

CONSTITUTION
OF THE
BRISBANE
SPORTING
DOG CLUB inc.

October 1994
(Revised version 2006)

TABLE OF CONTENTS

NAME	1
INTERPRETATION	1
OBJECTS	1
POWERS	2
CLASSES OF MEMBERS	5
MEMBERSHIP	8
MEMBERSHIP FEES	8
ADMISSION AND REJECTION OF MEMBERS	9
TERMINATION OF MEMBERSHIP	10
APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP	10
REGISTER OF MEMBERS	11
MEMBERSHIP OF COMMITTEE	11
FUNCTIONS OF THE COMMITTEE	13
MEETINGS OF COMMITTEE	13
ANNUAL GENERAL OR GENERAL MEETINGS	15
BREEDS	19
BY-LAWS	19
ALTERATION OF RULES	19
COMMON SEAL	20
FUNDS AND ACCOUNTS	20
FINANCIAL YEAR	21
WINDING UP	21
DISTRIBUTION OF SURPLUS ASSETS	22

NAME

- 1 The name of the incorporated association is the “Brisbane Sporting Dog Club Inc”, referred to herein as “the Association”

INTERPRETATION

- 2 In these rules, unless the contrary intention appears,
 - “Committee” means the Management Committee of the Association;
 - “Meeting” means a general meeting of full members of the Association convened in accordance with these rules;
 - “Member” means a member of the Association;
 - the “Act” means the Associations Incorporation Act, 1981;
 - the “Regulations” means the Associations Regulation, 1985;
 - Masculine includes Feminine;
 - “in writing” or “written” means and includes printing or other means of representing or reproducing words in visible form;
 - Words importing singular include the plural and words importing plural include the singular where the context permits.

OBJECTS

- 3 The objects for which the Association is established are:
 - (1) To promote all three (3) phases of dogsport, namely tracking, obedience and protection.
 - (2) To educate and encourage members to conduct themselves in a manner not detrimental to themselves, the club or the sport at trials, club functions or any sanctioned event. This includes maltreatment of animals or misrepresentation of the dogsport or the Association.
 - (3) To promote and support competition in all practical ways.
 - (4) To promote public interest in dogsport.

- (5) To promote good fellowship among those interested in dogsport.
- (6) To hear and determine any objections or protest lodged by any exhibitor and arising out of an Association Show or other Association Fixture.
- (7) To do all such other acts and things as are or may be incidental or conducive to the attainment of furtherance or any or the objects, or the exercise of any of the powers of the Association.

POWERS

4. The powers of the Association are:

- (1) To take over the funds and other assets and the liabilities of the present unincorporated association known as the “Australian Schutzhund Association (Brisbane)”;
- (2) To subscribe to, become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as the imposed on the Association under or by virtue of rule 25 (10);
- (3) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association’s premises;
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (5) To enter into any arrangement with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or authority any rights, privileges and concessions which the Association

may think it desirable to obtain; and to carry out exercise and comply with any such arrangements. Rights, privileges and concessions;

- (6) To appoint, employ, remove or suspend such managers, clerks secretaries servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association of the incorporated association or in the furtherance of its objects;
- (8) To construct, improve, maintain develop, work, manage, carry out alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working management, carrying out alteration or control thereof;
- (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

- (14) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule (4);
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 25 (10);
- (20) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorized to amalgamate;
- (21) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorized to amalgamate;
- (22) To make donations for patriotic, charitable, or community purposes;
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

CLASSES OF MEMBERS

5. (1) There shall be eight (8) classes of membership of the Association. These shall be;

- (a) Full Membership: Any person may be admitted as a full member of the Association by the Committee provided that they have completed 12 months probationary membership and have successfully met the criteria set by the Committee. The Committee has the discretion to reduce the probationary membership to 6 months.
- (b) Probationary Membership: Any person wishing to apply for full membership must first apply for probationary membership. This membership expires 12 months after acceptance by the Committee, at which time full membership should be applied for. The Committee may recommend and allow probationary membership to be repeated if the criteria necessary to become a full member are not met, but will not be obligated to do so. Probationary members shall enjoy all the privileges of full membership provided that:
- (i) Probationary members shall not be eligible to be elected as members of committee;
 - (ii) Probationary members shall not be entitled to vote on any issue; and
 - (iii) Probationary members shall not be entitled to take part in the business procedures of the meetings of the Association.
- (c) Limited Training Membership: Any person may be admitted as a Limited Training member of the Association by the Committee. Limited Membership is offered to persons wishing to participate in the tracking and obedience phase of Dogsport only. The Committee will determine the privileges of membership of Limited Training members provided that:
- (i) Limited Training members shall not be eligible to be elected as members of committee;
 - (ii) Limited Training members shall not be entitled to vote on any issue;

