



# NORTH SHORE DOG TRAINING CLUB INC.

## ADDENDUM TO CONSTITUTION

Revised: February 2008

### Introduction

- A. For the efficient administration of the club and as a guide for the club's committee, this Addendum to the Constitution is designed to clarify the interpretation of some (or all) of the clauses of the Constitution. It has been approved by resolution, and can be amended from time to time, by resolution of the current committee.
- B. Clause numbers in this Addendum shall correspond with the numbering in the Constitution.
- C. Definitions in this Addendum and in the Constitution shall be one and the same. These are defined as follows:
- a. "**obedience**" shall mean all training of dogs where control is required. This encompasses the conducting of training classes for domestic and competitive obedience, agility, Canine Good Citizen and flygility;
  - b. "**member**" or "**membership**" shall mean a financial member;
  - c. "**financial member**" or "**financial**" shall mean any person who has paid the club's annual subscription for the financial year;
  - d. "**financial year**" shall mean 1<sup>st</sup> January to 31<sup>st</sup> December;
  - e. "**new member**" shall mean those persons who **have not** held membership in the previous year;
  - f. "**renewed member**" shall mean those persons who **have** held membership in the previous year.
- D. Set out below is a "copy" of the Constitution clauses. Explanatory guidelines, if necessary, are as set out in the following box.
1. **Name**
    - 1.1 The club shall be called "**North Shore Dog Training Club Inc.**" ("the club").
  2. **Objectives**
    - 2.1 The objectives shall be generally to further obedience training and care of dogs and particularly, to conduct such training classes, tests, events and trials as the club shall decide.

### 3. **Zone of Influence**

- 3.1 The zone in which the club will arrange recognised activities, as defined in NZKC rule 3, will be confined to that area known as the North Shore in Auckland Province of New Zealand and extend north as far as Silverdale and west as far as the Upper Harbour Bridge.

### 4. **Club Headquarters**

- 4.1 For all matters pertaining to the administration of the club, the headquarters will be the address of that person for the time being holding the office of secretary of the club.

## **MEMBERSHIP**

### 5. **Members**

- 5.1 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. To be a member, a person must be financial, subject to the provisions of clause 9.

Subscriptions are due on 1<sup>st</sup> January each year. Annual subscriptions must be paid **prior to** the commencement of the annual general meeting. Any renewed member who **has not** paid their annual subscription **prior to** the annual general meeting may not enjoy the rights and privileges of full membership (for example, voting at the annual general meeting, nominations for committee).

### 6. **Honorary Life Members**

- 6.1 A member or members may be elected to life membership of the club by resolution at any annual general meeting, upon the recommendation of the outgoing committee in recognition of outstanding work for the club.

The committee and any member may put forward any nomination(s) for life membership for consideration at the annual general meeting, such nominations having been received and considered at the committee meeting **preceding** the annual general meeting.

- 6.2 Life members shall be exempt from all subscriptions and other charges but shall otherwise enjoy all of the rights, privileges and duties of an ordinary member. The number of such recommendations shall not be more than two in any one year.
- 6.3 Voting at the annual general meeting in respect of life membership shall be by poll, unless a member shall require a ballot.

Only financial members are eligible to participate in the ballot.

If by "poll", this will be by a show of hands.

## 7. Admission

- 7.1 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 or her application by the secretary.

Only new members' name(s) need to be brought before committee.

## 8. Expulsion of Members

- 8.1 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 extraordinary general meeting of the club shall be called for the purposes of passing a resolution to expel him/her. Notice of the extraordinary general meeting shall be sent to the member, subject of the meeting, giving particulars of the complaint and advising him/her of the place, date and hour of the meeting so that he/she may attend and offer an explanation. If, at the meeting, a special resolution to expel him/her is passed, his/her name shall be forthwith erased from the list of members and he/she shall thereupon cease, for all purposes, to be a member of the club.

See clause 26 for the conduct of a extraordinary general meeting. See clause 31.1 for the passing of a special resolution.

## 9. Resignation

- 9.1 Any member may resign membership in writing. Any member who refuses or neglects to pay such annual subscription as shall have been fixed within three months of the date fixed for payment in any year shall be deemed to have resigned membership upon the expiry of the said three 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.

Any renewed member whose subscription has not been received by 31<sup>st</sup> March are deemed to have resigned from the club. Membership may be restored with the approval of the committee and by payment of the full year's subscription.

## 10. Subscriptions and Training Fees

- 10.1 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.

## **MANAGEMENT**

### **11. Officers**

- 11.1 The officers of the club shall consist of a president, vice president, secretary and treasurer, or a secretary/treasurer as the discretion of the committee. All such officers must be members of the club.

### **12. Committee**

- 12.1 There shall be a committee of not fewer than eight members and not more than sixteen members, which committee shall be comprised of the president, vice president, secretary and treasurer, or the secretary/treasurer, and not fewer than four and not more than twelve ordinary committee members. The committee shall retire annually at the annual general meeting and shall be eligible for re-election.

### **13. Nomination and Election of Committee**

- 13.1 The nomination and election of the committee shall take place at the annual general meeting and shall be by poll, unless a member shall require a ballot..

Any financial member over the age of 15 years may be nominated for committee. A secret ballot will be required if nominations exceed more than one nomination per officer position and/or if there are more than 12 nominations for ordinary committee members. In the event of a tie in any secret ballot, a further secret ballot will be required until the situation is resolved. The secret ballot will be scrutinized by two non-nominated members. All financial members of the club may vote at an annual general meeting.

