



**OTAGO CANINE TRAINING
CLUB (INC.)**

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Club Rules

November 2004

THE RULES OF THE OTAGO CANINE TRAINING CLUB INCORPORATED

1. NAME

The name of the Club is the OTAGO CANINE TRAINING CLUB INCORPORATED.

2. REGISTERED OFFICE

- 2.1 The registered office of the Club shall be situated at the residential address of the Secretary.
- 2.2 Notice of every change of the registered office shall be given to the Registrar of Incorporated Societies.

3. AIMS

The Club is established to carry out the following aims:

- 3.1 To abide by and comply with the rules for obedience and agility as set out in the Rules and Regulations of the New Zealand Kennel Club (Incorporated).
- 3.2 To hold trials and tests for canine obedience and agility.
- 3.3 To provide instruction for members.
- 3.4 To promote advancement of dog training and to encourage and facilitate friendship and cooperation amongst members.
- 3.5 To hold; purchase; acquire by gift, devise, bequest or otherwise; take on lease any property, real or personal, in the name of the Club which shall be deemed expedient for the purpose of the Club and to sell, exchange, mortgage, pledge, lease, hire out, and grant any option over such property and to erect any buildings on any land included in such property with power to alter or pull down buildings and to rebuild the same.
- 3.6 To use the funds of the Club for all such things as are incidental or conducive to the attainment of the above aims.

4. MEMBERSHIP

- 4.1 The membership of the Club shall consist of:
 - (i) Adult members.
 - (ii) Junior members.
 - (iii) Family members.
 - (iv) Life members.
 - (v) Friends of the Club.
- 4.2 Junior members shall be under the age of 18 years and shall have the rights and privileges of an adult member with the following exceptions:
 - (i) Nomination of officers.
 - (ii) Voting.
 - (iii) Participation in the distribution of the Club's assets in the event of the Club being wound up.
- 4.3 Family members shall comprise any two or more members of the same immediate family (within the first degree of relationship) residing at the same address.
- 4.4 Life members shall be appointed by resolution in general meeting pursuant to the recommendations of the Management Committee in that behalf, in recognition of

services rendered to the Club, and shall thenceforth be exempt from the payment of all fees, subscriptions, levies, or other dues in respect of their membership.

- 4.5 A member will be eligible to become a Friend of the Club if they have been a previous adult member but (a) are no longer regularly training or competing with a dog in obedience or agility and/or (b) have moved out of the Greater Dunedin area. Friends of the Club shall have the rights and privileges of an adult member except that they are not entitled to vote at meetings, are not eligible for annual trophies or awards, may not train with the Club or use membership of the Club as entitlement to compete in NZKC approved championship shows. Occasional competition at ribbon trial level is permitted but the Management Committee reserves the right to request a Friend to upgrade to full membership if they feel that this privilege is being exploited. Friends may upgrade to full membership at any time by payment of the difference between the two membership subscriptions. In the event that a Friend of the Club is elected on to the Management Committee, they shall automatically become full adult members and be entitled to vote for their period of office.
- 4.6 New members shall be admitted upon approval by the Management Committee, but no proposed new member shall be presented as a candidate for membership without application in writing, signed by himself, or by his parent or guardian if applying for Junior membership. Such application shall include but not be limited to the applicant's full names, residential address, the class of membership applied for, and the name, breed, and date of birth of any dog which the applicant proposes to train.

5. ANNUAL SUBSCRIPTION AND TRAINING FEES

- 5.1 Every member shall, on or before the 1st November in each and every year, pay to the Club an annual subscription for the period commencing on the 1st October and expiring on the 30 September next. The amount of the annual subscription may be altered from time to time by a resolution of not less than two-thirds of members present at any duly constituted General Meeting of the Club.
- 5.2 Different annual subscriptions may be set for each class of membership.
- 5.3 Every person applying for membership of the Club shall, in addition to the annual subscription, pay to the Club any additional entrance fee which may be fixed from time to time by a resolution of not less than two-thirds of members present at any duly constituted General Meeting of the Club.
- 5.4 Every member receiving instruction in the handling and training of his dog at a Club training session shall pay to the Club the applicable training fee which will be determined by the Management Committee, for each session attended. This amount is to be paid to the instructor in charge of the class, or to some person appointed to receive such sums, in such manner and at such time as the Management Committee may from time to time direct.
- 5.5 Members of the Management Committee will be refunded their annual subscription for their term of office.

6. LEVIES

- 6.1 Every member shall pay the Club any levies that are considered necessary or expedient for the purpose of furthering the interests of the Club and its members. Such levies will be introduced by resolution passed by a two-third majority of the Management Committee.

