

**CONSTITUTION OF THE COUNTIES DOG OBEDIENCE CLUB
(INCORPORATED)**

- 1 **NAME** - The club shall be called COUNTIES DOG TRAINING CLUB INCORPORATING COUNTIES DOG OBEDIENCE CLUB.
- 2 **HEADQUARTERS OF CLUB** - Headquarters of the Club is the address of the person for the time being holding the office of Secretary of the Club.

3 **OBJECTS -**

- i To assist members to train their dogs to be socially acceptable.
- ii To instruct and train members in any event, sanctioned by the New Zealand Kennel Club or as the Club shall decide.
- iii To actively promote and encourage club spirit and companionship.

4 **MEMBERSHIP**

- 4A **REGISTER** - There shall be an unlimited number of members whose names and addresses shall be kept in a book by the Secretary and shall be available for inspection by any member by arrangement with the Secretary.


- 4B **APPLICATION FOR MEMBERSHIP** - Any individual may apply for membership and the election of members shall be vested in the Committee. The receipt of a subscription does not automatically entitle the candidate to membership. The candidate's name shall be brought before the Committee for election at the meeting immediately following the receipt of his/her application by the Secretary.

4C **LIFE MEMBERS -**

- i Life membership can only be bestowed at an Annual General Meeting. The nomination and CV must be presented to the Secretary in writing by two or more members and sanctioned by the committee prior to the Annual General Meeting.
- ii There shall be not more than two life members elected in any one year.
- iii Life members shall be exempt from all subscriptions and other charges but shall otherwise enjoy all the rights, privileges and duties of an ordinary member.
- iv Voting in respect to life members shall be by secret ballot.

4D **ASSOCIATED MEMBERS** - Associated membership shall be open to members of other clubs living outside of the zone of influence. They shall

ASSISTANT REGISTRAR
INCORPORATED SOCIETIES



AUCKLAND

have normal club privileges but no voting rights. A reduced fee for associated members shall be fixed by the committee and may be varied by the committee from time to time.

4E JUNIOR MEMBERS - Any member under the age of 18 years on the day of the Annual General Meeting shall be deemed to be a junior member. A junior membership fee shall be fixed by the committee and may be varied by the committee from time to time.

4F EXPULSION OF MEMBERS - If the conduct of any member shall in the opinion of the committee be injurious to the character or interests of the club, the committee may at a meeting (the notice convening which includes as an object the consideration of the conduct of the member) determine that an Extra Ordinary General Meeting of the club shall be called for the purpose of passing a resolution to expel that member. Notice of the Extraordinary General Meeting shall be sent to the member giving particular date and hour of the meeting so that said member may attend and offer an explanation. If at the meeting a special resolution to expel is passed, that member's name shall be forthwith erased from the list of members and shall thereupon cease for all purposes to be a member of the club.

4G RESIGNATION - Any member may resign membership in writing. Any member who refuses or neglects to pay such annual subscription as shall have been fixed within two months of the date fixed for payment in any year shall be deemed to have resigned membership upon the expiry of the two months. Provided that the committee shall have the power to reinstate any such member on good cause being shown and all arrears of subscriptions being paid.

5 SUBSCRIPTIONS AND FEES - The amount of the annual subscription payable by any class of member and the time of payment thereof shall be fixed by the committee and may be varied by the committee from time to time. The amount of training fees payable by any class of member shall be fixed by the committee and may be varied by the committee from time to time.

6 FAMILY MEMBERSHIP - The definition of family membership is two adults and any number of children under the age of 18 years living in the same dwelling.

7 HONORARIUMS - Honorariums shall be paid to the President, Secretary and Treasurer annually, the amount as set at the Annual General Meeting.

8 THE CLUB

8A OFFICERS - The officers of the club shall consist of a President, Vice President, Secretary and Treasurer.

