn its proceedings from time to time for any period not exceeding at any one time, one month.

#### **VOTING OF MEMBERS**

68. At meetings of Members or of the Committee or of a Sub-Committee the mode of voting shall in the first

instance be by a show of hands, or if required by any Member by an actual division or by ballot and the Chairman shall have an ordinary and in the case of equality also a casting vote and all questions shall be decided by the majority of votes of the Members voting in person at any such meeting provided that on a resolution relating to the election of the Office Bearers or of the Members of the Committee or relating to the expulsion of Members, the foregoing shall not apply and in lieu thereof votes shall be taken in accordance with the relevant Rules of the Constitution.

## **TRUSTEES**

69. The Members in General Meeting shall appoint not less than three Trustees and until otherwise determined, the President, Secretary and Treasurer for the time being in office shall be the Trustees and shall hold all property of the Club real and personal on behalf of the Members. A trustee in like manner may be removed at any time and from time and another person appointed in his stead.

## **PROPERTY**

70. The property assets and income of the Club whencesoever derived shall be applied towards the promotion of the objects of the Club and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend bonus or otherwise by way of profit to Members of the Club provided however that nothing herein contained shall prevent the payment in good faith of any remuneration to an Officer or employee of the Club or to a Member in return for services actually rendered nor prevent the payment of interest on monies borrowed by the Club from any Member nor prevent the giving or presentation of prizes, trophies or prize money at an exhibition or trial conducted by the Club or at a Recognised Trial conducted by another Club or body.

## **FINANCIAL YEAR**

71. The Financial Year of the Club shall commence on the first day of July in each year, and terminate on the thirtieth day of June in the following year.

## **TRIAL SECRETARY**

72. The Members may appoint a Trial Secretary and his duties shall be determined by the Members in General Meeting. Provided that the Trial Secretary may keep in lieu of the Secretary the Register and records requested to be kept pursuant to Rule 24 (b) and (e) respectively.

## **PUBLICITY OFFICER**

73. The Members may appoint a Publicity Officer and his duties shall be determined by the Members in General Meeting.

## **BANKING ACCOUNT**

74. The Committee shall cause a banking account to be opened with a recognised Bank and be kept in the name of the Club.
75. All cheques payable to the order of the Club shall be endorsed in such manner and by such persons as shall be appointed for that purpose from time to time by the Members in General Meeting and deposited to the credit of the Club's banking account.
76. All monies payable on behalf of the Club shall be paid by cheque drawn upon the Club's bankers which shall be signed by the Treasurer and any one of the Office Bearers. Notice of every such authority or change thereof shall be given to the Club's bankers forthwith whenever the need shall arise.

## **ACCOUNTS**

77. The Committees shall keep or cause to be kept true accounts of all monies received, of all payments made by or on behalf of the Club and of all assets and liabilities, the manner in which income and expenditure of the Club have been dealt with which at all times shall show the true financial position of the Club.
78. The Club's books of account shall be kept at such place of security as the Members in General Meeting shall determine from time to time.

## **AUDIT AND AUDITOR**

79. The Members at the Annual General Meeting shall appoint each year a duly qualified Auditor to be the Auditor of the Club and a person so appointed shall hold that office until the next Annual General Meeting. A casual vacancy occurring in the position of Auditor shall be filled by the Committee.
80. Notice of the nomination of any person other than a Retiring Auditor for appointment as Auditor shall be given to the Members not less than fourteen days before the Annual General Meeting at which the appointment of Auditor is to be made.
81. A person shall not be appointed or act as Auditor of the Club:
- (a) if he is not a registered Auditor as defined by the Companies Act, 1961, of the State of New South Wales;
  - (b) if he is an Office Bearer or a Member of the Committee or an employee of the Club.

## **PATRON**

82. The Members at the Annual General Meeting may elect until otherwise determined by them not more than .....FOUR..... persons to be Patrons of the Club who shall hold that Office until the close of the next succeeding Annual General Meeting. A Patron shall be entitled to attend a General Meeting of the Club and by invitation of the President to address the Members thereat, but unless he is a Member he shall not be entitled to enter into debate on any matter before the meeting or vote thereat.

### **CLUB JOURNAL**

83. The Members in General Meeting by a resolution passed by a simple majority of those voting in person thereat may authorise the publication of a Club Journal under such name and subject to such terms and conditions and containing such subject matters as the Members may determine as aforesaid from time to time.

