

Central Allbreeds Dog Training School Constitution

Document Information

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Part I – Name and Objectives

1. Name and Headquarters

- a. The name of the Club shall be CENTRAL ALLBREEDS DOG TRAINING SCHOOL, herein referred to as the Club.
- b. The headquarters and registered office of the Club shall be the address of the person for the time being holding the office of Secretary.

2. Objectives

- a. The Club is composed of people who share a common interest in the training of dogs of any breed or type. The objectives of the Club shall be:
 - b. To encourage the training of dogs in obedience;
 - c. To do all things that may be considered advisable and necessary to promote the interest of members including:
 - d. Holding lectures and arranging other activities aimed at improving the standard of training and obedience;
 - e. Holding trials and tests and other social or formal events and functions;
 - f. Encouraging participation by owners and fanciers alike in events organised by the Club, and
 - g. Promoting good fellowship and mutual support among dog owners and dog fanciers.
- h. To support all recognised Clubs affiliated and associated to the New Zealand Kennel Club (Inc.)

Part II – Membership

3. Membership

- a. Any person wishing to train their dog, or any person who supports and will abide by the objectives and rules of the Club shall be eligible for membership.
- b. Application for membership shall be made in writing to the Secretary, who shall be empowered to accept membership protem until the names of new members have been confirmed by the Committee at the first meeting after application has been made.
- c. Membership shall commence from confirmation of the application and on payment of the appropriate subscription and shall remain valid provided membership subscriptions are paid as required each financial year or until any termination or disqualification of membership as provided for in Part X of this Constitution.
- d. Life membership may be awarded to any member or past member of the Club whose service to the Club is deemed to have been outstanding. Life members shall have all the rights of membership. Nominations for Life membership must be accompanied by a written summarisation of the member's accomplishments for presentation and subsequent voting on at an Annual General Meeting. Such nominations are considered to be Notices of Motion.
- e. Fellow members shall be those persons who have shown special and active interest in the Club or its affairs; and upon whom the Club has by simple majority of the members voting at an Annual or Special General Meeting conferred the status of Fellow membership. Fellow members shall have all the rights of membership.
- f. Absentee members shall be those persons who have shown special and active interest in the Club or its affairs; and upon whom the Committee has conferred the status of Honorary membership.
- g. Membership of the Club entitles members to train their dogs at the Club's training classes and attend all Club functions.
- h. Any member may resign from the Club on giving to the Secretary notice in writing of their intention to do so, and on paying all subscriptions due to the date of expiry of such notice and returning all Club property.

Part III – Management

4. Management

- a. The affairs of the Club shall be managed by a Committee which will have the full responsibility for the management and organisation of the Club. Without limiting the powers of the Committee its responsibilities shall include:
- b. The use of the funds of the Club as are necessary or proper in payment of costs and expenses in carrying out the objectives of the Club.
- c. Keeping the public and members of the Club aware of the objectives and work of the Club by all suitable means, as deemed fit.
- d. From time to time investing moneys in such forms of investments as are authorised for investments.
- e. Doing all such lawful acts and things as in the opinion of the Committee may be incidental or conducive to the attainment of any of the Club's objectives.
- f. The setting of annual subscriptions.
- g. The Committee shall consist of the President, a Vice-President, a Secretary, a Treasurer (or Secretary/Treasurer) and such other Committee members as are considered necessary PROVIDED the number of additional Committee members shall not be less than seven (7) nor more than fifteen (15) persons, and provided that the requirements of clause 5(g) of this Constitution shall be observed as necessary.
- h. In addition to the Committee the Club may at an Annual General Meeting elect such Honorary Offices as it deems appropriate including a Patron, an Auditor, a Legal Advisor and a Veterinary Surgeon. Such Honorary Officers need not be members of the Club.
- i. The term of office of the Committee shall commence immediately on election at the Annual General Meeting and continue until the next Committee is elected at the following Annual General Meeting.
- j. The Committee may act notwithstanding any vacancy in its body and may fill any vacancy by appointing another member of the Club who shall hold office until the next Annual General Meeting.
- k. The Committee shall have power to co-opt or to appoint any Sub-Committee with or without power of voting, any person or persons whose advice or assistance it may consider of special value, whether or not such a person is a member of the Club. The President and Vice-President shall be ex-officio members of all Sub-Committees.

