

# ***Tracking Club of Victoria Inc.***



*A0026595M*

## ***Constitution***

**23 November 2017**

# Tracking Club of Victoria Inc.

A0026595M

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## **PART 1—PRELIMINARY**

This Constitution replaces the Statement of Rules and Purposes of the Tracking Club of Victoria Inc effective 11 August 2011. The start date of this Constitution is 25 November 2017. All members under the Constitution and Statement of Purposes of the Tracking Club of Victoria Inc in effect at 24 November 2017 are deemed to be members at the implementation of this Constitution.

### **1. Name**

The name of the incorporated association is "The Tracking Club of Victoria Incorporated", hereafter referred to as the Club.

### **2. Purposes**

The purposes of the Club are:-

1. to promote and encourage Australian National Kennel Council hereafter referred to as the ANKC Performance disciplines of Tracking and Track and Search;
2. to affiliate with the Victorian Canine Association Inc trading as Dogs Victoria hereafter referred to as "DV".
3. to promote responsible dog ownership among Members and the wider community.
4. to promote and raise the standards of ANKC governed Tracking and Track and Search disciplines by:-
  - (a) disseminating relevant and up to date information;
  - (b) encouraging and assisting other DV Affiliates and dog owners generally to become involved in Tracking and Track & Search activities ;
  - (c) conducting lectures and practical training sessions for handlers, dogs, instructors, tracklayers and officials;
  - (d) conducting Tracking and Track & Search Trials;
  - (e) recognising the achievements of the Association's Members and their dogs in the disciplines of Tracking and Track and Search;
5. to promote awareness of the-contribution that tracking dogs can make to the community as a motivation for outdoor recreational activity and as a valuable resource in emergency situations;
6. to promote and support Tracking and Track and Search competitions and to conduct such exhibitions as are permitted by the constitution of the Club, the DV and the ANKC;
7. to foster, promote, and protect the interests of dogs, handlers and officials and volunteers at Tracking and Track and Search Competitions
8. to collect and make available to members information relating to Tracking and Track and Search;
9. to educate and encourage members, handlers, tracklayers, and officials to be aware of and abide by the requirements and standards of the DV for the conduct of Tracking and Track and Search Trials;
10. to promote good fellowship and sportsmanship amongst members, other clubs and those interested in training and working dogs;
11. to foster relations with other clubs and bodies having similar aims;
12. to promote and assist worthy causes as agreed by the Committee;
13. to invest the funds of the club Association not immediately required for club operations in such manner as the members or the committee in lieu thereof shall determine to be in the interests of the Club.

### **3. Financial year**

1. The financial year of-the Club shall commence on the first day of July in each year and terminate on the last day of June the following year.

#### 4. Definitions

In these Rules—

**Absolute majority, of the Committee**, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

**Associate member** means a Member or class of Members referred to in Rule 14.1;

**Chairperson**, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 47;

**Committee** means the Committee having management of the business of the Club;

**Committee meeting** means a meeting of the Committee held in accordance with these Rules;

**Committee member** means a member of the Committee elected or appointed under Division 3 of Part 5;

**Disciplinary appeal meeting** means a meeting of the members of the Club convened under Rule 24.3;

**Disciplinary meeting** means a meeting of the Committee convened for the purposes of Rule 23;

**Disciplinary subcommittee** means the subcommittee appointed under rule 21;

**Family membership** means up to 2 adults and/or any children aged 7 years but less than 18 years of age all residing at the same address;

**Financial Year** means the 12-month period specified in Rule 3;

**General Meeting** means a general meeting of the members of the Club convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

**Honorary member** means person/s admitted to the Club at the discretion of the Committee for such time as the Committee determines and for whom joining and annual fees are waived.

