



Hobart Canine Obedience Club Inc.

Constitution

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1. The name of the Association

The name of the Association is the Hobart Canine Obedience Club Inc. (referred to in this Constitution as "the Club").

The trading name of the club is the Hobart Dog Training Club.

2. Definitions

In this Constitution, unless the context other requires:

"the Act" means the *Associations Incorporation Act (Tas) 1964*.

"accounting records" has the same meaning as in the Act.

"ANKC" means the *Australian National Kennel Council Ltd*

"annual general meeting" means an annual general meeting of the Club held under rule 32

"application for membership" includes application for renewal of membership.

"Association" means the Hobart Dog Training Club Inc.

"association" has the same meaning as in the Act.

"attending" or "present" includes *in person, by telephone, video or virtually*.

"auditor" means the Auditor appointed or reappointed by the members of the Club at an Annual General Meeting or a Special General Meeting.

"authorised deposit-taking institution" means a body corporate that is an authorised deposit-taking institution for the purposes of the *Banking Act 1959* of the Commonwealth.

"rule" means a provision of the constitution and where the context so admits includes a paragraph or sub-paragraph thereof.

"Committee" includes office bearers.

"Constitution" means the Constitution of the Club.

"Club" means the Hobart Canine Obedience Club Inc.

"disqualified member" includes a person who has been disqualified, suspended or deemed to be otherwise ineligible to take part in fixtures sanctioned by the TCA for the term of such disqualification, suspension or ineligibility.

"Dogs Australia or ANKC" means the Australian National Kennel Council.

"Dogs Tasmania" means the Tasmanian Canine Association Inc. (trading as Dogs Tasmania).

"exhibition or exhibit" includes an obedience trial, rally trial, scent works trial, agility trial, jumping trial, tracking trial, flyball trial, tricks trial, lure coursing trial, canine show, parade or exhibition, demonstration, gun dog trials, canine test or competition, display, contest or similar event.

"executive" means the President, Vice-President, Secretary and Treasurer.

"financial member" means a member of the Club who shall not be in default in the payment of their annual subscription or any fees or other monies payable by them in accordance with the Constitution. Unfinancial has the opposite meaning.

"financial year" means a period of 12 months commencing on 1 July and ending on 30 June of each year.

"general meeting" means

(a) an annual general meeting

(b) a special general meeting.

"life member" means a member admitted to the Club as a member for life.

"member" means a natural person who has been admitted to any category of membership.

"office" means the office of the Club and shall be a place as determined from time to time at which the records of the Club are to be kept.

"officer of the Association" means the President, Vice President, Treasurer, Secretary and Head Instructor or such other nominated positions as referred to in rule 18.

"ordinary business of an annual general meeting" means the business specified in rule 32.

"ordinary Committee member" means a member of the Committee other than an officer of the Association.

"person" means a natural person and excludes a firm or partnership, a company or corporation or other legal entity.

"public officer" means the person referred to in section 14 of the Act.

"rules" means the clauses within this Constitution for the time being of the Club.

"secretary" means the secretary of the Club and where the context reasonably permits any other person for the time being appointed by the Committee to exercise the functions of the secretary.

"special Committee meeting" means a meeting of the Committee that is convened under rule 26 by the president or any four (4) of the members of the Committee.

"special general meeting" means a special general meeting of the Association convened under rule 33.

"special resolution" has the same meaning as in the Act.

"TCA" means the Tasmanian Canine Association Inc. (trading as Dogs Tasmania).

"Writing" includes printing, email and any other like recognized means of communication or of reproducing words in visible form.

Note: words importing and the male gender shall where the context reasonably permits include all other genders and the singular number shall include the plural number.

3. The Office of the Club

Shall be at the William Keith Eltham Pavilion, Crossroads/ Soldiers Memorial Oval, Queens Domain, Hobart, Tasmania, 7000 or other such place as the Committee may determine.

4. Not for Profit organisation

The Club is a not-for-profit organisation.

