



WHANGAREI DOG TRAINING ASSOCIATION

RULES

November 2022

These RULES are to be read in conjunction with the "RULES AND REGULATIONS OF DOGS NEW ZEALAND" and with reference to NZKC (Dogs New Zealand) Agility Standing Orders¹

1. NAME

The club shall be called "**WHANGAREI DOG TRAINING ASSOCIATION**" (WDTA).

WDTA is a not for profit organisation defined as '...any society, association or group, which can be incorporated or unincorporated. The activities of the organisation are not carried on for the profit or gain of any member, and the rules of the organisation do not allow any money or property to be distributed to any member'. (IRD 6 July 2020)

The clubs' rules maintain the status quo that allows an exemption from filing a Club or Society Income tax return (IR9). See Clause 28.

2. OBJECTIVES

- a. To conduct regular dog training classes and courses.
- a. To hold competitions as decided by the Committee and approved by *Dogs New Zealand* and *DNZ Agility Committee*.
- b. Generally, to do all things which may be deemed to assist in the promotion of dog training.

3. MEMBERSHIP

Any person may apply for membership of the Association.

4. ELECTION OF MEMBERS

All applications for membership shall be presented to an ordinary meeting of the Committee. Membership of the person concerned shall be elected by a majority of the Committee. This clause shall only apply to persons who were not members during the previous financial year.

¹ The Standing Orders currently published are dated 2015. They are under review and will be updated and the 2015 version archived.

5. LIFE MEMBERS

- a. The Annual General Meeting (AGM) may, by resolution in recognition of 'meritorious services' rendered to the Association, endorse election of Life Members (see 5e).
- a. 'Meritorious services' are outlined as 'criteria' in the *Whangarei Dog Training Association Life Membership Policy*
- b. Life Members shall be exempt from subscriptions and all other such charges, but may enjoy all rights, privileges and duties of ordinary members.
- c. Nominations for Life Membership must be submitted on the Life Membership Nomination form, and shall be received by the Committee 60 days prior to the AGM.
- d. Voting shall be by ballot sent to all paid up members prior to the AGM.
- e. Endorsement of the result shall be tabled at the AGM.

6. MEMBERSHIP REGISTER

- a. The club shall consist of an unlimited number of members whose names, postal addresses, email addresses and date of membership shall be recorded in a register.
- b. The Secretary, or Treasurer, or Secretary/Treasurer shall keep the Register of Members.
- c. A Membership Officer may be recruited to assist with the Register under the guidance of the Executive Officer with Membership responsibility.
- d. If a Member's contact details change, that Member shall give the new contact details to the Secretary.

7. SUBSCRIPTIONS

- a. The subscriptions for membership for the coming year shall be decided by the Committee at a meeting held in the month prior to renewal of subscription notices being sent for the next year (April to March).
- b. Additional training charges for classes and courses shall be decided by the Committee.

8. FORFEITURE OF MEMBERSHIP

- a. A Member shall cease to be so if their subscription remains unpaid two (2) calendar months after 31 March (the end of the Membership year).
- a. Any member wilfully infringing any rule or by-law of the Association or acting in any manner prejudicial to the interests of the Association shall be liable to suspension or expulsion. In any such event a meeting of the committee shall be held and the member concerned given seven (7) days' notice thereof and advised particulars of the alleged offence. The Committee may, after hearing the member, or if they fail to attend, suspend or expel a member.
- b. A member may willingly resign from the club by sending notice of intention to the Secretary. Within 7 days of acceptance of the resignation any trophies or club property in their possession must be returned.

9. OFFICERS

- a. HONORARY: The Honorary Officers of the Association shall be: Patron, Solicitor, Auditor/Financial Reviewer and Veterinary Surgeon. Honorary Officers shall be appointed annually at the AGM. Any of the positions may remain vacant if no appropriate person is available.
- a. COMMITTEE: The Committee of the Association shall consist of:
 - President (Executive)
 - Vice President (Executive). Either outgoing President or a person nominated and elected at the AGM. To be reviewed annually.
 - Secretary (Executive)
 - Treasurer (Executive)
 - A minimum of a further four (4) members. The Committee shall have the power to co-opt members as required.
- c. COMMITTEE EXECUTIVE
Executive positions on the committee (President, Vice President, Secretary, Treasurer) shall be for a period not exceeding three (3) consecutive years unless there is agreement between the outgoing member and the Association members present at the AGM.

It is recommended that nominees for Executive positions have been members of WDTA for at least 2 years, been on the Committee for at least one year, or held office on a committee in a similar situation.

The Committee may second to the Committee as necessary a person(s) with specialist skills and knowledge in an advisory capacity for a set period of time. The person(s) would hold the same status as an Executive member.

