

RULES OF

The Papillon Club of Victoria Incorporated

Registration No: A0022446M

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Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1. Name

The name of the incorporated association is " Papillon Club of Victoria Incorporated. No. A00224463M (in these rules called the Club)

2. Purposes

The purposes of the association are:

- a) To affiliate with the Victorian Canine Association Inc. Reg. No. A0023882W trading as Dogs Victoria;
- b) To promote and encourage the breeding of pure bred dogs and in particular the Papillon;
- c) To encourage and promote in every way the general improvement of the recreation, sport, standard, breeding, exhibition and training of breeds of dog on the Pure Bred register particularly the Papillon;
- d) To foster, promote and protect the interest of exhibitors of dogs at exhibitions and particularly the exhibitors of Papillons
- e) To collect, verify and publish information relating to dogs and breeding and exhibition of dogs;
- f) To educate and encourage members, breeders and judges to abide by the requirements and standards approved by Dogs Victoria for the conduct of Exhibitions
- g) To promote good fellowship and sportsmanship amongst members and those participating in or attending at Exhibitions;
- h) To inform members of and make known to them the Laws and Regulations of the State relating to the ownership and care of dogs, and the responsibility of owners for the conduct and actions of their dogs;
- i) To hold functions and lectures relating to dogs and to the Purposes of the Club generally;
- j) To provide awards and donate prizes for competitions at Exhibitions for the competition by breeders and exhibitors of dogs
- k) To foster relations with other Clubs and bodies having similar aims;

- l) To promote and assist worthy causes as agreed at a General Meeting of the members of the Club
- m) To invest the funds of the Club not immediately required in such manner as the members of the Committee in lieu thereof shall determine;
- n) To purchase, hire and so such things as are conducive or incidental to promoting and achieving the Purposes of the Club;
- o) To carry on such other activities or promote or encourage interest in the breeding upkeep and training of and the general well-being and improvement of Papillons and to do all such things as may be necessary or conducive to carrying out the purposes of the Club.

3. Financial year

The financial year of the Association is each period of 12 months ending on 31 March

4. Definitions

In these Rules—

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a Junior member or a person not registered as a member of Dogs Victoria Inc. or any affiliated Canine body that is recognised by Dogs Victoria Inc.

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

Exhibition: includes a canine show, canine exhibition, canine parade, canine competition, canine display, trial, contest or match and any other canine activity approved by the ANKC.

financial year means the 12 month period between the 1st April and the 31st of March in each calendar year specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association who also holds current financial membership with Dogs Victoria Inc. or an affiliated Canine body

Member Body means a member of the Australian National Kennel Council Ltd

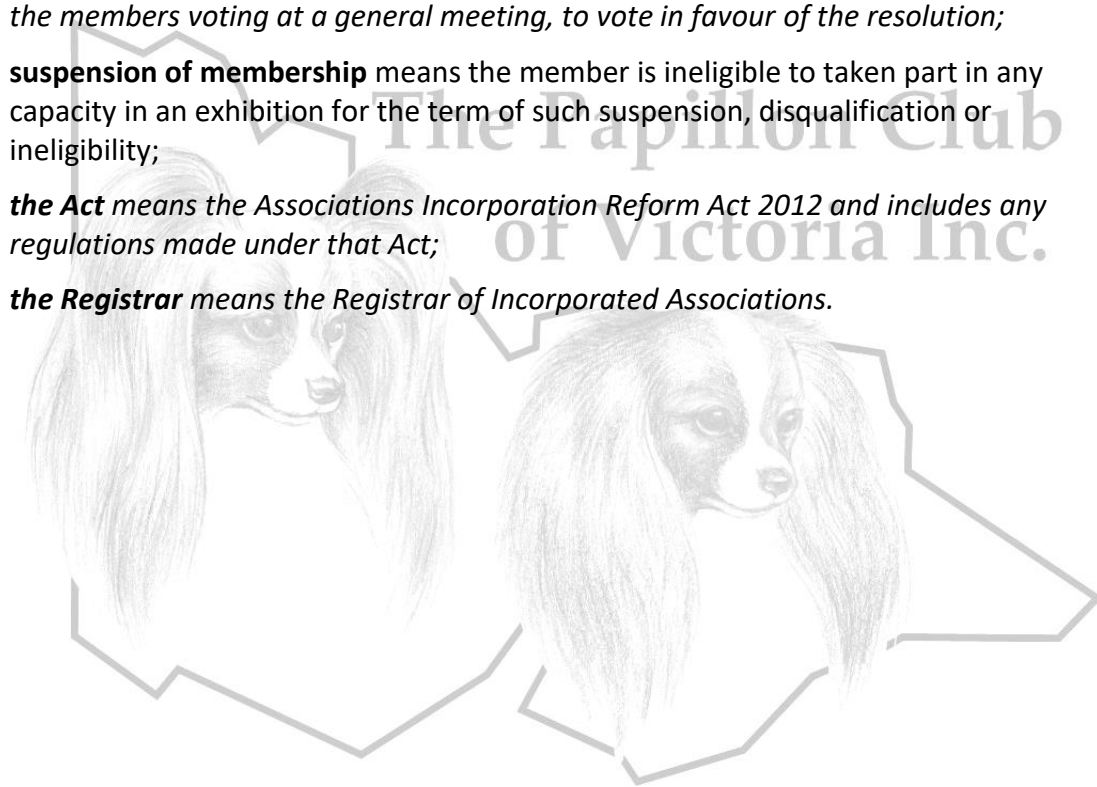
member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, to vote in favour of the resolution;