- (iii) Limited Training members are permitted to train and trial in tracking and obedience only.
- (d) Associate Membership: Associate members shall enjoy all the privileges of full members provided that:
 - (i) Associate members shall not be eligible to be elected as members of the Committee;
 - (ii) Associate members shall not be entitled to vote on any issue;
 - (iii) Associate membership may be granted to interstate members and Queenslanders isolated from the Association
- (e) Life Membership: Life membership may be granted in recognition of services rendered in promoting the objects for which the Association was established. For a life membership, a person shall be proposed by a full member and seconded by another full member at an Annual General Meeting or a Special General Meeting. The chairman shall call for a majority vote by the members for the acceptance of the proposal. Life members shall enjoy all the privileges of full membership.
- (f) Honorary Membership: Honorary membership may be granted in recognition of promoting the objects for which the Association was established. For an honorary membership, a person shall be proposed by a full member and seconded by another full member at an Annual General Meeting or a Special General Meeting. The chairman shall call for a majority vote by the members for the acceptance of the proposal. Honorary members shall enjoy all the privileges of full membership provided that:
 - (i) Honorary members shall not be eligible to be elected as members of the committee;
 - (ii) Honorary members shall not be entitled to vote on any issue;
 - (iii) Honorary members shall not be entitled to receive any notice required to be given to full members;
 - (iv) Honorary members shall not be entitled or liable to pay membership fee or subscription;
 - (v) Honorary members shall not be entitled to introduce visitors to the Association.
- (g) Junior Membership: Children eighteen (18) years of age shall be eligible to join the club as a junior member but they shall not be entitled to hold

office, vote or take part in business procedures at meetings of the Association.

- (h) Casual Membership: A Committee Member may accept an application for Casual membership from an applicant to Membership of the Club who has paid a 24 hour subscription fee. The Committee will determine the privileges of membership of Casual members provided that:
 - (i) Casual members shall not be eligible to be elected as members of the committee;
 - (ii) Casual members shall not be entitled to vote on any issue;
 - (iii) Casual members shall not be entitled to take part in the business procedures of the meetings of the Association;
 - (iv) Casual members shall not be entitled to receive any notice required to be given to full members;
 - (v) Casual members shall not be entitled to introduce visitors to the Association

- (i) Social Membership: Social Membership is a non-participative membership offered to persons wishing only to support Dogsport and the Association. The Committee will determine the privileges of membership of Social members provided that:
 - (i) Social members shall not be eligible to be elected as members of the committee;
 - (ii) Social members shall not be entitled to vote on any issue;
 - (iii) Social members shall not be entitled to take part in the business procedures of the meetings of the Association;
 - (iv) Social members shall not be entitled to receive any notice required to be given to full members;
 - (v) Social membership is a non-training membership.

- (2) (a) The members present at an Annual General Meeting shall have the power from time to time to:
 - (i) Limit the number of members;

- (ii) Declare the various classes of membership.
- (b) The classes of membership are presently unlimited.

MEMBERSHIP

- 6.
 - (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association should be admitted by the Committee to the same class of membership of the Association as that member held in the unincorporated association.
 - (2) Eligibility for membership is open to:
 - (a) Any person who is interested in dogsport except where (b) below applies;
 - (b) Membership is open to persons, corporate or individual, involved in professional guard or security dog training, provided that any dog trained by a Full or Probationary Member at BSDC has not and will not also train or be used for guard or security dog purposes;
 - (c) Membership is not open to people from outside the State of incorporation of this Association unless the applicant is already a member of a club affiliated to the Australian Sporting-dog Association (National) Inc. in the applicant's state of residence or unless there is not a club affiliated to the National in the applicant's state of residence.
 - (3) Any person eligible for membership who applies for membership of the Association shall be proposed by one (1) full member of the Association and seconded by another full member. The application for membership shall be made in writing, signed by the applicant and the proposer and seconder, and shall be in such form as the Committee shall prescribe from time to time. Upon completion of a probationary period acceptable to the Committee, the acceptance of the application by the Committee and the payment of the first annual subscription, the applicant shall be a member of the association.
 - (4) Each member shall register his or her address and any changes of address from time to time with the Secretary and all notices sent to the last registered address shall be deemed to be duly given.