7. PENALTIES

- 7.1 Any member whose annual subscription, training fees, or levies are arrears and unpaid for the space of one calendar month from the due date thereof, shall be deemed to be unfinancial. The Management Committee may declare, by resolution, any member whose annual subscription, training fees, or levies are in arrears for the space of two calendar months no longer to be a member, without releasing the member from liability.
- 7.2 Unfinancial members are not entitled to vote at meetings.

8. POWER TO REMIT DUES

- 8.1 Notwithstanding the provisions of the preceding Rule 7, the Management Committee may, on such grounds as it thinks fit, remit either wholly or in part any fees, subscriptions, levies, or penalties due to it by any member or may grant time for payment thereof or part thereof.

9. RESIGNATION OF MEMBERS

- 9.1 Any member may resign their membership by giving to the Secretary, not less than one calendar month's written notice to that effect and paying any fees, subscriptions, levies and penalties due. All Club property in his possession shall forthwith be returned to the Secretary.

10. DEATH OF A MEMBER

- 10.1 Upon the death or the conviction of an indictable offence, a member shall automatically cease to be a member but without releasing him or his representatives from any antecedent liability to the Club.

11. SUSPENSION OR EXPULSION OF A MEMBER

- 11.1 The Management Committee shall have power to suspend or expel from the Club, any member proved to their satisfaction to have been guilty of such misconduct as in the opinion of the Committee merits expulsions or suspension. Notice of such expulsion shall immediately be sent to such member by registered letter. Such expulsion or suspension shall be subject to confirmation by a Special General Meeting of the Club called for that purpose within one month of the date of such suspension or expulsion. Any member, who by dishonourable conduct or by breach of the rules, is liable for suspension or expulsion, shall have the right, with witnesses, to appear at a Management Committee meeting dealing with the matter prior to such expulsion or suspension being confirmed or otherwise and shall have the right of final appeal before a Special General Meeting and if thereupon two-thirds of the financial members present shall vote for his expulsion, he shall immediately cease to be a member, without releasing him from any antecedent liability to the Club.
- 11.2 The power to expel a member shall include a power to suspend, or deprive of any benefits or privileges of membership, any member for so long as the Club shall think fit.

12. SUMMONING OF MEETING

- 12.1 All meetings of members, whether annual or otherwise, shall (except as elsewhere herein specially provided) be called by not less than fourteen days' notice in writing served in accordance with the rules.
- 12.2 Reasonable attempts should be made to inform Club members of General Meetings such as advertising in the local Newspaper, the Club newsletter and through electronic means.

13. ANNUAL GENERAL MEETING

- 13.1 The Annual General Meeting shall be held in the month of November in every year upon a date and at a time and place to be fixed by the Management Committee, and the agenda for the Annual General Meeting shall be as follows:
 - 13.1.1 Confirmation of minutes of previous Annual General Meeting.
 - 13.1.2 Annual Report.
 - 13.1.3 Balance sheet and statement of accounts for the preceding year.
 - 13.1.4 Election of officers, including members of the Management Committee.
 - 13.1.5 Notices of motion.
 - 13.1.6 General Business

14. SPECIAL GENERAL MEETING

- 14.1 A Special General Meeting may be called when requested by either (a) the President and any five (5) members of the Management Committee or (b) by requisition signed by at least fifteen (15) financial members of the Club stating the object of the meeting, and the business to be dealt with thereat.
- 14.2 At a Special General Meeting, only the business mentioned in the notice of requisition calling the meeting, may be discussed.
- 14.3 The Secretary shall give Notice as for the Annual General Meeting.

15. ORDINARY GENERAL MEETING

- 15.1 An Ordinary General Meeting shall be held at such times and places as the President, or Vice- President, or in his absence or inability, the Management Committee, shall direct for the purposes of transacting the business of the Club and deciding upon such resolutions as shall be duly submitted to the meeting.

16. SERVICE OF NOTICES

- 16.1 Every notice required to be given to a member shall be deemed to have been duly delivered if posted to him prepaid and addressed to him at his last known postal address.

17. PROCEDURE AT MEETINGS

- 17.1 At all General Meetings, the President, and in his absence, the Vice-President, or any other duly elected Chairman, shall take the chair and every financial member present personally shall be entitled to one vote on each motion put to the meeting.
- 17.2 Voting at General Meetings shall be either by ballot or show of hands or voices, as shall be decided at such meetings.
- 17.3 The Chairman shall have a casting vote as well as a deliberate vote.