**Interim Member** means person/s who have submitted a valid membership application and relevant fee to the Club and who are awaiting consideration of their application by the Committee

**Junior Member** person aged 7 years but less than 18 years is eligible to apply for Junior Membership.

**Life Member** means a Member who has been admitted to the Club as a member for life and for whom annual fees are waived

**Member** means any person admitted to one of the categories of membership provided for under Rule 8.1;

**Member entitled to vote** means a member who under Rule 13.2 is entitled to vote at a general meeting;

**Special Resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting to vote in favour of the resolution;

**Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

**Registrar** means the Registrar of Incorporated Associations.

## **PART 2—POWERS OF ASSOCIATION**

### **5. Powers of Association**

1. Subject to the Act, the Club has power to do all things incidental or conducive to achieve its purposes
2. Without limiting Rule 5.1 the Club may:-
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
3. The Club may only exercise its powers and use its income and assets (including any surplus) for its Purposes.

### **6. Not for profit organisation**

1. The Club must not distribute any surplus, income or assets directly or indirectly to its members.
2. Rule 6.1 does not prevent the Club from paying a Member:-
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the memberif this is done in good faith on terms no more favourable than if the Member was not a Member.

**Note:** Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

#### **7. Minimum number of members**

The Club must have at least 5 members entitled to vote at a general meeting or any other meeting of the Club.

#### **8. Who is eligible to be a member**

1. Any person who supports the Purposes of the Club is eligible for membership. Members of the Club shall be in the following categories:
  - (a) Interim Member
  - (b) Member (single)
  - (c) Family Member
  - (d) Junior Member
  - (e) Honorary Member
  - (f) Life Member

#### **9. Application for membership**

1. To apply to become a member of the Club, a person must submit a written application stating that the person:-
  - (a) wishes to become a member of the Club; and
  - (b) supports the purposes of the Club; and
  - (c) agrees to comply with these Rules.

2. The application must:-
  - (a) be on the Club's Membership Application Form
  - (b) be signed by the applicant(s); and
  - (c) be accompanied by the applicable fee.

**Note:** The applicable fee is the fee (if any) determined by the Club under Rule 12.3.

#### **10. Consideration of application**

1. As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
2. If the Committee rejects the application, it must return any money accompanying the application to the applicant.
3. The Committee is not obliged to provide a reason for rejection of an application.

#### **11. New membership**

1. If an application for membership is approved by the Committee—
  - (a) the resolution to accept the membership must be recorded in the minutes of the Committee meeting; and
  - (b) the Membership Officer must, as soon as practicable, enter the name and address of the new Member, and the date of becoming a member, in the register of Members.
2. A person becomes a member of the Club and, subject to Rule 13.2 is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - (a) the Committee approves the person's membership; or
  - (b) the person pays the joining fee.
3. Every person admitted and/or elected to any category of Membership shall be and be deemed for all purposes to have agreed to be bound by the Constitution and Rules and Regulations of DV insofar as they shall relate to them, and to these Rules and to all procedures, codes of conduct and guidelines established pursuant to Rule 45.3(a).

#### **12. Annual subscription and fee on joining**

1. There shall be a joining fee payable on application for Membership of the Club.
2. There shall be an annual subscription fee due and payable on joining the Club and annually on renewal of Membership. The annual fee includes the DV Members Services Levy for non-DV members.
3. Subject to notice of motion first being given by Resolution of the Committee 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 amount of the membership joining fee.
4. Membership fees must be paid on or before the first day of February (the Due Date) each year.
5. Unless there are extenuating circumstances for non-payment of their annual subscription by the due date and subject to always to Rule 18 the rights of a Member (including but not limited to the right to vote and to the recognition of trial passes for Club Awards) are suspended until the annual subscription is paid.

#### **13. General rights of members**

1. A member of the Club who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Club as provided under Rule 76; and
  - (f) to inspect the register of Members.

2. A member is entitled to vote if:-
  - (a) the Member is a current financial member other than an Associate/Junior/Interim Member/Honorary; and
  - (b) more than 3 months have passed since he or she became a member of the Club; and
  - (c) the Member's membership rights are not suspended for any reason.
3. Family Membership entitles 2 (two) adult members to vote, Subject to Rule 2.(c)

#### **14. Associate members**

1. Associate members of the Club include:-
  - (a) any members under the age of 18 years; and
  - (b) Interim members.
  - (c) Honorary Members
  - (d) any other category of Member as determined by special resolution at a general meeting.
2. All persons under 18 years of age and all Junior Members whether individual members or Family Members must be under parental/guardian supervision whilst attending the Club.
3. An Associate Member is not entitled to vote at a general meeting or any other meeting of the Club and must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

#### **15. Life members**

1. A Member other than an Associate Member may be nominated by any Member of the Club for Life Membership.
2. Nominees for Life Membership must meet the Criteria for Nomination and be assessed in accordance with the Guidelines determined by the Members in General Meeting at any time and from time to time.

