



BLUE MOUNTAINS DOG TRAINING CLUB INC.

CONSTITUTION 2009



This is annexure "A" 21 of 21 Pages referred to in the Notice of
Alteration of Objects or Rules signed by me and dated

Date: 29th July, 2009

Sign: L. M. Bener.
Public Officer/Committee Member

INDEX

Definitions	2-3
Objects	3
Affiliation with DOGS NSW	4
Membership	4
Classification of Members	4
Roll of Members	4
Application for Membership	5
Termination of Period of Membership	5
Entrance Fee & Annual Subscription	5
Privileges of Membership	6
Conduct of Members	6-7
Office Bearers	7
Duties of President & Vice President	7
Duties of Secretary	7
Duties of Treasurer	8
Committee	8
Meetings of the Committee	8-9
Election of Office Bearers & Committee	9-11
Sub-Committees	12
Instructors Sub-Committee	12
Trial Sub-Committee	12
Working Parties	12-13
Rulings at Meetings	13
General Meeting of Members	13-14
Notice of General Meetings	14-15
Adjournment of Meetings	15
Voting of Members	15
Property	15
Financial Year	15
Publicity Officer	16
Newsletter Editor	16
Banking Account	16
Accounts	16
Audit & Auditor	16-17
Patron	17
Trial	17
Judges	17
Alterations to Constitution	17-18
Winding Up	18
Procedure at Meetings	18-21
Public Officer and Common Seal	21
Trustees	21



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 **Blue Mountains Dog Training Club Inc.**

DEFINITIONS

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

"**Body**" means where the context reasonably admits, a Club, Agricultural or other Society or Association, Company or group of persons.

"**Constitution**" means the constitution of the Club.

"**Exhibition**" includes a canine show, canine exhibition, canine parade, canine trial, canine competition, display, obedience trial, non-slip retrieving trial, contest or match.

"**Financial Member**" 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.

"**Financial Year**" means the financial year of the Club as defined by Rule 78.

"**Honorary Member**" means a person who has rendered outstanding services to the Canine Fancy or to the Club or for other good and sufficient reason and has been appointed by the Committee. A **Honorary Member** need not apply comply with the provisions of Rule 6.

"**Junior Member**" means a person over the age of twelve years and under the age of eighteen years who has been admitted as a member of the Club. Junior members under the age of 15 must be accompanied by a responsible adult.

"**Life Member**" means a Member who has been admitted to the Club as a member for life, whether upon payment of a subscription or without payment of a subscription as may be determined by the Members from time to time.

"**Member**" is a person whose application for membership has been approved by the Committee.

"**Member of the Committee**" in Rule 25 where the context so admits shall be deemed to include the Office Bearers.

"**DOGS NSW**" means the Royal New South Wales Canine Council Ltd.

"**Office**" 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.

"**Office Bearers**" means the President, the Vice-President, Treasurer and Secretary of the Club for the time being.

"**Regulations**" means the Regulations made by the Committee with the approval of the Members pursuant to the Constitution.

"**Rule**" means a provision of the Constitution and where the context so admits, includes a paragraph or sub-paragraph thereof.

"**Secretary**" means 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.

"**Writing**" includes printing, 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 breeding of pure bred dogs;
- (c) to promote and raise the standards and exhibiting of dogs;
- (d) to promote the holding of exhibitions and shows and to conduct exhibitions and shows;
- (e) to foster, promote and protect the interests of exhibitors of dogs at exhibitions and shows;
- (f) to collect, verify and publish information relating to dogs and the breeding and exhibition of dogs;
- (g) to educate and encourage members, breeders and judges to abide by the requirements and standards approved by DOGS NSW for the conduct of exhibitions and shows.
- (h) to promote good fellowship and sportsmanship amongst members and those participating in or attending exhibitions and shows;
- (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 and shows and for the competition by breeders and exhibitors of dogs;
- (l) to foster relations with other Clubs and bodies having similar aims;
- (m) to promote and assist and to make contributions to canine veterinary research and other worthy canine causes;
- (n) to invest the funds of the Club not immediately required in such manner as the Committee shall determine;
- (o) 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 30 Members having the right to vote at General Meetings of the Club, provided that at all times, one-half of the members shall be persons each of whom is:
 - (a) the registered owner or part-owner of a registered dog;
 - (b) a member of a household, one of whom is the owner or part-owner of a registered dog.