18. QUORUM

- 18.1 At all General Meetings, twelve (12) financial members of the Club personally present shall constitute a quorum except as elsewhere herein specially provided.

19. ALTERATION TO RULES

- 19.1 These rules may be altered, added to, rescinded, or otherwise amended by a resolution passed by a two-thirds majority of those present at a General Meeting of which fourteen days' notice has been given.
- 19.2 Every such notice shall set forth the purpose of the proposed alteration, addition, rescission, or other amendment.

- 19.3 Duplicate copies of every such alteration, addition, rescission, or amendment shall forthwith be delivered to the Registrar of Companies in accordance with the requirements of the Act.
- 19.4 Notice of a proposed alteration or amendment in the rules of the constitution of the Club must be lodged with the Secretary at least twenty-eight (28) days before the date of the General meeting, such notice to be in writing and must clearly define the proposed alteration or addition and bear the signature of the proposer and seconder.
- 19.5 No addition or alteration to Rule 29 shall be made without the Inland Revenue Department's approval.

20. OFFICERS OF THE CLUB

- 20.1 The Officers of the Club shall consist of
 - 20.1.1 A Patron.
 - 20.1.2 Two Vice-Patrons.
 - 20.1.3 President.
 - 20.1.4 Vice-President.
 - 20.1.5 Secretary.
 - 20.1.6 Treasurer.
 - 20.1.7 Not less than four (4) nor more than seven (7) members of the Management Committee.
- 20.2 The President, Vice-President, Secretary, Treasurer, Club Captain, and members of the Committee shall be elected at the Annual General Meeting and shall be eligible for re-election.
- 20.3 If the number of candidates nominated for any office does not exceed the number required, those nominated shall be declared elected.
- 20.4 If more than the required number of candidates is nominated, a ballot shall be held. Three scrutineers shall be appointed by a vote of the financial members present.
- 20.5 The Secretary of the Club shall be subject to the control of the Management Committee. He shall conduct the correspondence and shall have the custody of title deeds and other documents belonging to the Club. He shall keep full and correct minutes of all Management Committee and General Meetings and shall produce them at all meetings. He shall also keep a list of members with their addresses and notify them of all General and Special General Meetings and furnish all returns required by any Statute.
- 20.6 The Treasurer shall receive all monies and his receipt shall be sufficient discharge. He will be responsible for operating a bank account for the Club monies. All operations of the account shall be signed as hereinafter provided. He shall submit to the Annual General Meeting a balance sheet and statement of accounts for the preceding year. The balance sheet and accounts to be audited by a competent accountant appointed by the Management Committee.
- 20.7 The offices of Secretary and Treasurer may be held by the same person.
- 20.8 The Secretary shall accept nominations for members of the Management Committee either in writing prior to, or in person at, the Annual General Meeting or Special General Meeting.
- 20.9 The persons holding the said offices shall continue (except in case of death, resignation, expulsion, or suspension) to hold the same until election of successors.

21. MANAGEMENT COMMITTEE

- 21.1 The affairs of the Club shall be conducted by a Management Committee consisting of the President, Vice-President, Secretary, Treasurer and not less than four (4) nor more than seven (7) ordinary members elected as described in Section 20. Management Committee members shall hold office (except in case of death, resignation, expulsion, or suspension) until election of successors to office.
- 21.2 Any Management Committee member or members absenting themselves from three consecutive meetings without apology stating reason therefore, may be required by the Committee to forfeit their seat.

22. DUTIES OF THE MANAGEMENT COMMITTEE

- 22.1 The duty of the Management Committee is to generally conduct the affairs of the Club.
- 22.2 Meetings of the Committee may be convened by letter or on a date or dates arranged at a prior meeting of the Committee and one-half of their number personally present shall form a quorum of the Committee.
- 22.3 The Committee shall have full power to set up, control and remove any number of sub-committees and to delegate to them or any of them any of its own powers, authorities and/or duties.

23. VACANCIES ON THE MANAGEMENT COMMITTEE

- 23.1 The Management Committee shall have the power to appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting and any member so appointed shall retire at the next Annual General Meeting, together with the rest of the Committee, but all or any of the retiring Committee shall be eligible for re-election.

24. POWER TO BORROW

- 24.1 The Club shall have the power to borrow or raise money from time to time by the issue of debentures (perpetual or redeemable), bond, mortgages, bills, notes, receipts, or any other security founded or based on all or any of the property and/or rights of the Club or without any such security. The powers of so borrowing or raising money shall not be exercised except pursuant to a resolution of the Club passed by a majority in general meeting.