#### **16. Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

#### **17. Ceasing membership**

1. The membership of a person ceases on resignation, expulsion or death.
2. If a person ceases to be a member of the Club, the Enrolment Officer must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

#### **18. Resigning as a member**

1. A member may resign by notice in writing given to the Club.

**Note** Rule 75(3) sets out how notice may be given to the Club. It includes by post or by handing the notice to a member of the committee.

2. A member is taken to have resigned if the member's annual subscription has not been paid within 60 days after the Due Date.

#### **19. Register of members**

1. The Membership Officer must keep and maintain a register of members that includes:-
  - (a) for each current member:-
    - i) the member's name;
    - ii) the address for notice last given by the member;
    - iii) the date of becoming a member;
    - iv) if the member is an associate member, a note to that effect;
    - v) any other information determined by the Committee; and
  - (b) for each former member, the date of ceasing to be a member.
2. Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note:** Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.



## **Division 2—Disciplinary action**

### **20. Grounds for taking disciplinary action**

1. The Club may take disciplinary action against a member in accordance with this Division if it is determined that the member:-
  - (a) has failed to comply with these Rules; or
  - (b) refuses to support the purposes of the Club; or
  - (c) has engaged in conduct prejudicial to the Club.

### **21. Disciplinary subcommittee**

1. If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the Member.
2. The members of the disciplinary subcommittee:-
  - (a) may be Committee members, Members of the Club or anyone else; but
  - (b) must not be biased against, or in favour of, the Member concerned.

### **22. Notice to Member**

1. Before disciplinary action is taken against a member, the Secretary must give written notice to the Member:-
  - (a) stating that the Club proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
  - (d) advising the Member that he or she may do one or both of the following:-
    - i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 24.
2. The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

### **23. Decision of subcommittee**

1. At the disciplinary meeting, the disciplinary subcommittee must:-
  - (a) give the Member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
2. After complying with rule 23.1 the disciplinary subcommittee may:-
  - (a) take no further action against the member; or
  - (b) subject to sub-rule 3
    - i) reprimand the member; or
    - ii) suspend the membership rights of the member for a specified period; or
    - iii) expel the member from the Club.
3. The disciplinary subcommittee may not fine the member.
4. The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

### **24. Appeal rights**

1. A person whose membership rights have been suspended or who has been expelled from the Club under Rule 23 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
2. The notice must be in writing and given:-
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.

3. If a person has given notice under Rule 24.2, a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days after the notice is received.
4. Notice of the disciplinary appeal meeting must be given to each member of the Club who is entitled to vote as soon as practicable and must ;-
  - (a) specify the date, time and place of the meeting; and
  - (b) state:-
    - i) the name of the person against whom the disciplinary action has been taken; and
    - ii) the grounds for taking that action; and
    - iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **25. Conduct of disciplinary appeal meeting**

1. At a disciplinary appeal meeting:-
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
2. After complying with Rule 25.1 the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
3. The decision is upheld if not less than three quarters of the members present at the meeting vote in favour of the decision.

## **Division 3—Grievance procedure**

### **26. Application**

1. The grievance procedure set out in this Division applies to disputes under these Rules between a member and:-
  - (a) another member;
  - (b) the Committee;
  - (c) the Club.
2. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

### **27. Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

### **28. Appointment of mediator**

1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 27, the parties must within 10 days:-
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
2. The mediator must be:-
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement:-
    - i) if the dispute is between a member and another member; a person appointed by the Committee; or
    - ii) if the dispute is between a member and the Committee or the Club: a person appointed or employed by the Dispute Settlement Centre of Victoria.
3. A mediator appointed by the Committee may be a member or former member of the Club but in any case must not be a person who:-
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

### **29. Mediation process**

1. The mediator to the dispute, in conducting the mediation, must:-
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
2. The mediator must not determine the dispute.