CLASSIFICATION OF MEMBERS

7. Membership of the Club shall be divided into the following categories:
 - (a) Voting – Single, Dual/Family, Pensioner, Pensioner Family, Life Members
 - (b) Non Voting
 - (i) Junior – Over 12 years and under 18 years.
 - (ii) Honorary

and every person elected to membership shall 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 Secretary and shall contain the name, contact details and other relevant information for each member.
- (b) The roll of members shall be kept at the Office of the Club and maybe made available for inspection by the Secretary upon written application and in accordance with the Privacy Act 1988.



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 and the Table Manager and lodged with the Secretary.

10. The Secretary shall submit such application to the next Committee Meeting and if such applicant is approved by a resolution passed, the applicant shall thereupon become a member of the Club. The Secretary will ensure that each new member receives a copy of the current Club Constitution as amended. .

11. A member may prior, to the 30th day of June in each year, make application to the Committee for renewal of membership and upon payment of the annual subscription with such application shall be deemed for all purposes to have maintained continuous membership.

TERMINATION OF PERIOD OF MEMBERSHIP

12. A Member shall cease to be a Member of the Club:

- (a) if he resigns by notice in writing addressed to the Secretary
- (b) if he shall die or become bankrupt or suspend payment or compound with his creditors or be convicted of a felony or misdemeanour;
- (c) if his annual subscription for the forthcoming financial year has not been paid on or before the 31st. day of July of that year;
- (d) if pursuant to the Constitution, he shall be expelled from the Club;
- (f) if he is convicted of an offence under the Cruelty of Animals Act, 1950/51, or any amendment thereof, or Act substituted therefore, or is convicted summarily or on indictment for an offence committed at an exhibition and or show.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

13. 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. Any 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

14. 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 show conducted by the Club and compete for prizes (including trophies) available for members of the Club.

15. A junior Member or 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

16. 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 the Club and use his best endeavours to further the objects of the Club.

17. 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.

18. If called upon so to do by the Committee, a Member shall supply a Statutory Declaration duly made by him or his agent or servant, as may be required by the Committee in pursuant to Rule 17.

19. 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.

20. 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. As 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.

21. 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, 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 Executive Committee.

OFFICE BEARERS

22. The Office Bearers of the Club shall be:

- (a) the President for the time being of the Club, who, unless otherwise determined by the members, shall not hold office for more than three years in succession.
- (b) one Vice President
- (c) the Treasurer
- (d) the Secretary

A Member shall not hold more than one such office at any one time.

DUTIES OF PRESIDENT and Vice President

23. The President shall:

- (a) work in unison with the Vice-President, share workload. Maintain harmony in the committee and normally use a casting vote to maintain status quo. Be available to members, ensure member's problems are addressed, and that the Club is well informed, coherent and effective.
- (b) ensure the successful functioning and the attainment of objectives of the Club.
- (c) uphold the rules and regulations of the Club.
- (d) strive to continually improve the Club's policy, activities and administration.
- (e) be an ex officio member of all sub-committees
- (f) represent the Club in public and to other organisations.

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 shows 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 financial records and statements when requested to do so;
- (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. The Chief Instructor and Trial Secretary will be ex officio members of the Committee and will have the right to vote on matters solely relating to their Sub-Committees.

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. The Members in General Meeting by resolution passed:

- (a) by a majority of not less than three-fourths of the Members voting in person may overrule a decision of the Committee, except a decision of the Committee to pay due accounts.
- (b) by a simple majority of the Members voting in person 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.

MEETINGS OF THE COMMITTEE

9. Meetings of the Committee shall be held from time to time as determined by the Committee.

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 four 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



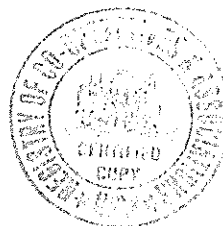
33. The President, or in his absence, or if he shall be unwilling to act, the Vice-President or if present he shall be unwilling to act, then a member of the Committee elected by the Members present in person shall be the Chairman of a meeting of the Committee.
34. A Member of the Committee shall not 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 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 cease to be a Member of the Committee, and if an Office Bearer he shall 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 and the Member so appointed shall hold that position until the next Annual General Meeting.

ELECTION OF OFFICE 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. 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 a least one Member and the nominee.



41. Any member desirous of voting by mail shall register 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".
42. A list of all such nominations shall be sent to each Postal Voting Member at least fourteen days prior to the holding of the Annual General Meeting.
43. If there is not a nomination for the Office of President, Vice-President, Secretary and Treasurer, 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 of the Committee are not nominated, the members may propose and second orally at the Annual General Meeting sufficient Members to fill such Office.
44. 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.
45. 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 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.
46. 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 scrutineers, 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 foresaid, 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.