25. BANK ACCOUNT

- 25.1 The Club shall maintain one or more bank accounts at such bank or banks as the Management Committee may from time to time approve. Withdrawals of moneys from such accounts shall require to be signed by two of the following officers: President, Vice-President, Secretary, or Treasurer. The Management Committee may empower any other member of the Committee to sign any such withdrawals.

26. OBEDIENCE AND AGILITY INSTRUCTIONS

- 26.1 The Obedience coordinator and Agility Coordinator will be elected at the Annual General Meeting and shall be eligible for re-election.
- 26.2 Nominations for the positions of Obedience Coordinator and Agility Coordinator will be accepted in writing prior to, or in person at, the Annual General Meeting.
- 26.3 A Management Committee Member may also stand for election as Obedience Coordinator or Agility Coordinator but these two positions may not be held by the same person.

- 26.4 The Obedience Coordinator shall be responsible for the organization and control of all obedience training sessions and for the training and appointment of other obedience instructors, who shall be subject to the control of the Obedience Coordinator. The Obedience Coordinator will not have the power to make decisions on matters of policy, which shall remain in the exclusive domain of the Management Committee.
- 26.5 The Agility Coordinator shall be responsible for the organization and control of all agility training sessions and for the training and appointment of other agility instructors, who shall be subject to the control of the Agility Coordinator. The Agility Coordinator will not have the power to make decisions on matters of policy, which shall remain in the exclusive domain of the Management Committee.
- 26.6 The Obedience Coordinator shall be responsible to and subject to the control of the Management Committee. He will report to the Management Committee on matters concerning the training of handlers and obedience instructors and other incidental matters and shall advise the Committee on matters of training policy. For such purposes the Obedience Coordinator shall be entitled to attend meetings of the Management Committee and to vote on such policy matters if he is not a member of the Committee.
- 26.7 The Agility Coordinator shall be responsible to and subject to the control of the Management Committee. He will report to the Management Committee on matters concerning the training of handlers and agility instructors and other incidental matters and shall advise the Committee on matters of training policy. For such purposes the Agility Coordinator shall be entitled to attend meetings of the Management Committee and to vote on such policy matters if he is not a member of the Committee.

27. CONDUCT OF MEMBERS AT TRAINING CLASSES

- 27.1 All members are expected to respect and obey the training orders of their respective instructors. Any member or members who is found to be guilty of noncompliance with instructions on the evidence placed before the Management Committee are liable to suspension from the training classes for such period that the Committee thinks fit, subject to provision of Rule 11.

28. CONTROL OF DOGS

- 28.1 At each training class or gathering of dogs, all dogs shall remain on a restraining lead, except when under the express control of an instructor.
- 28.2 Dogs are not to be left tied up and unattended during training sessions, except in exceptional circumstances, as agreed to by the Obedience or Agility Coordinator or other instructor in the absence of the Coordinator.

29. DISPOSITION OF PROPERTY

- 29.1 The income and property of the Club from wherever derived, shall be applied solely towards the promotion of the aims of the Club as set forth in these rules and shall not be paid or transferred directly or indirectly by way of profit to the members of the Club.
- 29.2 In the event of the Club being wound up, the surplus assets, after payment of the Clubs liabilities and the expenses of the winding up, shall be handed to an organization whose rules prohibit private pecuniary gain. Such an organization shall be determined by a Special General Meeting of the members of the Club.
- 29.3 In no event shall the surplus assets of the Club be divided among the members nor shall the members of the Club have any beneficial interest therein.

- 29.4 In order for the Club to be voluntarily wound up a resolution to this effect must be passed at a General Meeting by a majority of valid votes at that meeting.
- 29.5 If a resolution supporting voluntary windup is passed, then a second General Meeting is to be called not earlier than 30 days after the first meeting to pass a resolution confirming the earlier decision to voluntarily wind up the Club. If the second resolution is not passed then the first resolution lapses.

30. COMMON SEAL

- 30.1 The Club shall have a common seal, which shall be kept in the custody of the Secretary. The common seal shall only be affixed to documents at a meeting of the Management Committee or in pursuance of a resolution of the Committee and the affixing shall be attested by at least two members of the Committee.

31. BY LAWS

- 31.1 The Club shall have the power from time to time by resolution in general meeting to make, amend, or rescind, by-laws not inconsistent with the Incorporated Societies Act 1908, or its amendments or with these rules for regulating and carrying out the aims and affairs of the Club.

32. INTERPRETATION

- 32.1 The decision of the Management Committee on the interpretation of these rules, or any matter or thing not contained in these rules, but pertaining to the Club, its property or interest, shall be conclusive and binding on all members until revoked at a general meeting.