### **30. Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4—GENERAL MEETINGS OF THE CLUB**

### **31. Annual general meetings**

1. The Committee must convene an annual general meeting of the Club to be held within 5 months after the end of each financial year.
2. The Committee may determine the date, time and place of the annual general meeting.
3. The ordinary business of the annual general meeting is as follows:-
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider:-
    - i) the annual report of the Committee on the activities of the Club during the preceding financial year; and
    - ii) the financial statements of the Club for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - (c) to elect the members of the Committee;
  - (d) to appoint an Auditor.
4. The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

### **32. Special general meetings**

1. Any general meeting of the Club, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
2. The Committee may convene a special general meeting whenever it thinks fit.
3. No business other than that set out in the notice under rule 34 may be conducted at the meeting.

**Note:** General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 34 and the majority of members at the meeting agree.

### **33. Special general meeting held at request of members**

1. The Committee must convene a special general meeting if a request to do so is made in accordance with Rule 33.2 by at least 15 members.
2. A request for a special general meeting must:-
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be lodged with the Secretary.
3. If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
4. A special general meeting convened by members under sub-rule 3. :-
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.

5. The Club must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub-rule 3.

### **34. Notice of general meetings**

1. The Secretary (or, in the case of a special general meeting convened under rule 33.3, the members convening the meeting) must give to each member of the Club:-
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
2. The notice must:-
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - i) state in full the proposed resolution; and
    - ii) state the intention to propose the resolution as a special resolution; and
    - iii) comply with rule 35.5.
3. This rule does not apply to a disciplinary appeal meeting.

**Note:** Rule 24.4 sets out the requirements for notice of a disciplinary appeal meeting.

### **35. Business to be transacted**

1. All business that is transacted
  - (a) at a special general meeting; and
  - (b) at the annual general meeting with the exception of that specially referred to in Clause 31.3 as being the ordinary business of the annual general meeting shall be deemed to be special business.

### **36. Quorum at general meetings**

1. No business may be conducted at a general meeting unless a quorum of members is present.
2. The quorum for a general meeting is the physical presence of 10 members entitled to vote.
3. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under Rule 33.the meeting must be dissolved;

**Note** If a meeting convened by, or at the request of, members is dissolved under this sub-rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under Rule 33.

- (b) in any other case:-
  - i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
  - ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
4. If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub-rule 3.ii the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **37. Adjournment of general meeting**

1. The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
2. Without limiting sub-rule (1), a meeting may be adjourned:-
  - (c) if there is insufficient time to deal with the business at hand; or
  - (d) to give the members more time to consider an item of business.

**Example** The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

3. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
4. Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 34.

### **38. Voting at general meeting**

1. On any question arising at a general meeting:-
  - (a) subject to sub-rule (3), each member who is entitled to vote has one vote; and
  - (b) members must vote in person; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
2. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
3. If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
4. This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule

### **39. Special resolutions**

A special resolution is passed if not less than three quarters of the members voting in person at a general meeting vote in favour of the resolution.

**Note;** In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Club.

### **40. Determining whether resolution carried**

1. Subject to Rule 40.2 the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been:-
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
2. If a poll (where votes are cast in writing) is demanded by three or more members on any question:-
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
3. A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
4. A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### **41. Minutes of general meeting**

1. The Committee must ensure that minutes are taken and kept of each general meeting.
2. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
3. In addition, the minutes of each annual general meeting must include—
  - (a) the names of the Members attending the meeting; and
  - (b) the financial statements submitted to the members in accordance with Rule 31.4 (b) (ii); and
  - (c) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Club; and
  - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5—COMMITTEE**

### **Division 1—Powers of Committee**

#### **42. Role and powers**

1. The business of the Club must be managed by or under the direction of a Committee.
2. The Committee may exercise all the powers of the Club except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Club.
3. The Committee may:-
  - (a) appoint and remove staff;
  - (b) establish subcommittees consisting of Members with terms of reference it considers appropriate.