### **14. Casual Vacancies**

- 14.1 If any casual vacancies shall occur in the office of president, vice president, secretary or treasurer, the committee shall appoint another committee member to fill such vacancy for the unexpired term of the office. The committee may likewise fill the further vacancy so created.

The committee will endeavour to fill any vacancy occurring during the year.

### **15. Management**

- 15.1 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 not provided for in these rules.

### **16. Rules and Regulations**

- 16.1 The committee shall have the power to make rules and regulations for the good government of the club, provided such rules and regulations are not inconsistent with the constitution of the club. Any such rules 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.

The minutes of any meeting shall be posted on the club's notice board.

## 17. **Property**

17.1 The administration and control of club property shall be vested in the committee.

## 18. **Seal**

18.1 The club shall have a common seal which shall be in the control of the secretary and which shall be affixed to any document by resolution of the committee and in the presence of any two officers of the club.

## 19. **Interpretation**

19.1 If any doubt shall arise as to the construction or interpretation of any constitutional rule, the decision of the committee shall be final PROVIDED THAT such decision shall be reduced to writing and recorded in the minute book.

This Addendum shall be dated and kept with the current Constitution. The committee can review this Addendum at any time, by resolution. However, this Addendum is an interpretation of the Constitution and, in the final analysis, ".....*the decision of the committee shall be final* .....".

## **FINANCE**

### 20. **Bank**

20.1 All money 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.

### 21. **Investment**

21.1 The committee may, from time to time, invest and reinvest, 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.

### 22. **Borrowing**

22.1 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.

## 23. Annual Report

- 23.1 The president's report shall be drawn up prior to the annual general meeting. This report, together with a copy of the annual balance sheet and income and expenditure account, shall be circulated to all members prior to the annual general meeting. The financial year of the club shall be 1 January to 31 December each year.

## 24. Allowances

- 24.1 The committee may pay all or any of the officers an annual allowance, fixed from time to time, for general expenses not specifically refunded to them.

## MEETINGS

### 25. Annual General Meeting

- 25.1 The annual general meeting shall be held not later than 28 February in each year, and 14 days notice in writing of any annual general meeting shall be given to all members of the club.

*"..... shall be given to all members of the club"* shall mean posted on the notice board of the club and/or by the placing of an advertisement in local paper(s).

### 26. Extraordinary General Meeting

- 26.1 An extraordinary general meeting shall be called by resolution of the committee or on requisition in writing to the secretary or any 10 members, and 14 days notice in writing of any extraordinary general meeting shall be given to all members of the club.

*"..... shall be given to all members of the club"* shall mean posted on the notice board of the club and/or by the placing of an advertisement in local paper(s).

### 27. Committee Meetings

- 27.1 There shall be meetings of the committee from time to time. A meeting may be called, either by the president of his/her own motion or by the president upon the request of not fewer than three committee members.

In a normal year, there shall be no fewer than six committee meetings (excluding the annual general meeting). Whilst all committee meetings are open to members, the committee reserves the right to declare a "closed" section to the meeting where committee only will discuss confidential matters. Only committee members have voting rights.

## 28. Quorum

- 28.1 At an annual general meeting, 10 members shall constitute a quorum. At a committee meeting, six members shall constitute a quorum.

## 29. Chairperson

- 29.1 At any meeting, if the president shall be present, he/she shall be chairperson if he/she is willing so to be. If the president is absent or unwilling to be chairperson, then the chairperson shall be the vice president, or such member of the committee willing to act as shall be appointed by resolution at the meeting.

## 30. Voting

- 30.1 Except as is otherwise provided in these rules, voting shall be by poll, unless a member shall require a ballot. The chairperson shall have a casting vote as well as a deliberative vote. Only financial members over the age of 15 years shall be entitled to a vote at a meeting.

There is no provision for proxy voting within the current Constitution.

## 31. Resolutions

- 31.1 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 simple 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 special resolution.

All resolutions (with any/all supporting documentation) must be received five days prior to any meeting date and placed on the agenda. **Only** resolutions given in this way may be voted on at that particular meeting. The only exception to the resolution process is when a committee decision is required by NZKC national bodies in between regular scheduled committee meetings.

Any matters arising under "**General Business**" may be discussed. A resolution may be formulated at that time, but voting of that resolution will be at the following meeting.

## MISCELLANEOUS

## 32. Patron

- 32.1 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.

**33. Minute Book**

33.1 Minutes of the proceedings of all meetings shall be recorded in books to be kept for that purpose.

**34. Notices**

34.1 A notice may be given to any member, either personally or by sending it by post to his/her 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 pre-paid letter. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any member, shall not invalidate the proceedings at any meeting.

**35. New Rules**

35.1 The addition, alteration or repeal of the constitution shall take place at an extraordinary general meeting by special resolution. Particulars of the addition, alteration or amendment shall be given in the notice calling the meeting. Any proposed addition, alteration, amendment or repeal of the constitution shall not be placed before an extraordinary general meeting for adoption or otherwise until prior approval of the New Zealand Kennel Club has been obtained.

**36. Dissolution**

36.1 In the event of the dissolution, winding up or cessation to exist as a registered incorporated society, the assets of the club, after payment therefrom of all debts, liabilities and expenses, shall be donated to the body controlling obedience work in New Zealand.

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