suspension of membership means the member is ineligible to taken part in any capacity in an exhibition for the term of such suspension, disqualification or ineligibility;

the Act means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.



PART 2—POWERS OF ASSOCIATION

5. Powers of Association

- a) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- b) Without limiting sub rule (1), the Association may—
1. acquire, hold and dispose of real or personal property;
 2. open and operate accounts with financial institutions;
 3. invest its money in any security in which trust monies may lawfully be invested;
 4. raise and borrow money on any terms and in any manner as it thinks fit;
 5. secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 6. appoint agents to transact business on its behalf;
 7. enter into any other contract it considers necessary or desirable.
- c) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. Not for profit organisation

The Association must not distribute any surplus, income or assets directly or indirectly to its members.

Sub rule (1) does not prevent the Association from paying a member—

- a) reimbursement for expenses properly incurred by the member; or
- b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7. Minimum number of members

The Association must have at least 5 members.

8. Who is eligible to be a member

Any person who supports the purposes of the Association is eligible for membership. A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Club upon payment of the joining fee (if any) and annual subscription payable under these rules.

8. Application for membership

9. Application for membership

- 1) To apply to become a member of the Association, a person must submit a written application to a committee member stating that the person—
 - a) wishes to become a member of the Association; and
 - b) supports the purposes of the Association; and
 - c) agrees to comply with these Rules.
 - d) must be nominated by a financial member of the club
- 2) The application—
 - a) must be signed by the applicant on the clubs membership application form; and
 - b) must be accompanied by the joining fee.
 - c) if not a member of Dogs Victorian Canine Association Inc. trading as Dogs Victoria must pay an affiliation fee
- 3) If a membership has ceased due to suspension from a member body the applicant may apply for reinstatement, the person must submit the following to the committee member-
 - a) copies of correspondence from the member body detailing suspension, subsequent completion, and reinstalment to the member body; and
 - b) written letter showing cause for the reinstatement of this membership; and
 - c) signed application on Papillon Club of Victoria Inc “reinstatement of membership” form ; and
 - d) must be accompanied by the joining fee; and
 - e) if not a member of Dogs Victoria Association Inc. trading as Dogs Victoria must

pay an affiliation fee.

10. Consideration of application

- 1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- 2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- 3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- 4) No reason need be given for the rejection of an application.

11. New membership

- 1) If an application for membership is approved by the Committee—
 - a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- 2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - a) the Committee approves the person's membership; or
 - b) the person pays the joining fee.

12. Annual subscription and fee on joining

- a) Subject to notice of motion first being given by resolution of the Committee, the members in General Meeting at any time and from time to time may fix the amount of the annual subscription payable by each category of membership and may in like manner determine that a member's joining fee shall be paid and the amount thereof.
- b) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - i. the full annual subscription; or
 - ii. a pro rata annual subscription based on the remaining part of the financial year; or
- c) A member may within 30 days after the end of the clubs financial year make application to the club for readmission as a member completing the clubs

renewal application form and upon payment of the annual subscription shall be deemed for all purposes to have been readmitted as a member

- d) The rights of a current member (including the right to vote) who has not completed, signed and returned the membership renewal form and paid the annual subscription by the due date are suspended until the subscription is paid.