Part IV – Financial

5. Financial

- a. The Club's financial year shall commence on the first day of January and end on the 31st day of December.
- b. All moneys received on account of the Club shall be deposited by the Treasurer to the credit of the Club at its bankers within reasonable time of receipt.
- c. No member shall incur any liability for the Club without the prior consent of the Committee.
- d. The payment of all accounts rendered to the Club shall be made by cheque signed jointly by the Treasurer and one other authorised Committee member. All accounts so paid shall be ratified for payment by the Committee.
- e. A statement of Income and Expenditure for each period of one year ending 31st December, and a Balance Sheet setting out assets and liabilities as at that date shall be compiled, duly audited and made available to members.
- f. No member or person associated with a member of the Club shall derive any income, benefit or financial advantage from the Club except where the income, benefit or advantage is derived from; (a) Professional services to the Club rendered in the course of business charged at no greater rate than the current market rates; or (b) Interest on money lent at no greater rate than current market rates.
- g. In the event of the Committee deciding by resolution that expenditure in excess of \$5,000.00 should be incurred in respect to any capital item or on any other extra ordinary potential financial commitment, then a copy of such resolution shall be posted on the Club notice board and a Special General Meeting of the Club shall be called for the purpose of confirming this resolution.

Part V – Subscriptions

6. Subscriptions

- a. The annual subscriptions for members for each financial year shall be such sum as fixed by the Committee at its last meeting prior to 31 December each year and the membership subscriptions shall become due on 1 January of the year immediately following, and shall be payable on that date and prior to the Annual General Meeting.
- b. No one shall be deemed to be a member or entitled to the privileges of membership until their subscription has been paid.
- c. Any member failing to pay their subscription by the Annual General Meeting, shall be deemed a 'member in arrears' and shall be given notice by the Secretary that the subscription be not paid on the expiry of one month from the date of the Annual General Meeting they shall cease forthwith to be a member.
- d. A 'member in arrears' shall not be entitled to any privileges of membership and will not be eligible to compete for Club trophies.
- e. Any person ceasing to be a member shall forthwith return either in person or by post, to the Secretary, any trophy or property belonging to the Club.
- f. The Committee may in exceptional circumstances remit the whole or any part of the subscriptions payable by any member.

Part VI – Duties of Office Holders

7. Duties of Committee Office Holders

It shall be the duty of the President:

- To accept overall responsibility for the control and supervision of the affairs of the Club.
- To be the Club leader and chief spokesperson.
- To act as Chairperson at all Club and Committee meetings. The President's ruling on any question of order, procedure or interpretation of the Club's rules shall be accepted as final.

It shall be the duty of the Vice President:

- To deputise for the President as required.
- To serve as the link between members of the Committee and the President.
- To supervise and co-ordinate the activities of the Sub-Committees as required.
- To regularly report to the President and accept new assignments as they arise.

It shall be the duty of the Secretary:

- To issue all notices of meetings.
- To keep minutes of all Club and Committee meetings.
- To conduct correspondence as directed by the Committee.
- To maintain a register of all Club members.

It shall be the duty of the Treasurer:

- To collect all moneys paid to the Club and issue and collect receipts.
- To deposit all moneys received promptly into the Club's bank accounts.
- To pay all accounts received and due for payment prior to the next Committee meeting.
- To prepare for each Committee meeting a financial statement which shall indicate the accounts paid since the previous Committee meeting and the current balance of the Club's bank accounts.
- To keep full accounts of all moneys received and paid out.
- To have receipt book, bank deposit book, cheque book and all account books available at each Committee meeting or at any time for the Honorary Auditor.
- To present to the Annual General Meeting a duly audited statement of income and expenditure, and a balance sheet showing assets, liabilities and accumulated funds.

It shall be the duty of each elected Committee member:

- To accept responsibility for researching, planning, undertaking or supervising specific activities as required.
- To keep the Committee fully briefed on individual assigned areas of responsibility.

8. Duties of Honorary Officers

- a. It shall be the duty of the Patron, Legal Advisory and Veterinary Surgeon to assist the Club as and when required.
- b. It shall be the duty of the Auditor to examine the accounts of the Club at any time, and to audit the Club accounts and balance sheet prior to presentation to the Annual General Meeting.