8B COMMITTEE - There shall be a committee of not fewer than seven members and not more than thirteen members, which committee shall be



comprised of the President, Vice President, Secretary and Treasurer and not fewer than three and not more than nine ordinary committee members. The committee shall retire annually at the Annual General Meeting and shall be eligible for re election.

8C PATRON - A patron and a vice-patron may be elected at any Annual General Meeting. The term of any such patron or vice-patron shall expire at the following Annual General Meeting.

9 NOMINATION AND ELECTION OF COMMITTEE -

- i The nomination and election of the committee shall take place at the Annual General Meeting and shall be by secret ballot.
- ii A person who cannot attend the Annual General Meeting may stand for committee providing a personally written letter of intent is received by the Secretary before commencement of the meeting.

10 VACANCIES

- i **PRESIDENT** - If the President retires then his/her office will be taken by the Vice President for the rest of the term. Other executive offices can only be replaced at an Extraordinary General Meeting.
- ii **COMMITTEE** - The committee may appoint a person or persons who are club members to fill any vacancy on the general committee.

11 MANAGEMENT - Except where these rules otherwise provide the committee shall have the entire management of the club and shall have the power to deal with any question relating to the management of the club provided for in these rules.

12 MEETINGS OF THE CLUB

12A ANNUAL GENERAL MEETINGS - The Annual General Meeting shall be held not later than the 31st of March in each year.

12B NOTICE OF ANNUAL GENERAL MEETING - Fourteen days notice in writing of any Annual General Meeting shall be given to all members of the club. A notice may be given to any member either personally or by sending it by post to their usual or last known address. Where a notice is sent by post, service of the notice shall be deemed to be effected at the expiration of one day after its posting by prepaid letter. The accidental omission to give notice of a meeting to or the non-receipt of notice of meeting by any member shall not invalidate the proceedings at any meeting.

12C BUSINESS OF ANNUAL GENERAL MEETING - The business of the General Meeting shall be to -

to approve minutes of the previous Annual General Meeting



- ii to receive the Annual Report and the Financial Statement
- iii to elect the officers
- iv to consider motions of which prior notice has been given.
- v to transact general business.

12D VOTING - Except as is otherwise provided in these rules voting shall be by a show of hands unless a member shall require a ballot. The President shall have a casting as well as a deliberate vote. Only financial members over the age of 18 years shall be entitled to vote at such meeting.

12E EXTRAORDINARY GENERAL MEETINGS -

- i An Extraordinary General Meeting shall be called by resolution of the committee or on requisition in writing to the Secretary of any ten members and fourteen days notice in writing of any Extraordinary General Meeting shall be given to all members of the club.
- ii The requisition shall set out specifically the business for which the Extraordinary General Meeting has been called.
- iii At an Extraordinary General Meeting only the business set out in the notice shall be considered, provided that the members may, by unanimous vote, permit the consideration of additional business.

12F COMMITTEE MEETINGS - There shall be meetings of the committee as often as they may be deemed necessary and on such dates as the executive may determine and seven days notice of such meeting shall be given to all members of the committee.

12G QUORUMS

- i At an Annual General Meeting ten members shall constitute a quorum, at an Extraordinary General Meeting ten members constitute a quorum. At a committee meeting four members shall constitute a quorum. In the event of no quorum a further meeting will be called giving usual notice.
- ii If at a resumed meeting there is still no quorum present then those present shall constitute a quorum and shall be entitled to transact the business of the meeting.
- iii At a Extraordinary General Meeting called by the requisition of members if there is no quorum present then the President shall declare the meeting lapsed.

12H RESOLUTIONS - There shall be two types of resolution, namely a "resolution" and a "special resolution". A resolution proposed at any meeting shall be passed if a majority of the persons present and entitled to vote at such meeting vote in favour of the resolution. A special resolution proposed at any




meeting shall be passed if not fewer than two-thirds of the persons present and entitled to vote at such meeting vote in favour of the resolution.