13. General rights of members

- 1) A member of the Association who is entitled to vote has the right—
 - a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - b) to submit items of business for consideration at a general meeting; and
 - c) to attend and be heard at general meetings; and
 - d) to vote at a general meeting; and
 - e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - f) to inspect the register of members.
- 2) A member is entitled to vote if—
 - a) the member is a member other than an associate member; and
 - b) Every member who was a financial member of the Club for not less than three months of the financial year preceding the Annual General Meeting and is currently a financial member shall be entitled to vote at the Annual General Meeting and shall be eligible to nominate or be nominated as an Office Bearer or member of the Committee. A member may be nominated for and hold more than one position on the Committee.
 - c) No person becoming a member between the closing date of the financial year preceding the Annual General Meeting and the date of the Annual General Meeting shall be eligible to vote at the Annual General Meeting, nominate, or be nominated as an Office Bearer or member of the Committee.
 - d) the member's membership rights are not suspended for any reason.

3) Types of members:

All members of the club must be financial members of the Dogs Victorian Inc. or a similar canine Body recognised by the Australian National Kennel Council.

- a) Ordinary member – a person who has paid his/her membership and is eligible for one vote at a meeting

- b) Dual member – means one of any two members of the one family resident at the same address or one of any two of the persons who are partners in the conduct of a kennel prefix in their joint names registered with the Victorian Canine Association Inc. or a similar canine body recognised by Australian National Kennel Council who has been admitted with the other of such persons as a dual member of the club and is eligible for one vote at a meeting
- c) Life member – is a member who has awarded a life membership by the voting members at an annual general meeting. - A life member no longer has to pay the annual membership fee and is eligible for one vote at a meeting
- d) Family member – a family membership consists of two adults and any children under the age of 18 living at the same address. A family membership is eligible for one vote at a meeting.

14. Associate member

- a) Associate members of the Association include:
 - i) Any member under the age of eighteen (18) years
 - ii) Any person who is not a member of Dogs Victoria Inc.
- b) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

15. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16. Ceasing membership

- 1) The membership of a person ceases on resignation, suspension from a member body of the Australian National Kennel Council, expulsion or death.
- 2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17. Resigning as a member

- 1) A member may resign by notice in writing given to the Association.
- 2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and

- (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18. Register of members

- 1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.
- 2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19. Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- 1) has failed to comply with these Rules; or
- 2) refuses to support the purposes of the Association; or
- 3) has engaged in conduct prejudicial to the Association.
- 4) and is disqualified or suspended by Dogs Victoria Inc.

20. Disciplinary subcommittee

- 1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- 2) The members of the disciplinary subcommittee—
 - a) may be Committee members, members of the Association or a financial Dogs Victoria member;
 - b) must not be biased against, or in favour of, the member concerned.

21. Notice to member

- 1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - a) stating that the Association proposes to take disciplinary action against the member; and
 - b) stating the grounds for the proposed disciplinary action; and
 - c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - d) advising the member that he or she may do one or both of the following—
 - i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - e) setting out the member's appeal rights under rule 23.
- 2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22. Decision of subcommittee

