



THE RULES OF
OTAGO CANINE
TRAINING CLUB
INCORPORATED

Last Revised November 2017

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1 NAME

The registered 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 the Incorporated Societies.

3 AIMS

The Club is established to carry out the following aims:

- 3.1 To abide by and comply with the rules of 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 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 any 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 items.

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
 - (vi) Associate Members
- 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 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 the 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. The Criteria, Procedure for Assessment and Benefits of Life Membership are set out in Appendix One to these Rules "Life Membership Criteria."
- 4.5 Associate Members may use membership of the club as entitlement to compete in NZKC approved Championship Shows, and Ribbon Trials, but Associate Members shall not be: members of another full NZKC Affiliated Club, resident in the greater Dunedin area, entitled to vote at Club meetings, eligible for any Club annual trophies or awards, entitled to train with the Club, or be entitled to any Membership concessions.
- 4.6 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 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 entitled to vote for their period of office.
- 4.7 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 name, 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 pay to the Club an annual subscription, payable by 31st January for the membership period commencing on the 1st January and expiring on the 31st December next. Applications from eligible persons may be accepted at any time during the year, and the annual subscription will be calculated on a pro-rata basis using monthly rests for any part-year.
- 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 that 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 sums, in such a manner and at such a time as the Management Committee may from time to time direct.

- 5.5 Non-Members may attend a Canine Companion Course, and/or a Foundation Course subject to payment of the applicable training fee determined by the Management Committee.
- 5.6 Members of the Management Committee will be refunded their annual subscription for their term of office.

6 LEVIES

- 6.1 Every member shall pay to 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 in arrears and unpaid for the space of one calendar month from the due date thereof, shall be deemed to be non-financial. 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 Non-financial 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 the 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 expulsion 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 expulsion or suspension. 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 time and place to be fixed by the Management Committee, and the agenda for the Annual General Meeting shall be as follows:
- (i) Confirmation of minutes of previous Annual General Meeting
 - (ii) Annual Report
 - (iii) Balance sheet and statement of accounts for the preceding year
 - (iv) Election of officers, including members of the Management Committee
 - (v) Notices of motion
 - (vi) 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 the requisition calling for 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 ALTERATIONS 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 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 the 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
- (i) A Patron
 - (ii) Two Vice-Patrons
 - (iii) President
 - (iv) Vice-President
 - (v) Secretary
 - (vi) Treasurer
 - (vii) 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 for any office 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 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 Meetings and furnish all returns required by 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 reviewed 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 conducted by letter or on the 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 OF 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 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 COORDINATORS

- 26.1 Coordinators shall be elected at the Annual General Meeting and shall be eligible for re-election.
- 26.2 Nominations for the Coordinators positions 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 a Coordinator.
- 26.4 The Coordinators shall be responsible for the organisation and control of all training sessions and for the training and appointment of other instructors, who shall be subject to the control of the Coordinator for their respective disciplines. The Coordinators 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 Coordinators shall be responsible to and subject to the control of the Management Committee. They will report to the Management Committee on matters pertaining to their discipline including the training of handlers and instructors and other incidental matters and shall advise the Committee on matters of training policy. The Coordinators shall be entitled to attend meetings of the Management Committee and to vote on such matters relating to their discipline if they are not already members of the Committee.

27 CONDUCT OF MEMBERS AT TRAINING CLASSES

- 27.1 All members are expected to respect and obey training orders of their respective instructors. Any member or members who is found to be guilty of noncompliance with the 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 not to be left tied up and unattended during training sessions, except in exceptional circumstances, as agreed to by the 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 Club liabilities and the expenses of the winding up, shall be handed to an organisation whose rules prohibit private pecuniary gain. Such an organisation shall be determined by 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 vote 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 General Meeting.

Appendix One to the Rules of the Otago Canine Training Club Incorporated Criteria

In order to recognize a member's contribution to the Otago Canine Training Club, that person may be granted a life membership.

Criteria

1. The nominee has been a member in good standing of the Otago Canine Training Club for a minimum of 5 years of active involvement.
2. The nominee has helped to the advancement of both the club and sport overall, making themselves a role model for others.
3. This should include the correct attitude that falls in line with the Otago Canine Training Club's rules, philosophies and values.

Procedure for assessment

1. Nominees should be forwarded to the Otago Canine Training Club management committee (through the club secretary) for consideration. This must be on or before the 31st August each year prior to the Annual General meeting. (This is necessary to facilitate the formation of a sub-committee to process nominees.)
2. A full explanation of the reasons for nominating someone must be submitted along with any factual evidence that may need to be considered. These nominations can not be anonymous.
3. A Life Membership sub-committee will be formed to assess all the nominations. This committee will need to have no less than 3 committee members involved. There must be at least 1 each of both the obedience and agility affiliations. This committee will assess the worthiness of the nominations and will put forward the nominees that are chosen to be voted upon. The management committee will vote on these nominees. There will be no more than 2 life members appointed in each financial year. There can be 1, 2 or no recipients appointed in any given year. The successful recipients for that year will be named at the annual general meeting.
4. Retraction of a life member may occur if the recipient behaves in a manner that reflects directly and/or adversely on the image or activities of the club. This occurrence must be directed to the management committee for consideration and decision. This person must be given the opportunity to present their case to the management committee before a final decision is made.

Benefits of Life membership

1. Award of Life membership at the annual general meeting (certificate).
2. Exemption of annual club fees (for life).
3. This is to be treated as a full adult membership which includes all rights and benefits for the recipient.
4. Listing as a Life member in club documents.