- 13 BY-LAWS AND REGULATIONS** - The committee shall have the power to make by-laws and regulations for the good government of the club provided such by-laws and regulations are not inconsistent with the rules of the club. Any such by-laws and regulations shall be recorded in the minute book and shall be posted in a public place in or about the principal premises of the club.
- 14 ALTERATION OF THE RULES OF THE CONSTITUTION** - The rules shall not be altered or repealed, nor any new rule introduced except at the Annual General Meeting or a Extraordinary General Meeting called for that purpose. Notice of any proposed alteration, repeal or introduction of a new rule shall be given to each member fourteen days prior to the meeting. A copy of the amended rules shall be sent to the New Zealand Kennel Club forthwith.
- 15 PROPERTY** - The administration and control of club property shall be vested in the committee.
- 16 FINANCE**
- 16A FINANCIAL YEAR** - The financial year of the club shall commence on the 1st day of January and conclude on the 31st day of December each year.
- 16B BANK** - All monies paid to or received by or on behalf of the club shall be paid to the credit of the club at such bank or banks as the committee may from time to time appoint. All cheques drawn on such bank and all withdrawals from such bank or banks shall be signed by not fewer than two officers of the club.
- 16C INVESTMENT** - The committee may from time to time invest and reinvest in such securities and upon such terms as it shall think fit, the whole or any part of the club's funds which shall not be required for the immediate business of the club.
- 16D BORROWING** - The committee shall with the prior sanction of a special resolution duly passed at a General Meeting of the club have power to borrow for the purposes of the club, any sum or sums of money on the security of all or any of the club's property and to secure such borrowing by the giving of mortgages, encumbrances or charges upon the usual terms and conditions in the city of Auckland.
- 16E ANNUAL REPORT** - An Annual Report shall be drawn up by the Secretary and submitted to the President for approval prior to the Annual General Meeting. This report together with a copy of the annual balance sheet and income and expenditure accounts shall be circulated to all members fourteen days prior to the Annual General Meeting.



- 16F AUDIT** - The committee shall appoint a qualified person to audit the club's accounts each year.
- 16G ALLOWANCES** - The committee may pay all or any of the officers or committee allowances for general expenses not specifically refunded to them at their discretion.
- 16H RECEIPTS** - In all cases of expenses claimed by a member receipts for expenditure must be provided before reimbursement will apply.
- 17 MINUTE BOOK** - Minutes of the proceedings of all meetings shall be recorded in books to be kept for that purpose. A club copy will be available for members to read at the Secretary's table along with a copy of the Constitution.
- 18 INTERPRETATION** - If any doubt shall arise as to the construction or interpretation of any rule then the decision of the committee shall be final provided that such decision shall be recorded in the minute book.
- 19 PECUNIARY GAIN** - No member of the club shall derive any pecuniary gain, (except as a salaried officer or by way of honorarium for services rendered voted by the members at a General Meeting), from any property or operations of the club.
- No addition or alteration of the pecuniary gain clause or dissolution clause shall be approved without the approval of the Inland Revenue Department.
- 20 DISSOLUTION** - In the event of the dissolution winding up or cessation to exist as a registered incorporated society, the assets of the club after the payment be made of all debts, liabilities and expenses shall be donated to the Royal New Zealand Foundation for the Blind Guide Dog Services (Incorporated).
- 21 ZONE OF INFLUENCE** - The zone of influence shall be a fifteen kilometre radius from Tuakau Central Business District.
- 22 CLUB COLOURS** - The club colours will be light blue and navy as registered with Zone 1.

ASSISTANT PRESIDENT OF INCORPORATED SOCIETIES	<i>[Signature]</i>
 TREASURER	<i>[Signature]</i>
AUCKLAND TTEE	<i>[Signature]</i>

Alteration of rules registered, this <u>14</u> day of <u>September</u> , 19 <u>98</u> <i>[Signature]</i> Assistant Registrar of Incorporated Societies, Auckland. Christine Heather Docherty
--