5. The Objectives and purposes of the Club

- (a) to train people to train their dogs using positive reward based techniques.
- (b) to communicate, share and exchange ideas regarding dog training and behaviour.
- (c) to educate, support and encourage Members in the care, training and behaviour of their dogs.
- (d) to help promote a more responsible dog ownership in the community.
- (e) to affiliate with Dogs Tasmania or similar entity for relevant exhibitions.
- (f) to foster, promote and protect the interest of members and exhibitors at exhibitions.
- (g) to educate and encourage members, breeders and judges to abide by the requirements and standards approved by Dogs Tasmania for the conduct of exhibitions.

- (h) to promote good fellowship and sportsmanship amongst members and those participating in or attending at exhibitions.
- (i) to hold workshops, educational sessions relating to dog training and to the objectives of the Club generally.
- (j) to provide certificates and awards for competition and exhibitions of dogs.
- (k) to foster good relations with other Clubs, Associations and bodies having similar objectives and aims.
- (l) to promote and assist worthy causes, as agreed at a General Meeting of the members of the Club.
- (m) to make representations or requests to Hobart City Council on matters relating to members and their dogs.
- (n) the doing of any lawful thing incidental or conducive to the attainment of the objects or purposes of the Club.

The following powers, to pursue and attain the objectives and purposes of the Club, shall be vested in and may be exercised by the Committee:

6. Powers of the Committee

- (a) to do all other acts, matters and things as may be necessary, expedient or desirable to promote and put into effect all or any of the objectives and purposes of the Club and other matters incidental thereto.
- (b) to make, amend and repeal regulations, Code of behaviour, policies and procedures in respect of any matter relevant to the objectives and purposes of the Club.
- (c) to publish information in Club publications, on the Club website, on social media, on radio, television, internet and other forums any matters and items of interest or concern to members.
- (d) to compile, maintain and keep current a register of financial members, life members and affiliated bodies.
- (e) to make policies and procedures for the objectives and purposes of this Constitution and without limiting the scope of those may include dealing with complaints, the investigation of such complaints, the laying of any charges and for the hearing of such charges and for any resulting disciplinary measures to be taken and for the hearing of appeals from members against any disciplinary sanctions or penalties imposed on them and/ or their dogs.
- (f) to afford means for, and encourage, the amicable settlement of disputes.
- (g) to determine from time-to-time membership subscriptions and all other fees that may be determined for the operation and administration of the Club.

- (h) to appoint or elect Committees and Sub-Committees and delegates subject to the Constitution of the Club.
- (i) to approve life memberships of the Club subject to the Constitution.
- (j) to purchase, lease, hire or acquire any real or personal property necessary or convenient for any of the Objectives of the Club.
- (k) the purchase, sale or supply of, or other dealing in, goods.
- (l) the construction, maintenance or alteration of any building or works necessary or convenient for any of the Objectives of the Club.
- (m) to accept a gift for any of the Objectives of the Club.
- (n) the taking of any step the Committee, or the members of the Club at a general meeting, determine expedient for the purpose of procuring contributions to the funds of the Club.
- (o) the borrowing and raising of money in any manner and on terms –
 - i. the Committee thinks fit; or
 - ii. approved or directed by resolution passed at a general meeting.
- (p) invest the funds of the Club not immediately required in such manner as the Committee in lieu thereof shall determine, subject to the provisions of the *Trustee Act 1898* or other relevant legislation.
- (q) the establishment and support, aiding in the establishment or support, of any other association formed for any of the basic Objectives of the Club.
- (r) the purchase, or acquisition, and the undertaking of all or part of the property, assets liabilities or engagements of any association with which the Club is amalgamated in accordance with the provisions of the Act and the Constitution of the Club.
- (s) to do all other things as may be incidental or ancillary to the attainment of these objectives and purposes.

7. Affiliation with the TCA

- (a) The Club shall apply to become an affiliated body of the TCA and once affiliated shall maintain the affiliation for the purposes of conducting authorised exhibitions in various dog related disciplines from time to time.
- (b) Those members who enter TCA sanctioned fixtures shall be deemed to have agreed upon entering to be bound by the Constitution, Rules and Regulations and policies of the TCA or Dogs Australia relating to those exhibitions.