#### **43. Delegation**

1. The Committee may delegate to a member of the Committee, a subcommittee or staff, for such time as the Committee considers appropriate any of its powers and functions other than:-
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
2. The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
3. The Committee may, in writing, revoke a delegation wholly or in part.

### **Division 2—Composition of Committee and duties of members**

#### **44. Composition of Committee**

1. The Committee consists of the elected Officers of the Club viz:-
  - (a) President; and
  - (b) Vice-President; and
  - (c) Secretary; and
  - (d) Treasurer;and
2. up to 6 (Six) Ordinary Members each of whom must be a member of DV elected under Rule 55.
3. The committee may, dependent upon needs, co-opt/appoint a Trial Secretary a Public Relations Officer, a Membership Officer and such other functionaries as the Committee deems necessary. Persons co-opted by the Committee do not have voting rights.

#### **45. Tenure**

1. The tenure of office for each elected Officer of the Club is 12 months after the date of their election but is eligible for re-election.
2. In the event of a casual vacancy in any Office referred to in Rule 44.1 the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office until the annual general meeting next following the date of their appointment
3. The tenure of office for each ordinary member of the Committee referred to in Rule 44.2 is 12 months after the date of their election but is eligible for re-election.
4. In the event of a casual vacancy occurring in the office of an Ordinary Member of the Committee, the Committee may appoint a member of the club to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the annual general meeting next following the date of their appointment

#### **46. General Duties**

1. As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.

2. The Committee is collectively responsible for ensuring that the Club complies with the Act and that individual members of the Committee comply with these Rules.
3. Adopt and apply appropriate administrative measures including Procedures, Codes of Conduct, Regulations and Guidelines;
  - (a) to promote the Club
  - (b) for the conduct of Trials, Workshops, Training Days and any other events conducted by the Club in order to promote the safety and enjoyment of participants and their dogs in such events; and
  - (c) to comply with the requirements of the ANKC, DV and with any relevant Statutory requirements;
 and make reasonable and practicable efforts to inform Members of such measures
4. Committee members must exercise their powers and discharge their duties:-
  - (a) with reasonable care and diligence.
  - (b) in good faith in the best interests of the Club; and
  - (c) for a proper purpose.
5. Committee members and former committee members must not make improper use of:-
  - (a) their position; or
  - (b) information acquired by virtue of holding their position:-  
so as to gain an advantage for themselves or any other person or to cause detriment to the Club.

**Note:** See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

6. In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

#### **47. President and Vice-President**

1. Subject to sub-rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
2. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be:-
  - (a) in the case of a general meeting, a member elected by the other members present; or
  - (b) in the case of a committee meeting, a committee member elected by the other committee members present.

#### **48. Secretary**

1. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

**Example:** Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar

2. The Secretary must:-
  - (a) keep custody of all books, documents and securities of the Club in accordance with rules 73 and 76; and
  - (b) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (c) perform any other duty or function imposed on the Secretary by these Rules.
3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **49. Treasurer**

1. The Treasurer must—
  - (a) receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
  - (b) ensure that all moneys received are paid into the account of the Club within 15 working days after receipt; and

- (c) make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
  - (d) ensure cheques are signed by at least 2 committee members, at the time of cheques being drawn.
  - (e) ensure electronic payments are authorised by at least 2 Committee Members.
2. The Treasurer must:-
    - (a) ensure that the financial records of the Club are kept in accordance with the Act; and
    - (b) co-ordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the annual general meeting of the Club.
  3. The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Club.

#### **50. Membership Officer**

1. The Membership Officer must –
  - (a) cause a register of members to be maintained in accordance with rule 19; and
  - (b) present a report detailing new membership applications at each Committee Meeting, and
  - (c) subject to the Act and these Rules, provide members with access to the register of members

### **Division 3—Election of Committee members and tenure of office**

#### **51. Who is eligible to be a Committee member**

A Member is eligible to be elected or appointed as a Committee Member if the Member is entitled to vote at a general meeting.