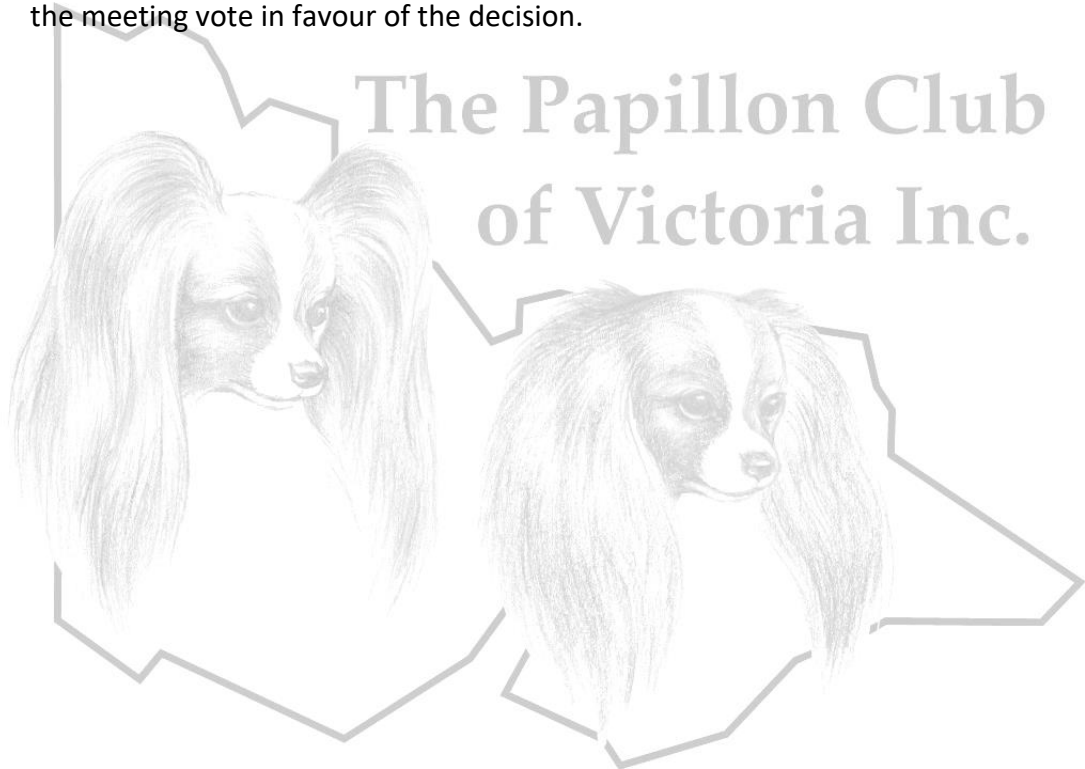
- 1) At the disciplinary meeting, the disciplinary subcommittee must—
 - a) give the member an opportunity to be heard; and
 - b) consider any written statement submitted by the member.
- 2) After complying with sub rule (1), the disciplinary subcommittee may—
 - a) take no further action against the member; or
 - b) subject to sub rule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- 3) The disciplinary subcommittee may not fine the member.
- 4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23. Appeal rights

- 1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- 2) The notice must be in writing and given—
 - a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - b) to the Secretary not later than 48 hours after the vote.
- 3) If a person has given notice under sub rule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - a) specify the date, time and place of the meeting; and
 - b) state—
 - i) the name of the person against whom the disciplinary action has been taken; and
 - ii) the grounds for taking that action; and
 - iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24. Conduct of disciplinary appeal meeting

- 1) At a disciplinary appeal meeting—
 - a) no business other than the question of the appeal may be conducted; and
 - b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- 2) After complying with sub rule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- 3) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.



Division 3—Grievance procedure

25 Application

Any grievance that is lodged with the committee of the club will be referred to Dogs Victoria, to be dealt with under the Rules of the Victorian Canine Association Inc. Rules, Codes and Policies and Procedures, specifically Part 5 – Regulations - Discipline

26 Parties must attempt to resolve the dispute

Any grievance that is lodged with the committee of the club will be referred to Dogs Victoria, to be dealt with under the Rules of the Victorian Canine Association Inc. Rules, Codes and Policies and Procedures, specifically Part 5 – Regulations - Discipline

27 Appointment of mediator

Any grievance that is lodged with the committee of the club will be referred to Dogs Victoria, to be dealt with under the Rules of the Victorian Canine Association Inc. Rules, Codes and Policies and Procedures, specifically Part 5 – Regulations - Discipline

28 Mediation process

Any grievance that is lodged with the committee of the club will be referred to Dogs Victoria, to be dealt with under the Rules of the Victorian Canine Association Inc. Rules, Codes and Policies and Procedures, specifically Part 5 – Regulations - Discipline

29 Failure to resolve dispute by mediation

Any grievance that is lodged with the committee of the club will be referred to Dogs Victoria, to be dealt with under the Rules of the Victorian Canine Association Inc. Rules, Codes and Policies and Procedures, specifically Part 5 – Regulations - Discipline

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30. Annual general meetings

- 1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- 2) The Committee may determine the date, time and place of the annual general meeting.
- 3) The ordinary business of the annual general meeting is as follows—
 - a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - b) to receive and consider—
 - i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - c) to elect the members of the Committee;
 - d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- 4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31. Special general meetings

- 1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- 2) The Committee may convene a special general meeting whenever it thinks fit.
- 3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32. Special general meeting held at request of members

- 1) The Committee must convene a special general meeting if a request to do so is made in accordance with sub rule (2) by at least 6 members.
- 2) A request for a special general meeting must—
 - a) be in writing; and
 - b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - c) include the names and signatures of the members requesting the meeting; and
 - d) be given to the Secretary.
- 3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- 4) A special general meeting convened by members under sub rule (3)—
 - a) must be held within 3 months after the date on which the original request was made; and
 - b) may only consider the business stated in that request.
- 5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub rule (3).