8. Membership

- (a) Any person interested in any of the activities referred to in the objectives of the Club shall be eligible for membership on payment of the amounts set out in the Club's fee schedule at the time of applying.
- (b) Application for membership shall be made in the required form.
- (c) Membership of the Club is subject to the application being approved by the Club's Committee. Such approval may be delegated by the Committee. The delegate shall submit such application either for in lieu thereof for approval or for noting at the next meeting of the Committee.
- (d) An application for membership shall be in such form as the Club may from time to time determine and shall be completed and lodged by the applicant. An applicant shall furnish to the Club such information as may be required from time to time and in particular shall furnish such information as is called for in the form.
- (e) Any application for membership may be refused by the Club notwithstanding that a membership subscription was paid contemporaneously with the application and was banked provided that in the event of the application being refused such subscription shall be refunded to the applicant.
- (f) A Member may within sixty days of their membership expiring make application to the Club for renewal as a member to his category of membership upon payment of the annual subscription and shall be deemed for all purposes to have been renewed as a member.

9. Membership Subscriptions

- (a) A member shall, upon admission to membership, pay to the Club an initial membership subscription for the period specified in accordance with membership category which shall terminate at midnight on the last day of that period.
- (b) Membership shall lapse if not renewed within sixty days of becoming due.
- (c) In applying for or renewing a membership, the member agrees to abide by the Constitution, regulations, code and ethics, code of conduct, policies and procedures in existence at the time.

10. Categories of Membership

- (a) Categories of membership shall include:
 - i. Club membership;
 - ii. Life membership.

- (b) The Committee may approve the awarding of Life Membership to any person who is considered to have provided outstanding service to the Club over a period of at least eight (8) years. The years do not need to have been continuous.
- (c) Life Members shall enjoy all privileges and benefits of ordinary members of the Club, and shall not be liable to pay the Annual Membership subscription but are still deemed to be financial members of the Club.

11. Register of Members

- (a) A register of members shall be kept by the Club in writing which includes electronically.
- (b) A person becomes a member of the Club when his or her name is entered in the register of members.
- (c) The register shall contain –
 - i. the name of each member of the Club and the date on which he or she became a member; and
 - ii. contact details which may include an email address, mobile telephone number, residential or postal address;
 - iii. the name of a person who ceased to be a member and the date on which the person ceased to be a member.

12. Liability of Members

- (a) Any right, privilege or obligation of a person as a member of the Club –
 - i. is not capable of being transferred to another person; and
 - ii. terminates when the person ceases to be a member of the Club.
- (b) If the Club is wound up, each person who was, immediately before the Club is wound up, a member of the Club, and each person who was a member of the Club within the period of 12 months immediately preceding the commencement of the winding-up, is liable to contribute –
 - i. to the assets of the Club for payment of the liabilities of the Club; and
 - ii. for the costs, charges and expenses of the winding-up; and
 - iii. for the adjustment of the rights on the contributors among themselves.
- (c) Any liability under rule 12(b) is not to exceed the annual subscription amount for the member.

- (d) A former member of the Club is not liable to contribute under rule 12 (b) in respect of any liability of the Club incurred after they ceased to be a member.

13. Cessation of Membership

- (a) Membership of the Club shall cease:
- i. Upon the termination of the period of membership (whether by effluxion of time or otherwise) unless the membership has been renewed by the Club for a further period.
 - ii. If the member resigns by notice in writing such resignation is effective from the date it is received by the Secretary or such later date as may be specified in the notice of resignation, but does not relieve the member from payment of overdue or outstanding subscriptions or other monies owed by the member to the Club at the time of resignation.
 - iii. If the member dies.
 - iv. If the member's annual subscription for the forthcoming financial year has not been paid within sixty (60) days of becoming due.
 - v. If the member is suspended or expelled by the Club for any period for which the member is suspended or disqualified.
- (b) Should any person cease to be a Member of the Club for any reason whatsoever he or she shall not be entitled to the return of his or her membership fee or any part thereof.

14. Annual Subscription and Joining Fee

- (a) The annual subscription, fees for classes and any other fees payable by members will be set out in the Regulations of the Club and will be determined by the Committee and reviewed from time to time.