#### **52. Positions to be declared vacant**

1. This rule applies to all annual general meetings of the Club after the annual report and financial statements of the Club have been received.
2. The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with Rules 53 to 56 inclusive.

#### **53. Nominations**

1. Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
2. An eligible member of the Club may:-
  - (a) nominate himself or herself; or
  - (b) with the Member's consent, be nominated by another Member.
3. A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

#### **54. Election of Office Bearers.**

1. At the annual general meeting, separate elections must be held for each of the following positions:-
  - (a) President;
  - (b) Vice-President;
  - (c) Secretary;
  - (d) Treasurer.
2. If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
3. If more than one member is nominated, a ballot must be held in accordance with Rule 56.
4. On his or her election, the new President may take over as Chairperson of the meeting.



## **55. Election of ordinary members**

1. The annual general meeting must by resolution decide the number of ordinary members (maximum of 6) of the Committee (if any) it wishes to hold office for the next year.
2. A single election may be held to fill all of those positions.
3. If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
4. If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with Rule 56.

## **56. Ballot**

1. If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
2. The returning officer must not be a member nominated for the position.
3. Before the ballot is taken, each candidate may make a short speech in support of his or her election.
4. The election must be by secret ballot.
  - (a) The returning officer must give a blank piece of paper to each member present in person; and
  - (b) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
5. If the ballot is for more than one position:-
  - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write the names of more candidates than the number to be elected.
6. Ballot papers that do not comply with Rule 56.7(b) are not to be counted.
7. Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
8. The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
9. If the returning officer is unable to declare the result of an election under Rule 56.10 because 2 or more candidates received the same number of votes, the returning officer must:-
  - (a) conduct a further election for the position in accordance with Rule 56.4 to 56.10 inclusive to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

**Examples:** The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

## **57. Term of office**

1. Subject to Rule 57.3 and rule 58, a committee member holds office for the Terms provided in Rule 45.
2. A committee member may be re-elected subject to Rule 45.
3. A general meeting of the Club may:-
  - (a) by special resolution remove a committee member from office; and
  - (b) elect an eligible member of the Club to fill the vacant position in accordance with this Division.
4. A member who is the subject of a proposed special resolution under Rule 57.3(a) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.
5. The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

## **58. Vacation of office**

1. A committee member may resign from the Committee by written notice addressed to the Committee.
2. A person ceases to be a committee member if he or she:-
  - (a) ceases to be a member of the Club; or
  - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under Rule 68; or
  - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

**Note:** A Committee member may not hold the office of Secretary if they do not reside in Australia.

## **59. Filling casual vacancies**

1. The Committee may appoint an eligible member of the Club to fill a position on the Committee that—
  - (a) has become vacant under Rule 58; or
  - (b) was not filled by election at the last annual general meeting.
2. If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
3. Rule 57 applies to any committee member appointed by the Committee under Rule 59.1 or 59.2.
4. The Committee may continue to act despite any vacancy in its membership.

## **Division 4—Meetings of Committee**

### **60. Meetings of Committee**

1. The Committee will normally meet monthly from March to November each year or as otherwise published in the Club Calendar
2. The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Club at which the members of the Committee were elected.
3. Special committee meetings may be convened by the President or by any 4 members of the Committee.

### **61. Notice of meetings**

1. Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
2. Notice may be given of more than one committee meeting at the same time.
3. The notice must state the date, time and place of each meeting.
4. If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
5. The only business that may be conducted at the meeting is the business for which the meeting is convened.

### **62. Urgent meetings**

1. In cases of urgency, a meeting can be held without notice being given in accordance with Rule 61 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
2. Not with standing Rule 64.2 a Quorum at an Urgent meeting may be achieved and a decision voted on using electronic media.
3. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

**Example:** Urgent matters, eg relating to safety at Club events may arise at remote locations, making it impractical for sufficient committee members to attend in person to constitute a Quorum

### **63. Procedure and order of business**

1. The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
2. The order of business may be determined by the members present at the meeting.