33. Notice of general meetings

- 1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—

- a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- a) specify the date, time and place of the meeting; and
 - b) indicate the general nature of each item of business to be considered at the meeting; and
 - c) if a special resolution is to be proposed—
 - i) state in full the proposed resolution; and
 - ii) state the intention to propose the resolution as a special resolution; and
 - d) comply with rule 34(5).
- 3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34. Proxies

The appointment of a proxy is not permitted at any meeting

35. Use of technology

- 1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- 2) For the purposes of this Part, a member participating in a general meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36. Quorum at general meetings

- 1) No business may be conducted at a general meeting unless a quorum of members is present.
- 2) The quorum for a general meeting is the presence (physically, or as allowed under rule 35) of 6 members entitled to vote.
- 3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this sub rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- b) in any other case—
 - i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- 4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.
- 5) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present

37. Adjournment of general meeting

- 1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- 2) Without limiting sub rule (1), a meeting may be adjourned—
 - a) if there is insufficient time to deal with the business at hand; or
 - b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- 3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- 4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38. Voting at general meeting

- 1) On any question arising at a general meeting—
 - a) subject to sub rule (3), each member who is entitled to vote has one vote; and

- b) members can only vote personally and
 - c) except in the case of a special resolution, the question must be decided on a majority of votes.
- 2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
 - 3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
 - 4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39. Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40. Determining whether resolution carried

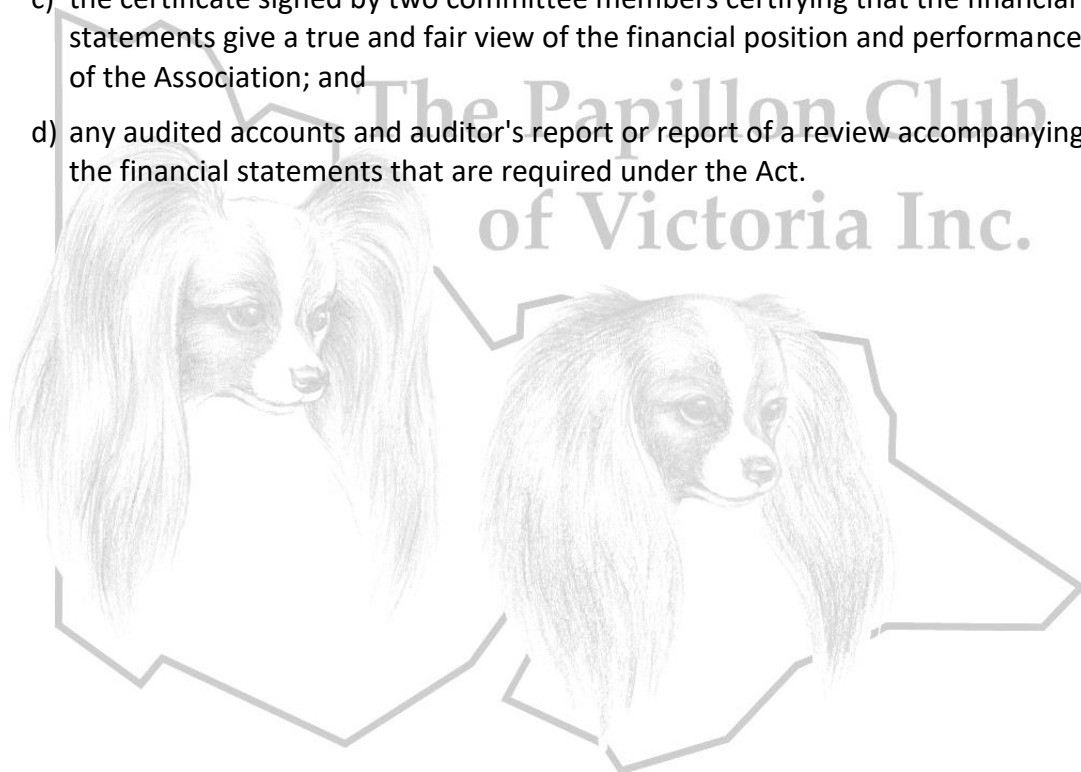
- 1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - a) carried; or
 - b) carried unanimously; or
 - c) carried by a particular majority; or
 - d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- 2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - b) the Chairperson must declare the result of the resolution on the basis of the poll.
- 3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- 4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41. Minutes of general meeting

- 1) The Committee must ensure that minutes are taken and kept of each general meeting.
- 2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 3) In addition, the minutes of each annual general meeting must include—
 - a) the names of the members attending the meeting; and
 - b) the financial statements submitted to the members in accordance with rule 30(4) (b) (ii); and
 - c) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.