Part VII – Election of Office Holders

9. Election of the Committee

- a. At each Annual General Meeting, all office holders and members of the Committee shall retire from office, but shall be eligible for re-election.
- b. The Club shall elect from its members its President, Vice President, Secretary, Treasurer and Committee members.
- c. The procedure for the election of the Committee shall be as follows:
- d. Any member is eligible for election to the Committee.
- e. The election of Committee members shall be achieved by voting at the Annual General Meeting.
- f. Nominations for candidates for election may be submitted to the Secretary in writing prior to the Annual General Meeting or made from those persons present at the Annual General Meeting.
- g. Each candidate must be duly proposed and seconded by members of the Club and the candidate need not necessarily be present at the Annual General Meeting provided they have signified in writing their consent to being nominated.
- h. If there are more nominations than one for the office of President, Vice-President, Secretary, Treasurer (or Secretary/Treasurer) or if the total number of nominations for additional Committee members exceed fifteen (15), the Secretary shall cause ballot papers to be prepared. The names shall be set out in alphabetical order of the candidates for each election where a secret ballot is required.
- i. The President with the consent of the meeting, shall appoint two scrutineers from among those present at the Annual General Meeting who are not candidates for election.
- j. Each member eligible to vote shall indicate the name of the person on such ballot paper or papers for whom they desire to vote. The highest polling candidate or candidates shall be declared elected.
- k. Should any member vote for a greater number of persons than there are vacancies, their vote shall be invalid.
- l. The ballot shall be in the following order : President, then Vice-President, then Secretary, then Treasurer (or Secretary/Treasurer), then such other Committee members as are considered necessary provided the total number of additional Committee members does not exceed fifteen (15) persons.
- m. At the completion of counting, the scrutineers shall provide the Secretary with the results of the ballot including the numbers of votes recorded for each candidate.
- n. In the case of an equality of votes a further secret ballot of those present at the meeting shall decide the matter.

10. Election of Honorary Officers

- a. Nominations for Honorary Officers for election may be submitted to the Secretary in writing prior to the Annual General Meeting or made from those persons present at the Annual General Meeting.
- b. The election of Honorary Officers shall be achieved by voting at the Annual General Meeting.

Part VIII – Meetings

11. Meetings

Annual General Meeting

- a. The annual General Meeting of the Club shall be held not later than the thirty-first (31st) day of March each year, on a day and at a time and place to be appointed by the Committee. Members shall be given not less than forty-two (42) days preliminary notice of the date of such meeting and such notice shall specify the date by which notices of motion must be received.
- b. Notices of motion for consideration by the Annual General Meeting shall be in the hands of the Secretary not less than twenty eight (28) days prior to the date of the Annual General Meeting and shall be advised to all members fourteen (14) clear days prior to the date of the Annual General Meeting.
- c. The President shall prepare an Annual Report of the Club's activities for presentation at the Annual General Meeting. In addition a duly audited Balance Sheet showing receipts and expenditure for the past financial year and the assets and liabilities of the Club shall be available to each member at the meeting.
- d. The order of business at the Annual General Meeting shall be:
 - Apologies
 - Adoption of Minutes of Previous Annual General Meeting
 - Matters Arising from Minutes
 - Presentation of Annual Report
 - Presentation of Balance Sheet and Financial Statements
 - Election of Committee/s
 - Notices of Motion
 - General Business
- e. Notices of Motion may only be adopted at an Annual General Meeting in the general form submitted. Any substantive changes to Notices of Motion proposed at the Annual General Meeting shall be ruled out of order by the Chairperson.

Special General Meetings

- f. A Special General Meeting of the Club shall be convened by the Secretary on receipt of a requisition signed by ten (10) financial members of the Club or by resolution of the Committee. Such meeting shall be held within twenty-eight (28) days after receipt of a requisition from financial members and not less than fourteen (14) days written notice shall be given to all members setting out the purpose for which such meeting is being called.
- g. No business other than that for which due notice has been given shall be transacted at a Special General Meeting.

Quorum

- h. A quorum for any General Meeting of the Club shall be ten (10) members personally present, and no business shall be transacted at any meeting unless a quorum is present.
- i. If within half an hour of the appointed time for a meeting a quorum is not present the meeting if a Special General Meeting convened upon the requisition of members, shall be dissolved.