15. Benefits of Membership

- (a) Subject to the restrictions and limitations in this Constitution the privileges of a member shall include:
- i. To participate in any Club events including training sessions, competing for awards or prizes available for members of the Club when exhibiting or competing may exhibition conducted by the Club.
 - ii. To attract a discount on trial fees when participating in a trial run by the Club.
 - iii. To nominate to become a coordinator, instructor, trainer, assistant trainer, steward or other similar role to assist with training or exhibitions.

- iv. To receive a copy of the Constitution, Regulations, Codes, policies and procedures of the Club and any other formal documents.
 - v. The right to attend and vote at all general meetings of the Club.
 - vi. The right to offer themselves as a candidate for any office of the Club.
 - vii. The right to propose or second a candidate for election to the Club or to any other Committee of the Club and to vote in any ballots conducted for elections to such Committee.
 - viii. The right to offer themselves for appointment to sub-Committees of the Club;
 - ix. To receive any publication issued by the Club; and
 - x. To be included in social media groups operated by the Club.
- (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.
- (c) A right, privilege or obligation of a person by virtue of their membership of the Club
- i. is not capable of being transferred to another person; and
 - ii. terminates upon the cessation of their membership.

16. Conduct of Members

- (a) A member must observe and act in accordance with the Constitution, Regulations, Code of conduct, policies and procedures of the Club and must use their best endeavours to further the objectives of the Club.
- (b) The Club may prepare policies and procedures for dealing with complaints, against Members who fail to act in accordance with the Constitution, Regulations and Code of conduct.
- (c) Policies and procedures for dealing with complaints may include:
- i. investigation of complaints;
 - ii. a mechanism for mediation of disputes;
 - iii. bringing any charges for wrongdoing;
 - iv. hearing of such charges;

- v. any resulting disciplinary measures;
- vi. appeals from members against disciplinary sanctions or penalties imposed on them or their dogs;
- vii. appeals by TCA members against disciplinary sanctions or penalties imposed on them or their dogs will be heard by the appropriate TCA appeals body; and
- viii. compliance with the rules of natural Justice/ procedural fairness.

17. Affairs of the Club to be managed by the Committee

- (a) The affairs of the Club are to be managed by a Committee of management including the officers of the Club and the other members of the Committee
- (b) The Committee –
 - i. is to control and manage the business and affairs of the Club;
 - ii. may exercise all the powers and perform all the functions of the Club, other than those powers and functions that are required by this Constitution to be exercised and performed by members of the Club at a general meeting; and
 - iii. has power to do anything that appears to the Committee to be essential for the proper management of the business and affairs of the Club.

18. Officers of the Club

- (a) The officers of the Club are as follows:
 - i. The President;
 - ii. The Vice President;
 - iii. The Treasurer; and
 - iv. The Secretary;
- (b) Subject to rule 18(d), the officers of the Club are to be elected in accordance with rule 27.
- (c) Each officer of the Club is to hold office until the end of the next annual general meeting after that at which they are elected and is eligible for re-election.
- (d) If a casual vacancy in an office referred to in rule 18(a) occurs, the Committee may appoint one of its members to fill the vacancy until the end of the next annual general meeting after the appointment or seek expressions of interest from members of the Club to be then considered by the Committee.

- (e) If an office referred to in rule 18(a) is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.
- (f) No two Committee members who are married, family members, related or in a partner relationship can jointly authorise payments.
- (g) All members of the Committee shall hold their positions on an honorary basis.

19. The Committee

- (a) There will be a Committee with a minimum of five (5) and a maximum of fourteen (14) members.
- (b) The Committee consists of –
 - i. the officers of the Club; and
 - ii. other members elected at the annual general meeting or appointed in accordance with this rule.
- (c) An ordinary Committee member is to hold office until the end of the next annual general meeting after that at which he or she is elected and is eligible for re-election.
- (d) If a casual vacancy occurs in the office of an ordinary Committee member, the Committee may appoint a member of the Club to fill the vacancy until the end of the next annual general meeting after the appointment.
- (e) If an office of an ordinary Committee member is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.