10. DUTIES OF THE COMMITTEE (see also *WDTA Roles and Responsibilities*)

- a. The Committee will be guided by the *Dogs NZ Club Handbook* and *DNZ Agility Committee Standing Orders*.
- a. The Committee shall be charged with the full control and management of the governance and compliance affairs of the WDTA, and arrange for the transaction of all such business of the WDTA. The Committee shall make all policy and financial decisions for the WDTA.
- b. The Committee shall appoint, if necessary, a sub-committee for the purposes of organising the annual shows, events, training courses and classes. These sub-committees may or may not consist of elected committee members **as well as** ordinary club members and shall be responsible for the organisation of the annual shows, events, training courses and classes. Appointments of Judges, Stewards and Officials for the annual shows and events shall be organised by the appointed sub-committee, however, approval will be required by the Committee before contracting any judges or officials and scheduling of shows and events.
- c. The Committee shall appoint, if necessary, any ordinary club member or members who are not on the committee to help with the general running of the various disciplines, for example, (but not limited to): taking enrolments and arranging and scheduling classes.
- d. The Committee shall be responsible for the purchase of new or replacement equipment. Requests for new or replacement equipment will be made in writing and submitted to the Committee for consideration prior to any order being placed.

- e. The Committee shall be kept informed of the appointment of Instructors in the various disciplines by the person or persons who have taken the role of organising the running of their particular discipline. A Register of Instructors shall be kept.
- f. The Committee will appoint a committee member to be the Health and Safety Co-ordinator.

11. DUTIES OF THE EXECUTIVE (not exclusive)

- a. The Executive are the President, Vice President, Secretary and Treasurer.
- b. The Executive shall be responsible for the management of the WDTA bank account and collectively decide the delegations of authorities to the account.
- c. The Committee and Executive are guided by the *Dogs NZ Club Handbook*.
- d. The Executive must be members of Dogs NZ.

12. DUTIES OF PRESIDENT

- a. Is responsible for ensuring the Committee fulfils its responsibilities for the governance and the success of the club.
- b. Consults with the Committee about allocation of roles and responsibilities.
- c. Keeps club members informed.
- d. Chairs and manages Committee and AGM/SGM.
- e. Represents/is spokesperson for the club.
- f. Ensures planning and budgeting for the future to best represent the interest of club members.

13. Duties of the Vice President

Stands in for/is a substitute for the president where necessary.

14. DUTIES OF SECRETARY

- a. Attends each meeting of the Association and Committee and keeps minutes of proceedings
- a. Reads and files all communications.
- b. Issues notices of meetings when directed.
- c. Conducts correspondence.
- d. Keeps a register of instructors and distributes that register to relevant parties from time to time by approval of the Committee. This task may be delegated by the Committee to another committee person or club member as they deem fit.
- e. The position of Secretary may be held by two people – one to take and distribute minutes (Minute Secretary), the other to undertake all other duties (Communication and Correspondence Secretary).

15. DUTIES OF TREASURER

- a. Collects all subscriptions, entry fees and other revenue of the Association.
- a. Pays all revenue into the Association's bank account within seven (7) days.
- b. Keeps accounts of all monies received and paid out in a reasonable time-frame and timely manner.
- c. Ensures that payments are approved by the Committee, and authorised by at least the Treasurer and one other person.
- d. Is responsible for supervision of the club's finances to allow the Committee to provide good governance of the club e.g. ensures that bank authorities require two signatures.
- e. Ensures that information for the annual review is prepared and submitted to the reviewer in good time prior to the Annual General Meeting.
- f. Presents to the Annual General Meeting a duly reviewed statement of income and expenditure and balance sheet.
- g. Presents to each Committee meeting a statement of income and expenditure since the previous Committee meeting.
- h. Keeps a register of members and distributes that register to relevant parties from time to time by approval of the Committee. This task may be delegated by the Committee to another committee person or club member as they deem fit (see Rule 6.)

16. VACANCY OF ORDINARY COMMITTEE- PERSON

The seat of any ordinary committee-person shall be deemed vacant:

- a. If they are absent from two (2) consecutive meetings of the committee without apology acceptable to the committee
- a. If they forward to the committee their written resignation of office
- b. If from any cause they become incapable of attending to their duties.

17. FILLING VACANCY OF ORDINARY COMMITTEE-PERSON

In the case of a vacancy of an ordinary committee-person arising, the vacancy shall be filled by the Committee co-opting to fill the minimum committee requirements. (9a)

18. VACANCY OF HONORARY OFFICERS

In case of a vacancy in the position of any Honorary Office, Financial Reviewer, Legal Advisor or Veterinary Surgeon occurring in any current year, the committee shall have the power to fill any vacancy.

19. MEETINGS (TYPES)

Any Committee meetings may be held via the means below where the Committee deems those means are the most appropriate in the circumstances:

- a. face to face
- b. email
- c. electronic live (eg Zoom, teleconference)

20. MEETINGS OF THE COMMITTEE

The Committee shall meet no less often than every two (2) months and at such other times as shall be deemed necessary. Four (4) members shall form a quorum. At all Committee meetings the President shall take the chair, or in their absence a Committee member nominated by the President. On all questions the President shall have a deliberative and a casting vote.

21. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the members of the association shall be held within three months of the end of the financial year, provided that the committee may, if they think fit, postpone the date for holding such a meeting for a period not exceeding one (1) month. An annual report of the association's progress, which shall include a tabulated statement of the meetings of the committee, together with a duly reviewed Statement of Financial Position and Statement of Financial Performance, and the assets and liabilities of the association, shall be printed and made available to members attending the AGM.

The order of business shall be:

Present

Apologies

Adoption of minutes of previous Annual General Meeting

Presentation of Annual Reports

- President
- Treasurer (includes Statement of Financial Performance and Statement of Financial Position)

Appointment of Life Members

Presentation of Recognition Awards (Certificates of Appreciation)

Election of Officers, Committee and Honorary Officers

General

Nomination papers for the Election of Officers and Committee members at the AGM shall be sent out to all paid up members no less than two (2) weeks before the date of the AGM. Duly signed nomination forms must be returned to the Secretary at least seven (7) days prior to the date set down for the AGM.

In the event of no nominations being received prior to the AGM, nominations may be taken from the floor at the meeting.

Whenever an election of Officers and Committee takes place members may vote for less than the number required to fill vacancies but the voting paper shall be invalid if it shows more than the number required to fill vacancies.

Only financial members for the current year, as defined in Rule 4, shall be eligible to vote.

22. SPECIAL GENERAL MEETING

A Special General Meeting of the members of the Association shall be convened by the Secretary on a requisition signed by ten (10) members of the Association, or by resolution of the Committee. Such meeting shall be held within fourteen (14) days after receipt of such

requisition and seven (7) days' notice shall be given to all members setting out the purpose for which such meeting is called.

No business other than that of which due notice has been given shall be transacted at that meeting.

23. PROCEDURE AT SPECIAL GENERAL MEETING

If, within half an hour from the appointment time for a Special General Meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be abandoned. In any other case the meeting shall thereupon stand adjourned until the corresponding day and hour of the following week – provided the same does not fall on any public holiday, in which latter case the meeting shall stand adjourned for another week, and if there shall not be a quorum present, those who may be present shall have full power to deal with the business for which the meeting was called. All such meetings, when duly constituted, shall have power to adjourn their proceedings, from time to time, for any period they may appoint. At all Special General Meetings, and when questions of order, procedure, or interpretation of the Rules shall arise, the ruling of the ballot, show of hands, or on the voices as the chairperson directs and the chairperson shall have a casting vote.

At any Special General Meeting ten (10) financial members shall form a quorum.

24. ALTERATIONS TO RULES:

The Rules of the Association may be altered, added to or rescinded at a Special General Meeting held for the purpose and called in accordance with Rules 22 and 23. A majority of the members present at such a meeting must vote in favour of the alteration before it can be carried.

Any alterations to the Rules are to be sent to Dogs New Zealand for Approval.

25. COMPLAINTS:

Any complaints against the club, club committee or club members must be made in writing and addressed to the Secretary and President.

The complaint will be tabled at the next committee meeting, discussed and a response and action decided upon.

Refer also NZKC Club Handbook and (DNZ) Agility Standing Orders Section 12.

26. AGGRESSIVE AND/OR REACTIVE DOGS

Where a dog's behaviour is considered aggressive or reactive and potentially unsafe to other class participants - the class instructor may:

- request closer management of the dog in class situations when not actively participating (eg stay secured in a crate or vehicle until ready for their turn to participate– NOT tethered)
- request the dog be muzzled when off lead where appropriate
- inform the handler that the class activity is not currently appropriate for that dog and refer to a private trainer

Refer also NZKC (DNZ) Agility Standing Orders Sections 13 & 14

27. BORROWING POWERS

No monies shall be borrowed without the authority of a Resolution of a Special General Meeting of the Association and the Committee shall thereupon be empowered to borrow for the purposes of the club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such authority all such dispositions of the Association's property or any part thereof and enter into such arrangements as it may deem proper for giving security for such loans and interest.

28. FINANCIAL GAINS TO MEMBERS

As a not for profit organisation WDTA will not pay members or distribute property to members unless it is for 'professional services' (see below). The Committee may offer appropriate gifts to instructors and honoraria to Executive members, Show Managers and Show Secretaries.

To maintain IRD status as a not for profit organisation 'Professional Services' is defined as those professional services to the organisation carried out in the course of business that are charged at a rate that is not greater than current market rates or where an honorarium is provided for services that meets the School Trustees model of criteria where the recipient will not incur tax.

See also Clause 1.

29. WINDING UP

The Association may be wound up voluntarily if the Association at a Special General Meeting passes a Resolution requiring the Association to be wound up, and the Resolution is confirmed at a subsequent Special General Meeting called together for that purpose, and held not earlier than 30 (thirty) days after the date on which the Resolution to be confirmed was passed. Upon any resolution or winding-up of the Association in any manner, the surplus assets thereof (after payment of all liabilities) shall be donated to some institution or institutions as resolved at the final meeting.

30. GENERAL

If any case occurs which is not or which is alleged not to be provided for by the Rules, the Committee in such a manner shall determine it as they deem fit, and the decision of the Committee shall be final.