In any other case it shall be adjourned to the same day and time in the next week, all members shall be notified and any members present at the subsequent meeting may transact any business as set down for that meeting as if they constitute a full quorum.

Committee Meetings

- j. Members of the Committee shall be held at such time and place as may be determined by the Committee.
- k. The first Committee meeting of the year shall be held immediately following the Annual General Meeting, and no notice is required for this meeting. The primary purpose of this meeting shall be to agree suitable times and locations for Committee meetings on the forthcoming year.
- l. The Agenda for any Committee meeting shall consist of:
 - Apologies
 - Minutes of previous meeting for adoption
 - Matters arising from minutes
 - Accounts and financial statements
 - Correspondence and communications for ratification
 - General business in which any member may introduce any matter pertaining to the management of the Club and its affairs.
- m. A quorum for a meeting of the Committee shall be seven (7) members personally present.
- n. Any member of the Club shall have the right to attend meetings of the Committee, and may speak at the discretion of the Chairperson.
- o. Emergency Committee meetings may be called by the Secretary on instruction from the President when circumstances require urgent attention to items of business.

12. Chairing of Meetings

- a. All meetings of the Club and of the Committee shall be presided over by the President if in attendance, or in his/her absence by the Vice-President. In the absence of both such officers the meeting shall elect a Chairperson from among the members present except however that if the President so decides she/he may invite any member to act as Chairperson for the whole or part of a Club or Committee meeting.

Part IX – Meeting Procedure

13. Meeting Procedure

- a. Meetings shall be conducted in accordance with the recognised rules of debate and any Standing Orders for meetings of the Club.
- b. Every question submitted to a meeting shall be decided in the first instance on the voices, and in the case of decisions being in doubt, by a show of hands. Every person entitled to vote shall have one vote. Unless a secret ballot is demanded by the Chairperson or by one-tenth of the members present, a declaration by the Chairperson that a resolution has been carried or not carried as the case may be, shall be sufficient. If a secret ballot is demanded as aforesaid, it shall be taken in such manner and at such time as the Chairperson of the meeting may direct. The demand for a secret ballot may be withdrawn.
- c. At all meetings of the Club only Life and Fellow members and full financial members may vote.
- d. Unless otherwise specified in all voting a majority (i.e. more than 50% of the number of voters) shall determine the result of the poll.
- e. Where a secret ballot is held, two scrutineers shall be appointed by the Chairperson with the consent of the meeting to count the votes, such appointment being made before the taking of votes.
- f. The Chairperson of any meeting of the Club or of the Committee shall in the case of an equality of votes also have the casting vote.
- g. Minutes shall be kept of the proceedings of all meetings of the Club, the Committee and where practicable of any Sub-Committees.

Part X – Discipline and Disputes

14. Termination of Membership

- a. The membership of any person may be terminated at any time by resolution of the Committee which, in its discretion, considers there is sufficient cause. The member concerned shall be advised prior to any decision being taken on disciplinary action and given the opportunity to present an explanation and also be given the right of appeal at the next Committee meeting of which they shall receive not less than fourteen (14) days' notice. If, after the second Committee meeting and presentation of all facts, the Committee proceeds with terminating the membership, then the member involved may apply to the New Zealand Kennel Club for a review of the Committee's decision and any decision made by the New Zealand Kennel Club following such application shall be final.
- b. Any member who is suspended from the privileges of the New Zealand Kennel Club shall likewise be suspended from the privileges of the Club forthwith.

15. Disqualification of Member

- a. Any member whose conduct has in the opinion of the Club Committee been injurious or is likely to be injurious to the character or interests of the Club may be disqualified from membership of the Club or from holding an office holder position within the Club for such period as the Committee may determine.
- b. The member concerned shall be advised prior to any decision being taken on disqualification and given the opportunity to present an explanation and also be given the right of appeal at the next Committee meeting of which they shall receive not less than fourteen (14) days' notice. If, after the second Committee meeting and the presentation of all facts, the Committee proceeds with disqualification, then the member involved may apply to the New Zealand Kennel Club for a review of the Committee's decision and any decision made by the New Zealand Kennel Club following such application shall be final.

16. Refund of Subscription

- a. A member whose membership has been altered in terms of Part X of this Constitution shall not be entitled to the return of any portion of their current subscription, nor have any claim against the Club.