#### **64. Quorum**

1. No business may be conducted at a Committee meeting unless a quorum is present.
2. The quorum for a committee meeting is the presence in person of fifty percent (50%) of the committee members holding office.
3. If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting:-
  - (a) in the case of a special meeting, the meeting lapses;
  - (b) in any other case, the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 61.

#### **65. Voting**

1. On any question arising at a committee meeting, each committee member present at the meeting has one vote.
2. A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
3. Rule 65.2 does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
4. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

#### **66. Conflict of interest**

1. A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
2. The member:-
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

**Note:** Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

3. This rule does not apply to a material personal interest:-
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Club is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Club.

#### **67. Minutes of meeting**

1. The Committee must ensure that minutes are taken and kept of each committee meeting.
2. The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 66.

#### **68. Leave of absence**

1. The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
2. The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

#### **69. Source of funds**

The funds of the Club may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

## **70. Management of funds**

1. The Club must maintain an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
2. Subject to any restrictions imposed by a general meeting of the Club, the Committee may approve expenditure on behalf of the Club.
3. The Committee may authorise the Treasurer to expend funds on behalf of the Club (including by electronic funds transfer) up to \$200 without requiring approval from the Committee for each item on which the funds are expended.
4. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
5. All funds of the Club must be deposited into the financial account of the Club no later than 10 working days after receipt.
6. With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

## **71. Financial records**

1. The Club must keep financial records that:-
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
2. The Club must retain the financial records for 7 years after the transactions covered by the records are completed.
3. The Treasurer must keep in his or her custody, or under his or her control:-
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

## **72. Financial statements**

1. For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Club are met.
2. Without limiting Rule 72.1 those requirements include:-
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Club;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

# **PART 7—GENERAL MATTERS**

## **73. Common seal**

1. The Club may have a common seal.
2. If the Club has a common seal:-
  - (a) the name of the Club must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary.

## **74. Registered address**

1. The registered address of the Club is:-
  - (a) the address determined from time to time by resolution of the Committee; or
  - (b) if the Committee has not determined an address to be the registered address, the postal address of the Secretary.

## **75. Notice requirements**

1. Any notice required to be given to a member or a committee member under these Rules may be given by:-

- (a) handing the notice to the member personally; or
  - (b) sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
2. Rule 75.1 does not apply to notice given under Rule 62.
  3. Any notice required to be given to the Club or the Committee may be given:-
    - (a) by handing the notice to a member of the Committee; or
    - (b) by sending the notice by post to the registered address; or
    - (c) by leaving the notice at the registered address; or
    - (d) if the Committee determines that it is appropriate in the circumstances:-
      - i) by email to the email address of the Club or the Secretary; or
      - ii) by facsimile transmission to the facsimile number of the Club.

## **76. Custody and inspection of books and records**

1. Members may on request inspect free of charge:-
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to Rule 76.2 the financial records, books, securities and any other relevant document of the Club, including minutes of Committee meetings.

**Note:** See note following Rule 18 for details of access to the register of members.

1. The Committee may refuse to permit a member to inspect and or copy records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.
2. The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
3. Subject to Rule 76.2 a member may make a copy of any of the other records of the Club referred to in this rule and the Club may charge a reasonable fee for provision of a copy of such a record.
4. For purposes of this rule relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Club and includes the following:-
  - (e) its membership records;
  - (f) its financial statements;
  - (g) its financial records;
  - (h) records and documents relating to transactions, dealings, business or property of the Club.

## **77. Winding up and cancellation**

1. The Club;-
  - (a) must be wound up if the number of members entitled to vote at a general meeting or any other meeting of the Club is less than 5 .
  - (b) May be wound up voluntarily by special resolution of a general meeting of the Club.
2. In the event of the winding up or the cancellation of the incorporation of the Club, the surplus assets of the Club must not be distributed to any members or former members of the Club.
3. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual members.
4. The body to which the surplus assets are to be given must be decided by special resolution.

## **78. Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Club.

**Note:** An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than Rules 1, 2 or 3) are altered, the Club is taken to have adopted its own rules, not the model rules.