PART 5—COMMITTEE

Division 1—Powers of Committee

42. Role and powers

- 1) The business of the Association must be managed by or under the direction of a Committee.
- 2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- 3) The Committee may—
 - a) appoint and remove staff
 - b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43. Delegation

- 1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - a) this power of delegation; or
 - b) a duty imposed on the Committee by the Act or any other law.
- 2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- 3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee and duties of members

44. Composition of Committee

The Committee consists of—

- a) President; and
- b) Vice-Presidents (2); and
- c) Secretary; and
- d) Treasurer; and
- e) ordinary members (if any) elected under rule 53.

45. General Duties

- 1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- 2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.

- 3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- 4) Committee members must exercise their powers and discharge their duties—
 - a) in good faith in the best interests of the Association; and
 - b) for a proper purpose.
- 5) Committee members and former committee members must not make improper use of—
 - a) their position; or
 - b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- 6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46. President and Vice-President

- 1) Subject to sub rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- 2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - a) in the case of a general meeting—a member elected by the other members present; or
 - b) in the case of a committee meeting—a committee member elected by the other committee members present.

47. Secretary

- 1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- 2) The Secretary must—
 - a) maintain the register of members in accordance with rule 18; and
 - b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - d) perform any other duty or function imposed on the Secretary by these Rules.
- 3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48. Treasurer

- 1) The Treasurer must—
 - a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - d) ensure cheques are signed by at least 2 committee members.
- 2) The Treasurer must—
 - a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- 3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3—Election of Committee members and tenure of office

49. Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- a) is 18 years or over; and
- b) is entitled to vote at a general meeting and
- c) is a resident of Australia

50. Positions to be declared vacant

- 1) This rule applies to—
 - a) the first annual general meeting of the Association after its incorporation; or
 - b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- 2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54.

51. Nominations

- 1) Nominations of candidates for election as officers of the Club or as ordinary members of the committee must be
 - a) made in writing, in such form as the Committee shall prescribe, signed by a member of the Club and accompanied by the written consent of the candidate which may be endorsed on the form of nomination and
 - b) delivered to the Secretary of the Club not less than 56 days before the date fixed for the holding of the Annual General Meeting
 - c) If insufficient nominations are received to fill all vacancies on the Committee the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting, subject to each nominee consenting to such nomination.

52. Election of President etc.

- 1) At the annual general meeting, separate elections must be held for each of the following positions—
 - a) President;
 - b) Vice-Presidents (2);
 - c) Secretary;
 - d) Treasurer.
- 2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- 3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- 4) On his or her election, the new President may take over as Chairperson of the meeting.

53. Election of ordinary members

- 1) The annual general meeting may by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year, or if not decided at the Annual General Meeting the number of ordinary members shall be six (6)

- 2) A single election may be held to fill all of those positions.
- 3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- 4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

54. Ballot

- 1) The election of the office bearers and ordinary members of the Committee shall be by ballot;
 - a) cast by members present at the Annual General Meeting and eligible to vote thereat;
 - b) Any member who is entitled to vote at the Annual General Meeting, but unable to attend shall be entitled to apply to the Secretary for a postal vote. Application for a postal vote must be in writing and lodged with the Secretary 28 days prior to the Annual General Meeting. Within 7 days the Secretary, in the presence of the President or one other Committee member appointed by the Committee will forward an initialled ballot paper to each applicant and record their names. Members to whom ballot papers are posted will under no circumstances be given a second ballot paper. Completed ballot papers are to be returned to the Returning officer of the Secretary in an envelope endorsed "Ballot Papers" not less than 48 hours prior to the Annual General Meeting. These envelopes will be handed (unopened) to the Returning Officer officiating at the poll.
- 2) For the purpose of the ballot, a Returning Officer shall be appointed at the General Meeting of members immediately preceding the Annual General Meeting or as the second item of business of the Annual General Meeting and not less than two scrutineers shall be appointed by the members at, and as the second item of business, of the Annual General Meeting.
- 3) Each member wishing to participate in the ballot shall strike out from the ballot paper all names in excess of the number of positions vacant and ballot papers containing a greater or lesser number of candidates to be elected shall be invalid.
- 4) After the appointment of the Returning officer and the Scrutineers, the Returning officer and the Scrutineers shall count the postal votes returned.
- 5) The Returning Officer shall declare the result of the ballot immediately after the votes have been counted and in the event of an equality of votes in favour of any candidate which could affect the election of a candidate, the members of the Annual General Meeting shall elect one of such candidates to fill the vacancy for which he was nominated by a Resolution passed by a simple majority of members present and voting thereon.