MEMBERSHIP FEES

- (1) The membership fees for each class of membership shall be such sum as the full members shall determine from time to time at any general meeting.
- (2) The membership fees for each class of membership shall be payable annually on 1 July or at such time as the Committee shall determine from time to time.
- (3) Any member whose membership fee is outstanding at the due date for payment shall cease to be a member of the Association provided always that the Committee may reinstate such a person's membership on such terms as it thinks fit.

ADMISSION AND REJECTION OF MEMBERS

8

- (1) At the next meeting of the committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (3) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- (4) An application for Casual membership not accepted by a Committee Member must be referred to a Committee Meeting convened immediately thereat. The Secretary, or Committee Member, shall submit such Application to the meeting, and if such Applicant is approved by a resolution passed by a three-fourths (3/4ths) majority of Committee Members voting in person thereat, the Applicant shall thereupon become a member of the Club. Should a quorum not be achieved such vote will be binding pending ratification at the next Committee Meeting. A Casual Member shall cease ipso facto to be a Member of the Club Membership after a period of 24 hours has elapsed since lodgement of the application.

TERMINATION OF MEMBERSHIP

9.

- (1) A member may resign for the Association at any time by giving written notice to the secretary or public officer of the Association. Any member so resigning shall be liable for any outstanding fees which shall be recovered as a debt due to the Association. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member –
 - (i) Is convicted of an indictable offence; or
 - (ii) Fails to comply with any of the provisions of these Rules; or
 - (iii) Has membership fees in arrears or
 - (iv) Conducts himself in a manner considered to be injurious or prejudicial to the character or interest of the Association,

the Committee shall determine whether his membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Committee resolves to terminate his membership it shall instruct the secretary to advise the member in writing accordingly. This notice shall advise the member of the provisions to appeal and the grounds for termination.
- (4) The member concerned shall cease to be a member fourteen (14) days after the Committee has communicated its determination to him, unless he lodges an appeal according to the provisions in 10(1) in which case his membership will be decided by the members at a general meeting.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10.

- (1) A person whose application for membership has been rejected or whose membership has been terminated may within fourteen (14) days of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present

his case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting. If the member concerned will cease to be a member at the date of the general meeting at which the determination was made.

- (3) Notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Committee shall be given in writing. Notice of the general meeting shall clearly state the nature of the business to be discussed thereat.
- (4) Where a person whose application is rejected, does not appeal against the decision of the Committee within the time prescribed by these Rules or so appeals but the appeal is not successful, the secretary shall forthwith refund the amount of any fee paid.

REGISTER OF MEMBERS

11.

- (1) The Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

MEMBERSHIP OF COMMITTEE

12.

- (1) The Committee shall be comprised of a President, Vice-President, Secretary, Treasurer and Head Trainer all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
- (2) At the annual general meeting of the Association, all the members of the Committee shall retire from office, but shall be eligible upon nomination for re-election.

- (3) The election of officers and other members of the Committee shall take place in the following manner:-
- (a) Any two full members of the Association shall be at liberty to nominate any other financial full member to serve as an officer or other member of the Committee at the Annual General Meeting;
 - (b) Contested Offices shall be decided by secret ballot at the Annual General Meeting of full members;
 - (c) If only the required number of persons are nominated to fill existing vacancies, the Secretary shall report accordingly to the Annual General meeting, and the Chairman shall declare such persons duly elected as Committee Members.
- (4) Any member of the Committee may resign from membership of the Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on the latter date.
- (5) The office of Committee Member shall become vacant if the member is:
- (a) Disqualified by the Act;
 - (b) Expelled under these rules;
 - (c) Permanently incapacitated by ill health;
 - (d) Absent without apology from more than three (3) consecutive committee meetings, or more than three (3) committee meetings in a financial year; or
 - (e) No longer the duly appointed representative of a corporate member; or
 - (f) Removed from office by the members at a general meeting where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.
- (6) The Committee shall have power at any time to appoint any full member of the Association to fill any casual vacancy on the Committee until the next annual general meeting.
- (7) The continuing members of the Committee may act notwithstanding any casual vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Committee, the continuing member or members may act for the purpose of

increasing the number of members of the Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

FUNCTIONS OF THE COMMITTEE

13.