20. Vacation of Office

- (a) For the purposes of this Constitution, the office of an officer of the Club, or of an ordinary Committee member, becomes casually vacant if the officer or Committee member –
 - i. dies; or
 - ii. becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration or estate for their benefit; or
 - iii. becomes a represented person within the meaning of the Guardianship and Administration Act 1995; or
 - iv. resigns office in writing addressed to the Committee; or
 - v. ceases to permanently reside in Tasmania; or

- vi. is absent from four consecutive meetings of the Committee without the permission of other members of the Committee; or
- vii. cease to be a member of the Club; or
- viii. fails to pay, within 14 days after receiving a notice in writing or electronically stating that the officer or Committee member has failed to pay one or more amounts of annual subscriptions, all such amounts due and payable by the officer or member.

21. Executive Committee

- (a) The President, the Vice-President, the Secretary and the Treasurer constitute the Executive Committee of the Club.
- (b) During the period between meetings of the Committee, the executive Committee may issue instructions to the public officer, and any employees of the Club (if any) in matters of urgency connected with the management of the affairs of the Club.
- (c) The Executive Committee is to report on any instructions issued under rule 21(b) to the next meeting of the Committee.

22. Duties of the President

- (a) The President will:
 - i. Convene and chair meetings of the Club;
 - ii. Use the position to benefit the Club and its members;
 - iii. Pursue the objectives and purposes of the Club;
 - iv. Represent and speak on behalf of the Club;
 - v. Host functions for members and guests;
 - vi. Contribute to the Club's newsletter to members; and
 - vii. Provide an annual President's report.

23. Duties of the Secretary

- (a) The Secretary will exercise and perform all the usual secretarial functions and generally attend to the secretarial work of the Club and in particular shall keep and maintain:
 - i. The register of members;
 - ii. Minutes of all proceeding of meeting of the Committee and of the Club;

- iii. All necessary records of the affairs of the Club; and
- iv. A record of awards made at all exhibitions and events conducted by the Club; and
- v. Shall forward to the TCA within one (1) month of the annual general meeting all the required documents to maintain the Club's affiliation with the TCA.

24. Duties of the Treasurer

- (a) The duties of the Treasurer include:
 - i. Receiving all monies paid to the Club and cause the same to be paid into the banking account of the Club kept for such purpose within fourteen (14) days of the receipt thereof;
 - ii. Keeping all necessary books of account and financial statements as shall be required by the auditors and the TCA.;
 - iii. Preparing annual accounts and accompanying reports;
 - iv. Submitting financial statements to all constituted meetings of the Committee;
 - v. Producing general accounts and cash books; and
 - vi. Keep records for payments authorised by the Club and the Committee.

25. Duties of the Vice-President

The Vice-President shall Chair meetings of any Committee meeting or general meeting and perform the duties of the President if the President is unable to do so.

26. Meetings of the Committee

- (a) The Committee is to meet regularly at any place and time and format arranged by the President.
- (b) A meeting of the Committee, other than a meeting referred to in rule 26(a), may be convened by the president or any four (4) of the members of the Committee.
- (c) Written notice of any special Committee meeting is to be notified to members of the Committee and is to specify the general nature of the business to be transacted.
- (d) A special Committee meeting may only transact business of which notice is given in accordance with rule 34.
- (e) A quorum for the transaction of the business of a meeting of the Committee is fifty percent (50%) of the members of the Committee.

- (f) Business is not to be transacted at a meeting of the Committee unless a quorum is present.
- (g) If a quorum is not present within half an hour after the time appointed for commencement of –
 - i. a meeting of the Committee (other than a special Committee meeting), is to be adjourned to the same day in the next week; or
 - ii. a special Committee meeting, the meeting is dissolved.
 - iii. At each meeting of the Committee, the chairperson is to be the president or in the absence of the president, the vice-president; or
 - iv. in the absence of both the president and vice-president, a member of the Committee elected to preside as chairperson by the members of the Committee present at the meeting.
- (h) Any question arising at a meeting of the Committee is to be determined on voices or a show of hands (physically, electronically or virtually) or by a poll taken at that meeting in the manner the chairperson determines.
- (i) On any question arising at the meeting of the Committee, a member (including the chairperson) has one vote only.
- (j) In the case of an equality of votes, the chairperson has a second or casting vote.
- (k) Notice of each Committee meeting is to be given to each member of the Committee by
 - i. emailing it to the email address, of the member, that the member has nominated: or
 - ii. sending it via a personal or group electronic calendar appointment to the member; or
 - iii. giving it to the member during business hours before the day on which the meeting is to be held; or
 - iv. leaving it, during business hours before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or
 - v. sending it by post, to the person's postal address or residential address or address of business or employment last known to the server of the notice, in sufficient time for it to be delivered to that address in the ordinary course of post before the day on which the meeting is to be held; or
 - vi. faxing it to the member's fax number; or