- 6) If any question shall arise as to the validity or invalidity of a ballot paper or whether any particular member has or has not been elected to any particular office, a statement by the Returning officer that the relevant voting paper is or is not valid or that a particular member has or has not been elected to a particular office shall be conclusive.
- 7) In all matters not covered by these Rules, the rules of common debate shall apply, provided always that the best interests of the general members of the Club to be served and general members have the right to vote in favour or against any Committee decision.

55. Term of office

- 1) Subject to sub rule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- 2) A committee member may be re-elected.
- 3) A general meeting of the Association may—
 - a) by special resolution remove a committee member from office; and
 - b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- 4) A member who is the subject of a proposed special resolution under sub rule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- 5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56. Vacation of office

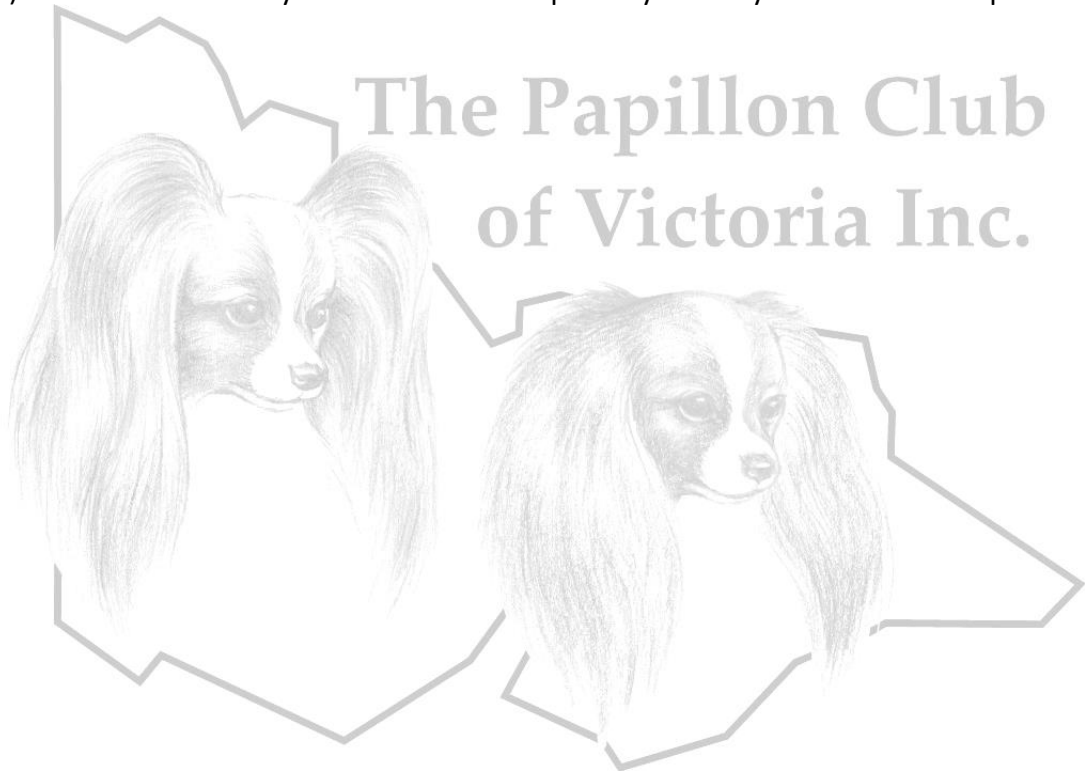
- 1) A committee member may resign from the Committee by written notice addressed to the Committee.
- 2) A person ceases to be a committee member if he or she—
 - a) ceases to be a member of the Association; and a member of Dogs Victoria Inc.
 - b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67; or
 - c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

57. Filling casual vacancies

- 1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - a) has become vacant under rule 56; or
 - b) was not filled by election at the last annual general meeting.
- 2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- 3) Rule 55 applies to any committee member appointed by the Committee under sub rule (1) or (2).
- 4) The Committee may continue to act despite any vacancy in its membership.