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting, the Committee –
 - (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- (2) The Committee may exercise all the powers of the Association:
 - (a) To borrow or raise or secure the payment of money in such manner as the member of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Associations' property, both present and future, and to purchase, redeem or pay off any such securities.
 - (b) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - (c) To invest in such manner as the members of the Association may from time to time determine.

MEETINGS OF COMMITTEE

14.

- (1) The Committee shall meet together for the despatch of business at least monthly.

- (2) Motions arising at any meeting of the Committee shall be decided by a majority of votes and, in the event of an equality of votes the motion shall be defeated and the status quo maintained.
- (3) At every meeting of the Committee a simple majority of a number equal to the number of members elected and/or appointed to the Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (4) A member of the Committee having a pecuniary interest in a contract with the Association must disclose that interest to the Committee as required by the Act, and shall not vote in respect to that contract.
- (5)
 - (a) Not less than seven (7) days notice shall be given by the secretary to members of the Committee of any meeting of the Committee and in the case of a special Committee meeting, such notice shall clearly state the nature of the business to be discussed thereat.
 - (b) The accidental omission to give any member, or the non-receipt of any notice required to be given by this constitution shall not invalidate or affect any proceedings or election at such meeting.
 - (c) A resolution in writing signed by all the members of the committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held.
- (6) The President or the Secretary or any three (3) members of the Committee shall have the power to call a Special Committee Meeting, provided the reasons why such special meeting is being convened and the nature of the business to be transacted thereat is given.
- (7) The President shall preside as Chairman at every meeting of the Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (8) If within half an hour from the time appointed for the commencement of the Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

- (9) Subject to these rules, the Committee shall have the power to adjourn and otherwise regulate its meetings as it deems fit.
- (10) The Committee shall have the power to delegate any of its powers, except its judicial functions, to a subcommittee consisting of such members of the Association as the Committee thinks fit. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee. The President and the Secretary shall be ex-officio members of all subcommittees.
- (11) All acts or decisions done or made by any meeting of the Committee or any member thereof shall, notwithstanding that it is afterward discovered that there was some defect in the appointment of any such member of all or any members of the Committee, be as valid and effective as if they had all been properly appointed, unless it is proved that the appointment was made in fraud or bad faith.
- (12) A Committee Member in communication by telephonic means (telephone, computer, modem, and fax) during the course of a meeting of the Committee shall be deemed to be present in relation to the numbers required to form a quorum, and shall be able to vote as if present in person.

ANNUAL GENERAL OR GENERAL MEETINGS

Timing:

15.

- (1) The first annual general meeting shall be held within eighteen (18) months after the incorporation of the Association.
- (2) Subsequent annual general meetings shall be held at least once each year and within 6 months after the end of the Association's previous financial year.
- (3) Bi-monthly general meetings of full members are to be held at such time as determined by the committee.
- (4) The secretary shall convene a special general meeting –
 - (a) When directed to do so by the Committee; or
 - (b) Within one month of the receipt of a requisition in writing signed by at least four (4) Committee Members or ten (10) full members or the association. Such requisition shall clearly state the reasons why such

special general meeting is being convened and the nature of the business to be transacted thereat; or

- (c) On being given a notice in writing of an intention to appeal against the decision of the Committee to reject an application for membership or to terminate the membership of any person.
- (5) If a special general meeting is not convened within one (1) month as required by subrule 4(b), the requisitionist may convene a special general meeting. Such a meeting shall be convened in the same manner as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Association.

Notice:

16.

- (1) Subject to subrule (2), at least fourteen (14) days notice of any general meeting shall be given to the full members of the Association.
- (2) Notice of a meeting at which a special resolution is to be proposed shall be given at least twenty-one (21) days prior to the meeting.
- (3) The manner by which such notice shall be given shall be determined by the Committee; provided that notice of a general meeting shall clearly state where and when the meeting will be held, and the particulars of the nature and order of the business to be transacted at the meeting; and provided that the notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Committee, shall be given in writing or by email.
- (4) A notice may be given by the Association to any full member by serving the full members with the notice personally, sending it by post or by sending it by email to the address appearing in the register of members.
- (5) A notice may be given by the Association to any full member by serving the full members with the notice personally, sending it by post or by sending it by email to the address appearing in the register of members.