17. Censure

- a. The Committee may censure a member on any issue if in the Committee's opinion there is not sufficient cause to justify termination or disqualification from membership of the Club.

18. Final Appeal

- a. The New Zealand Kennel Club is acknowledged to be the final source of appeal in all matters of dispute.

Part XI – Instructors and Team Selection

19. Instructors

- a. The Committee shall confirm the appointment of all instructors after being satisfied the persons concerned are competent to officiate in this capacity.
- b. All instructors shall be responsible to the Committee in the performance of their duties.

20. Team Selection

- a. The Committee shall elect a Club Captain who shall be responsible for dealing with all matters pertaining to selection of teams and other duties of a similar nature.
- b. Each member must acknowledge on the current yearly membership form by marking the appropriate box if the member is available for Team Selection, the available period covers 1st January to 31st December each year.

Part XII – Trophies, Prizes and Assets

21. Committee Responsibility

- a. All trophies and other property of the Club are vested in the Committee to be held in trust for the members of the Club.
- b. The Club Committee may appoint any member to be the Club Trophy Steward whose responsibility it shall be to maintain a record of where each trophy is held.

22. Criteria and Eligibility for Trophies, Prizes and Club Titles

- a. The criteria for receipt of trophies, prizes or Club titles shall be determined by the Club Committee and may be amended by the Committee as it sees fit.
- b. All trophies, prizes and Club titles not included in clause 22.c are open to all but Absentee members of the Club.
- c. For any Club member to be eligible to win Central Allbreeds Dog Training School “Specials” at the Club's Championship Obedience Tests, the member must be available for Team Selection as required in clause 20.b.

23. Presentation and Return of Trophies

- a. Wherever possible perpetual trophies shall be presented at the Club event at which they are on offer.
- b. Members having received trophies shall return them to the Club Trophy Steward or such other person or persons as from time to time may be nominated by the Committee in time for presentation at the next show at which they are on offer.

Part XIII – Winding Up

24. Winding Up

- a. The Club may be wound up voluntarily if the members at any Special General Meeting pass a resolution requiring the Club to be so wound up and this resolution is confirmed at a subsequent Special General Meeting called for that express purpose and held not less than thirty (30) days later.
- b. Upon dissolution of the Club any surplus assets after payment of all liabilities shall be paid to the New Zealand Kennel Club to be held in trust for any future Club which may be formed to meet objects similar to those at this Club.
- c. On any dissolution or winding up of the aforesaid no payment in money or distribution of assets or other benefits whatsoever shall be paid, applied or distributed to any member past or present for the personal benefit of such member or members.

Part XIV – General

25. Validity of Actions

- a. All acts done by any meeting of the Committee shall notwithstanding that there was afterwards discovered to be some defect in the appointment of any member of the Committee or that any of them were disqualified or that such meeting was not duly convened, as valid as if all such persons were duly qualified and appointed and such meeting duly convened.
- b. Should any case arise where the validity of an agreed action of the Committee is questioned after that action has been taken, the Club Committee shall have absolute discretion to decide what, if any, remedial action is appropriate.

26. Notices to Members

- a. Any Notice required to be served on members shall be deemed to have been duly given if prominently displayed on the Notice Board in the Clubrooms. Any such notice may be incorporated in the Club magazine or other document published by the Club for distribution to members by displaying such notices therein prominently.

27. Advice of Change of Address

- a. Members shall be required to notify the Club Secretary of any change of address, and the Committee shall not be responsible for the non-delivery of any notice or other communication due to the failure of any member to comply with this requirement.

Part XV – Alteration and Interpretation of Rules

28. Alteration to Rules

- a. The rules of the Club as contained in this Constitution may be altered, added to or rescinded at an Annual General Meeting or at any Special General Meeting of which at least fourteen (14) days' notice has been given to all members. The notice so given shall contain a copy of or state briefly the nature of, the resolution to be moved at the meeting.
- b. All alterations to the rules agreed to shall be notified to the New Zealand Kennel Club.
- c. The Secretary shall register any alteration in, or addition to, this Constitution as required by any statutory provisions in force at that time immediately after they have been approved.
- d. In the event of any questions as to the construction or application of any of the provisions in this Constitution the Committee is hereby empowered to decide the same.
- e. If any case occurs which is not provided for in this Constitution it shall be determined by the Committee in such manner as it sees fit, and its decision will be final.