Division 4—Meetings of Committee

58. Meetings of Committee

- 1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- 2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- 3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

59. Notice of meetings

- 1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting and must include the general nature of the business to be conducted.
- 2) Notice may be given of more than one committee meeting at the same time.
- 3) The notice must state the date, time and place of the meeting.
- 4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- 5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60. Urgent meetings

- 1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- 2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- 3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61. Procedure and order of business

- 1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- 2) The order of business may be determined by the members present at the meeting.

62. Use of technology

- 1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- 2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63. Quorum

- 1) No business may be conducted at a Committee meeting unless a quorum of six (6) members is present.
- 2) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of a majority of the committee members holding office.
- 3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - a) in the case of a special meeting—the meeting lapses;
 - b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64. Voting

- 1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- 2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- 3) Sub rule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- 4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- 5) Voting by proxy is not permitted.

65. Conflict of interest

- 1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- 2) The member—
 - a) must not be present while the matter is being considered at the meeting; and
 - b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- 3) This rule does not apply to a material personal interest—
 - a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66. Minutes of meeting

- 1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- 2) The minutes must record the following—
 - a) the names of the members in attendance at the meeting;
 - b) the business considered at the meeting;
 - c) any resolution on which a vote is taken and the result of the vote;
 - d) any material personal interest disclosed under rule 65.

67. Leave of absence

- 1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- 2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68. Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69. Management of funds

- 1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- 2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- 3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to twenty dollars (\$20) without requiring approval from the Committee for each item on which the funds are expended.
- 4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- 5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- 6) Cash floats are only allowed for specified events approved by the committee.
- 7) Before any float can be authorised a budget for the event must be approved by the committee.
- 8) The treasurer must provide an accurate record of the monies paid into and out of the float and accurately record each transaction.

70. Financial records

- 1) The Association must keep financial records that—
 - a) correctly record and explain its transactions, financial position and performance; and
 - b) enable financial statements to be prepared as required by the Act.
- 2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- 3) The Treasurer must keep in his or her custody, or under his or her control—
 - a) the financial records for the current financial year; and
 - b) any other financial records as authorised by the Committee.

71. Financial statements

- 1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- 2) Without limiting sub rule (1), those requirements include—
 - a) the preparation of the financial statements;
 - b) if required, the review or auditing of the financial statements;
 - c) the certification of the financial statements by the Committee;
 - d) the submission of the financial statements to the annual general meeting of the Association;
 - e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.
 - f) The members at the Annual General Meeting shall appoint each year a person with Accountancy qualifications to be Auditor of the Club and a person shall appointed shall hold that office until the next Annual General Meeting. A casual vacancy occurring in the position of Auditor shall be filled by the Committee.
 - g) Notice of the nomination of any person other than a retiring Auditor of appointment as Auditor shall be given to the members not less than members not less than fourteen days before the Annual General Meeting at which the appointment of Auditor is to be made.
 - h) A person shall not be appointed or act as Auditor of the Club if he is an Office Bearer or an ordinary member of the Committee or an employee of the Club.

PART 7—GENERAL MATTERS

72. Common seal

- 1) The Association may have a common seal.
- 2) If the Association has a common seal—
 - a) the name of the Association must appear in legible characters on the common seal;
 - b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - c) the common seal must be kept in the custody of the Secretary.

73. Registered address

The registered address of the Association is—

- a) the address determined from time to time by resolution of the Committee; or
- b) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

74. Notice requirements

- 1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - a) by handing the notice to the member personally; or
 - b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - c) by email or facsimile transmission.
- 2) Sub rule (1) does not apply to notice given under rule 60.
- 3) Any notice required to be given to the Association or the Committee may be given—
 - a) by handing the notice to a member of the Committee; or
 - b) by sending the notice by post to the registered address; or
 - c) by leaving the notice at the registered address; or
 - d) if the Committee determines that it is appropriate in the circumstances—
 - i) by email to the email address of the Association or the Secretary; or
 - ii) by facsimile transmission to the facsimile number of the Association.

75. Custody and inspection of books and records

- 1) Members may on request inspect free of charge—
 - a) the register of members;
 - b) the minutes of general meetings;
 - c) subject to sub rule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- 2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- 3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- 4) Subject to sub rule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

- 5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- a) its membership records;
- b) its financial statements;
- c) its financial records;
- d) records and documents relating to transactions, dealings, business or property of the Association.

76. Winding up and cancellation

- 1) The Association may be wound up voluntarily by special resolution.
- 2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- 3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- 4) The body to which the surplus assets are to be given must be decided by special resolution.

77. Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