Quorum:

17.

- (1) At any general meeting the number of members required to constitute a quorum shall be 40% of the number of full members.
- (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (3) If within thirty (30) minutes from the time appointed for the commencement of a general meeting a quorum of full members is not present, that meeting shall lapse except for the Annual General Meeting which shall stand adjourned to the same day in the next week, at the same time and place, or to such other day and at such other time and place as the Committee may determine, and if at such adjourned Annual General Meeting a quorum is not present within thirty (30) minutes of the time appointed for the Annual General Meeting, the members present shall form a quorum.
- (4) The Chairman may with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (5) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as if that meeting were an original meeting of full members.

Business Transacted At Annual General Meeting:

18

- (1) The business to be transacted at every annual general meeting shall be
 - (a) The receiving of the Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
 - (b) The receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (c) The election of members of the Committee; and

- (d) The appointment of an auditor.
- (2) The election for the office bearers and other Committee members shall be by secret ballot of full members present and voting thereon, and the counting of the secret ballot shall be conducted by two (2) scrutineers appointed by the full members personally at the meeting.

Chairman & Voting:

- 19. Unless otherwise provided by these Rules, at every general meeting –
 - (1) The President shall preside as Chairman, or if there is no President, or if he is not present within thirty (30) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.
 - (2) The Chairman’s decision on points of order shall be final. The Chairman shall have control of any General Meeting:
 - (3) Every question, matter or resolution shall be decided by a majority of votes of the full members present; except that in the case of a special resolution when a majority of not less than three quarters of the full members present is required, and where members who are entitled to vote, do so personally at the meeting;
 - (4) Subject to these rules, each full member or each life member present shall be entitled to one (1) vote. The other classes of membership shall not be entitled to vote.
 - (5) In the event of an equality of votes, the Chairman must use this casting vote to maintain the Status Quo.
 - (6) Voting shall be by show of hands or a division of members, and a declaration by the chairman of the meeting that a resolution has been carried or lost shall, unless a ballot is demanded, be conclusive evidence of the fact, without proof of the number or proportion of votes recorded in favour of, or against the resolution.
 - (7) If a poll is demanded by the chairman of the meeting or by three (3) or more full members present personally, there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of such ballot as declared by the Chairman shall be the resolution of the meeting.
 - (8) A poll demanded on the election of a chairman of a meeting or on any question of an adjournment, shall be taken at the meeting and without adjournment.

Minutes:

20. The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.

BREEDS

21. Only pure bred, FCI (Federation Cynologique International) recognised sporting dog breeds shall be acceptable for training.

BY-LAWS

22. The Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

ALTERATION OF RULES

23. Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, Department of Justice, Brisbane.

COMMON SEAL

24. The Committee shall have a Common Seal upon which its corporate name shall appear in legible characters. The Common Seal shall not be used without the express authorisation of the Committee, and every use of the seal shall be witnessed by the secretary and at least one (1) other committee member. The seal shall be kept in safe custody of the secretary or such other person as the committee may from time to time decide.

FUNDS AND ACCOUNTS

- 25.
- (1) The funds of the Association shall be deposited in the name of the Association in such bank or permanent building society as the Committee may from time to time direct.
 - (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
 - (3) All monies shall be deposited as soon as practicable after receipt thereof.
 - (4) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised for time to time by the Committee.
 - (5) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupment which may be open.
 - (6) The Committee shall determine the amount of petty cash which shall be kept on the imprest system.
 - (7) All expenditure shall be approved or ratified at a Committee meeting.
 - (8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of-
 - (a) The income and expenditure for the financial year just ended; and

- (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial Year in respect of which such audit was made.
- (10) The income and property of the Associated whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such owing by the association to him or of remuneration to any officers and servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper rent for premises demised or let to the Association.

DOCUMENTS

- 26. The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

FINANCIAL YEAR

- 27. The financial year of the Association shall be the period ending on the 30th of June each year.

WINDING UP

- 28. The Association may be wound up in the manner provided for in the Act.

DISTRIBUTION OF SURPLUS ASSETS

29. If the Association shall be wound up in accordance with the provisions of the Associations incorporated Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 25 (10), such institution or institutions to be determined by the members of the Association.