### **TRIALS**

84. The Club may conduct from time to time (either alone or in conjunction with another Club or Body) in accordance with the Rules and Regulations for the time being in force of DOGS NSW, exhibitions and trials

### **JUDGES**

85. The Members in General Meeting by a resolution passed by a simple majority of those voting in person thereat shall elect Judges from amongst the persons for the time being enrolled on the Judges' Panels kept or who may be approved of by DOGS NSW who may be invited to officiate as such at exhibitions trials conducted as aforesaid.

### **ALTERATIONS TO CONSTITUTION**

86. An amendment of or an addition to the Rules shall not be made except by a resolution passed at a General Meeting by a majority of not less than three-fourths of the Members voting in person thereat.
87. Notice of a proposed amendment of or addition to the Rules shall be posted by the Secretary to each Member not less than twenty-one days immediately preceding the day fixed for the meeting at which such proposals are to be discussed.
88. An amendment to any such proposal (except to the wording and not the substance thereof) shall not be entertained unless notice thereof shall have been given in writing to the Secretary at least fourteen days before such meeting. The Secretary shall give notice to each Member of any such amendment forthwith upon receipt of such consent.

### **WINDING UP**

89. If for any reason whatsoever, the Club cannot continue to function as an Affiliate of Dogs NSW, the members at a meeting specially convened for the purpose of winding up the affairs of the Club, will direct by Special Resolution, passed by a majority of not less than three-fourths of the financial members voting in person thereat that all remaining funds be donated to such approved registered Canine Charities as determined by said Meeting

### **PROCEDURE AT MEETINGS**

90. The Chairman of a General Meeting or of the Committee or of a Sub-Committee:



- (a) shall conduct the meeting in accordance with the Rules governing any such meeting and with the law and accepted practice relating thereof;
- (b) shall make himself familiar with such Rules and the law and accepted practice relating thereof;
- (c) shall be bound by the Rules and Regulations made pursuant thereto and shall ensure that the meeting at all times conforms thereto and shall administer the same fairly and impartially;
- (d) shall at all times endeavour to be concise in his statements to the meeting and be fair when summing up points at issue or as have been or are the subject of debate and to speak clearly so as to be heard by the Members;
- (e) provided that a quorum is then present or if not, then as soon as a quorum is present within the allowed time. shall declare the meeting open at the hour appointed;
- (f) if a quorum is not present as aforesaid, or if during the meeting there shall cease to be a quorum, shall adjourn the meeting or declare that it has lapsed as may be required by the Rules or Regulations;
- (g) shall introduce the items of business in the order set out in the notice convening the meeting or as prescribed by the Rules and shall not change such order without the approval of a resolution of the Members present pursuant to a motion specifying the change required in such order;
- (h) shall close the meeting promptly at the completion of the business to be transacted thereat, or unless the Members shall otherwise determine, at the time appointed;
- (i) shall not be entitled to take the Chair upon his late arrival at a meeting if some other person has been elected Chairman, due to his absence unless such Chairman as an act of courtesy, resigns from such position;
- (j) shall not be required to accept a motion of no confidence in the Chair or that the Chairman leave the Chair provided that, except when the President is in the Chair, a Member may move that a Member who shall be named and who shall consent thereto take the Chair for the meeting, and if carried, the Chairman shall forthwith vacate the Chair and such Member shall become the Chairman for the remainder of the meeting; a Member may propose or second himself as Chairman and may vote for himself;
- (k) shall call upon a Member by his name to speak and shall alone determine the order of speakers;
- (l) shall not permit discussion of any subject matter unless there is a motion thereon before the meeting and shall forthwith terminate all irrelevant discussion;
- (m) shall ensure that the decision of the meeting is properly ascertained in respect of any question before it and subject to the Rules shall give to the Members sufficient opportunity to express their opposing views;
- (n) shall determine whether a motion or an amendment thereof falls within the terms of the notice of the meeting or of a written Notice of Motion, and shall not rule out of order a Motion which is within the competence of the meeting when all the conditions incidental to the submission of the matter to the meeting have been observed;
- (o) if a poll is demanded may determine the time and manner of taking it and if it is not possible to take such poll during the course of the meeting, may adjourn the meeting for such purpose and may order a poll to be taken although the meeting desires voting by a show of hands;
- (p) shall enter or cause to be entered in the Minute Book the result of a poll and such entry shall be prima facie evidence of the result thereof;
- (q) where the voting is by show of hands, may require another vote although he has previously declared the result.