47. 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 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.
48. (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, without any other matter 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 5.00p.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.
- (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.
49. 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 the Vice-President and any person or persons standing for election who may attend.
50. The Returning Officer shall declare the result of the ballot immediately after the votes have been counted, 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 by secret ballot 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.
51. 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

52. There shall be two permanent sub-committees of the Club;
1. Instructors Sub-Committee
 2. Trial Sub-Committee

INSTRUCTORS SUB-COMMITTEE

53. (a) The chairperson of the Instructors Sub-Committee shall be the Chief Instructor
(b) The Chief Instructor will call a meeting of the Instructors Sub-Committee at least three times each year.
(c) The Instructors Sub-Committee will conduct obedience training classes in accordance with the Club Rules and Regulations and refer to Club Regulations for job criteria and duties.
(d) The Instructors Sub-Committee will provide minutes of all meetings through the Chief Instructor to the Committee.
(e) The Chief Instructor is nominated by the Instructors and elected by the Members at the Annual General Meeting.
(f) A quorum will comprise of three members.

TRIAL SUB-COMMITTEE

54. (a) The chairperson of the Trial Sub-Committee shall be the Trial Secretary.
(b) The Trial Sub-Committee will meet as often as required.
(c) The Trial Sub-Committee will conduct an Obedience Trial annually.
(d) The Trial Sub-Committee must provide a detailed budget prior to trials. Funds will only be available subsequent to Committee approval of the aforementioned budget.
(e) The Trial Secretary is nominated by the General Members, and elected by the Members at the Annual General Meeting.
(f) A quorum will comprise of two members.

WORKING PARTIES

The Committee may

55. (a) appoint a Working Party for such purpose and with authority to exercise such powers and duties as the Committee determines.
(b) remove a Member of a Working Party and may in like manner appoint another eligible person in their stead.
(c) retain existing Working Parties beyond the term of the current Committee.
56. The Committee shall make written record of the functions delegated to a Working Party.
57. Subject to the consent of the Committee, a Working Party may co-opt Members to assist in its duties.



58. The quorum for a Working Party shall be not less than three members.

RULINGS AT MEETINGS

59. All questions arising at a General Meeting, or at a meeting of the Committee or of a Sub-Committee or Working Party, other than questions or 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.

60. The Annual General Meeting of Members of the Club shall be held within three months of the end of the financial year.

61. The business to be transacted at the Annual General Meeting shall be:

- (a) to confirm the Minutes of the previous Annual General Meeting;
- (b) to receive and adopt the audited 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 the 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 Members at least seven days prior to the date of such meeting.

62. An ordinary General Meeting of the Club shall be held at such time and at such place as the Members at their preceding meeting shall determine or if not so determined as shall be convened pursuant to the Constitution.

63. 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 consider and deal with business deferred from the previous meeting;
 - (g) to consider and deal with motions of which due notice has been given;
 - (h) to consider and deal with relative correspondence received since the previous General Meeting.
 - (i) to receive notices of motions;
 - (j) to consider and deal with motions of which notice has not been given;
 - (k) to hear through the Chairman's answers to questions from Members and where appropriate, to deal with the subject matter thereof;
 - (l) to deal with such other business as the Chairman or the Members may allow.
64. A special General Meeting shall be convened by the Secretary at the direction of the President or Committee or on the written request of five Members.
65. 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.
66. The quorum at a General Meeting shall be five Members present.
67. The President or in his absence or if he shall be unwilling to act, the Vice-President or if there shall not be the Vice-President 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

68. 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 8.00p.m.
69. At least fourteen days prior notice shall be given in respect of each such meeting.
70. 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 dispatched to the Members not less than fourteen days prior to the date of the meeting.
71. The accidental omission to give notice to a Meeting or if a Member shall fail to receive a notice sent as aforesaid, shall not invalidate a General Meeting.
72. A notice sent by post shall be deemed to have been served on the day following that



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 pre-paid and put into the Post Office or a receptacle provided by Australian Post for the purpose of posting letters, shall be conclusive evidence thereof.

ADJOURNMENT OF MEETINGS

73. If at a General Meeting or at a Committee or Working Party meeting, a quorum shall not be present after the lapse of fifteen minutes from the appointed time thereof, the Meeting shall thereupon lapse.
74. A General Meeting of Members or a meeting of Members of a Committee or of a Sub-Committee or Working Party 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

75. Unless otherwise required voting shall be a show of hands and each question decided by a simple majority – in the case of equality the Chairperson shall have a casting vote.
76. Voting on motions relating to the election of the Office Bearers, members of the Committee, Suspension or Expulsion of members shall be conducted by ballot.