- vii. sending it to the member's mobile phone number; or
- viii. sending it by private message to a person's social media account.

27. Election of Officers and other Committee Members

- (a) The Officers and the other members of the Committee shall be elected annually at the annual general meeting and shall take office immediately upon election.
- (b) A nomination of a candidate for election as an officer of the Club, and/or as an ordinary Committee member, is to be –
 - i. made in writing, signed by two (2) members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and
 - ii. be delivered to the returning officer on or before the day on which the annual general meeting is to be held.
- (c) If insufficient nominations are received to fill all vacancies on the Committee –
 - i. the candidates nominated are taken to be elected; and
 - ii. further nominations may be received at the annual general meeting.
- (d) If the number of further nominations received at the annual general meeting exceeds the number of remaining vacancies on the Committee to be filled, a ballot is to be held in relation to those further nominations.
- (e) The ballot for the election of officers of the Club and ordinary Committee members is to be conducted at the annual general meeting in the manner determined by the Committee.
- (f) Casual committee vacancies may be filled at any time by inviting nominations from members which are to be considered by the Committee.

28. Duties of the Public Officer

Duties of the Public Officer include lodging the Annual Return with Consumer Building and Occupational Services (CBOS), or its equivalent, within one (1) month of the annual general meeting all the required documents to maintain the Club's incorporated association status.

29. Disclosures of interest

- (a) If a member of the Committee or a member of a sub-Committee has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the Committee or sub-Committee at a meeting, the member is to, as soon as practicable after the relevant facts come to the member's knowledge, disclose the nature of the interest to the Committee.

- (b) If at a meeting of the Committee or a sub-Committee a member of the Committee or sub-Committee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

30. Sub-Committees

- (a) The Committee may –
- i. appoint a sub-Committee from the Committee; and
 - ii. prescribe the powers and functions of that sub-Committee.
- (b) The sub-Committee will report back to the Committee.
- (c) Committee may co-opt any person as a member of a sub-Committee without voting rights, whether or not the person is a member of the Club.
- (d) The quorum for the transaction of the business of a meeting of the sub-Committee is three (3) appointed members entitled to vote.
- (e) Any question arising at a meeting of the Committee is to be determined on voices or a show of hands (physically, electronically or virtually) or by a poll taken at that meeting in the manner the chairperson determines.
- (f) On any question arising at a meeting of sub-Committee, a member of the sub-Committee (including the chairperson) has one (1) vote only.
- (g) Written notice of each sub-Committee meeting is to be provided to each member of the sub-Committee by –
- i. emailing it to the email address, of the member, that the member has nominated; or
 - ii. sending it via a personal or group electronic calendar appointment to the member; or
 - iii. handing it to the member on or before the day on which the meeting is to be held; or
 - iv. leaving it, before the day on which the meeting is to be held, at the member's last known postal or residential address or place or address of business or employment; or
 - v. sending it by post, to the person's last known postal address or residential address or address of business or employment; or
 - vi. sending it to the member's mobile phone number; or
 - vii. sending it by private message to a person's social media account.

31. Rulings at Meetings

All questions arising at a General Meeting or at a meeting of the Committee or of a Sub-Committee, other than questions of order or procedure which shall be decided by the Chairperson, shall be decided by the majority of votes cast at such meeting and in the case of equality of votes the Chairperson shall have the casting vote.