91. A Member present at a meeting:
  - (a) shall not address a meeting without first being called upon so to do by the Chairman;
  - (b) desirous of moving a motion or an amendment to a motion or of taking part in discussion shall rise and when called upon to speak shall address the meeting through the Chairman;
  - (c) proposing a motion or an amendment to a motion, shall state its nature before so addressing the meeting;
  - (d) shall resume his seat immediately upon the conclusion of his remarks or if the Chairman rises or proceeds to speak or when called upon by the Chairman so to do;
  - (e) shall not discuss or challenge a decision of the Chairman on a point of order and shall not move a motion of disagreement with, or which would have the effect of altering any such decision;
  - (f) shall not interrupt a speaker unless moving a motion on a point of order whereupon the speaker shall resume his seat whilst the Member so moving is heard and the point of order determined whereupon if the decision is in his favour, the speaker may proceed with his subject;
  - (g) may at any time rise and address the Chairman on a point of order, but shall at once state so and confine his remarks to the point of order raised; a point of order shall be taken immediately it is raised;
  - (h) shall not speak more than once on a motion, except the mover thereof.
92. Motions shall be moved in the order in which the notices thereof have been received and shall not be proceeded with in the absence of the Member giving such notice unless he has authorised some other Member to move it on his behalf.
93. A motion may be moved or seconded by the Chairman or by a Member.
94. Upon a motion being moved and seconded, the Chairman shall allow debate thereon as prescribed by the Rules and at the close of such debate shall put the motion to the meeting.
95. Upon a motion being put to the meeting and carried by the requisite majority of the Members, it shall become a resolution of the meeting and recorded accordingly.
96. The mover or seconder of a motion may not move or second an amendment to it, but shall be entitled to speak upon any amendment and to vote in favour of it.
97. When notice of a motion has been given in writing, an amendment thereto shall not be moved unless notice of such amendment has been given in writing. Provided that the meeting by a resolution passed by a simple majority of the Members voting in person thereat may consent to a motion of amendment moved verbally at the meeting.
98. A motion for amendment shall not be accepted by the Chairman which is or tends to be or would have the effect of being a negative of the motion intended to be amended.
99. A second or subsequent motion of amendment to an original motion shall not be moved until the previous motion of amendment has been dealt with by the meeting.
100. If a motion or subsequent motions for amendment shall be carried, the original motion as amended shall then be debated and thereafter put to the vote of the Members.
101. The mover of a motion of amendment shall not have the right to reply after the debate thereon.
102. A motion for amendment shall be put to the meeting before the original motion is put.

103. Motions for amendment shall be taken in the order in which they affect the terms of the original motion, and an amendment shall not be allowed in respect of those parts of the original motion which have already been carried.
104. Except when another Member is speaking, a Member who has not moved or seconded or spoken on a motion then before the meeting or on a proposed amendment thereto, may move at any time that the meeting proceed to the next business and such motion shall not be amended but shall be immediately put to the vote without speech or discussion. If carried the matter then before the meeting shall be disposed of for that meeting, and the meeting shall proceed to the next business. If not carried, the meeting shall deal with the original motion provided that a Member as aforesaid may again move a similar motion. The business so shelved may be brought up again at another meeting on due notice being given in accordance with the Rules.
105. Subject always to the Constitution, Members In General Meeting by resolution passed by a simple majority and voting in person may make regulations and may from time to time amend such regulations by variation, deletion or addition as they shall think fit in respect of:
  - (a) nominations of Members;
  - (b) the conducting of ballots;
  - (c) the holding and conducting of Trials and exhibitions by the Club;
  - (d) the granting of awards and prizes at such Trials or exhibitions;
  - (e) the manner and procedure dealing with protests and objections made at Trials or exhibitions;
  - (f) Meetings of Members and of Committees;
  - (g) the publication of a Newsletter or Journal.
106. The regulations shall be read and construed subject to the provisions for the time being of the Constitution and of the Rules of the DOGS NSW.

**Issued by DOGS NSW**

**AMENDED: OCTOBER 2012**