PROPERTY

77. The property assets and income of the Club whencesoever derived shall be applied towards the promotion of the objects of the Club. No portion 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. Nothing shall prevent the payment in good faith of any remuneration to an Officer or to a Member in return for services actually rendered. Nothing shall 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, trial or show conducted by the Club or at a recognised show conducted by another Club or body.

FINANCIAL YEAR

78. 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.



PUBLICITY OFFICER

79. The Committee shall appoint a Publicity Officer who shall adopt the editorial policy of DOGS NSW and whose duties shall be determined by the Committee.

NEWSLETTER EDITOR

80. The Committee shall appoint a Newsletter Editor who shall adopt the editorial policy of DOGS NSW and his duties shall be determined by the Committee.

BANKING ACCOUNT

81. The Committee shall cause a banking account to be opened with a recognised banking facility and be kept in the name of the Club.
82. 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 Committee and deposited to the credit of the Club's banking account.
83. All monies payable on behalf of the Club amounting to \$50.00 or upwards with the exception of prize money shall be paid by cheque drawn upon the Club's banker 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 banker forthwith whenever the need shall arise.

ACCOUNTS

84. The Committee 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 has been dealt with, which at all times shall show the true financial position of the Club.
85. The Club's books of account shall be kept at such a place of security as the Committee shall determine.

AUDIT AND AUDITOR

86. The Members at the Annual General Meeting shall appoint each year a duly qualified auditor to be Auditor of the Club and a person so appointed shall hold office until the next Annual General Meeting. A casual vacancy occurring in the position of Auditor shall be filled by the Committee.



87. 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.
88. 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.

PATRON

89. The Members at the Annual General Meeting may elect until otherwise determined by them a person to be Patron 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.

TRIAL

90. The Club may conduct trials and other events in accordance with the Rules and Regulations for the time being in force of Dogs NSW.

JUDGES

91. Refer to DOGS NSW Rules and Regulations.

ALTERATIONS TO CONSTITUTION

92. An amendment of or an addition to the Rules shall not be made except by a special resolution passed at a General Meeting by a majority of not less than three-fourths of the Members voting in person.
92. 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.
94. An amendment to the Rules (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 and the consent of DOGS NSW as aforesaid is first obtained to such amendment. The Secretary



shall give notice to each Member of any such amendment forthwith upon receipt of such consent.

N.B. Alterations to Regulations (see 110)

WINDING UP

95. If for any reason whatsoever, the Club cannot continue to function as an Affiliate of DOGS NSW, it shall make application to DOGS NSW for permission to wind up in accordance with the Rules and Regulations for the time being in force of Dogs NSW.

PROCEDURE AT MEETINGS

96. 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.

97. A Member present at a meeting;

- (a) shall not address a meeting without 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.

98. 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.
99. A motion may be moved or seconded by the Chairman or by a Member.
100. 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.
101. 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.
102. 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.
103. 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.
104. 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.
105. 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.
106. 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.
107. The mover of a motion of amendment shall not have the right to reply after the
debate thereon.
108. A motion for amendment shall be put to the meeting before the original motion is
put.
109. Motions for amendment shall be taken in the order in which they effect 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.

110. 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.
111. Subject always to the Constitution, Members in General Meeting with fourteen days prior notice 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 conduction of ballots;
 - (c) the holding and conducting of Shows and exhibitions by the Club;
 - (d) the granting of awards and prizes at such Shows or exhibitions;
 - (e) the manner and procedure dealing with protests and objections made at Shows or Exhibitions;
 - (f) Meetings of Members and of Committees;
 - (g) the publication of a Newsletter or Journal.
112. 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 .
113. PUBLIC OFFICER AND COMMON SEAL
- (a) The Secretary shall be the Public Officer and the election of the Secretary shall automatically include the position of Public Officer.
 - (b) Should the Secretary be unable or unwilling to act as Public Officer the Committee shall appoint a member of the Committee to hold that position.
 - (c) The Common Seal of the Club shall be kept by the Secretary in a secure place at all times.
 - (d) The Common Seal only be used upon resolution of the Committee duly minuted and shall be signed by the Public Officer and one member of The Executive.
114. TRUSTEES
- The trustees shall be the Executive Committee and shall hold all the property of the Club real and personal on behalf of the Members. A trustee may be removed at any time and another person appointed in his stead.