32. Annual General Meeting of Members

- (a) The Club is to hold an annual general meeting each year.
- (b) An annual general meeting is to be held within three (3) months of the end of the financial year.
- (c) An annual general meeting is to be in addition to any other general meeting that may be held in the same year.
- (d) The notice convening an annual general meeting is to specify the purpose of the meeting.
- (e) The business to be transacted at the Annual General Meeting shall be:
 - i. to confirm minutes of the preceding Annual General Meeting.
 - ii. to receive and adopt the accounts of the Club and any reports.
 - iii. to elect the officers of the Club and the ordinary Committee members.
 - iv. to receive the President's Report and transact any other business on the agenda.
- (f) An annual general meeting may transact business of which notice is given in accordance with rule 34 to the Secretary 14 days prior.
- (g) Minutes of proceedings of an annual general meeting are to be kept, in the minute book of the Club (in writing, electronic or otherwise), by the Secretary, or in the absence from the meeting of the Secretary by an officer of the Club who is nominated by the chairperson of the meeting.

33. Special General Meeting of Members

- (a) The Committee may convene a special general meeting of the Club at any time.
- (b) The Committee, on the requisition in writing of at least ten (10) members of the Club, is to convene a special general meeting of the Club.
- (c) A requisition for a special general meeting –
 - i. is to state the purpose of the meeting; and

- ii. is to be signed by each of the requisitionists;
 - iii. is to be provided to the Secretary or President; and
 - iv. may consist of several documents, each signed by one or more of the requisitionists.
- (d) If the Committee does not cause a special general meeting to be held within 21 days after the day on which a requisition is provided with either the President or the Secretary of the Club, any one or more of the requisitionists may convene the meeting within two (2) months after the day on which the requisition was provided.
- (e) A special general meeting convened by requisitionists is to be convened in the same manner, as nearly as practicable, as the manner in which a special general meeting would be convened by the Committee.

34. Notice of General Meeting

- (a) At least seven (7) days before the day on which a general meeting of the Club is to be held, the Secretary is to publish a notice specifying –
- i. the place, day and time at which the meeting is to be held and the format of the meeting (physical or electronic)
 - ii. the nature of the business that is to be transacted at the meeting.
- (b) A notice is published if the notice:
- i. appears on a website, or at an electronic address, of the Club; or
 - ii. is given by another means, determined by the Secretary that is reasonably likely to ensure that the members of the Club will be notified of the notice.
- (c) The accidental omission to give notice to a member or if a member shall fail to receive a notice sent as aforesaid shall not invalidate a General Meeting.
- (d) A notice sent by post shall be sent by express post and deemed to have been served on the day following that on which it is posted.

35. Business and quorum at general meeting

- (a) Business is not to be transacted at a general meeting unless a quorum of members of the Club entitled to vote is present at the time when the meeting considers that business.
- (b) A quorum for the transaction of the business of a general meeting is five (5) members of the Club entitled to vote.
- (c) If a quorum is not present within 30 minutes after the time appointed for the commencement of a general meeting, the meeting –

- i. if convened on the requisition of members of the Club, is dissolved; or
- ii. if convened by the Committee, is to be adjourned to the same day in the next week at the same time; and –
 - 1) at the same place; or
 - 2) at any other place specified by the chairperson –
 - A. at the time of the adjournment; or
 - B. by notice in a manner determined by the chairperson.

(d) If at an adjourned reconvened general meeting a quorum is not present within 30 minutes after the time appointed for the commencement of the meeting, the meeting is dissolved.

36. Chairperson at general meetings

- (a) At each general meeting of the Club, the chairperson is to be –
- i. the president; or
 - ii. in the absence of the president, the vice-president; or
 - iii. in the absence of the president and the vice-president, a member of the Club elected to preside as chairperson by the members of the Club present and entitled to vote at the general meeting.

37. Adjournment of general meeting

- (a) The chairperson of a general meeting at which a quorum is present may adjourn the meeting for whatever reason with or without the consent of the members who are present and entitled to vote at the meeting, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) If a meeting is adjourned for 14 days or less, it is not necessary to give any notice of the adjournment or of the business to be transacted at the adjourned meeting.
- (c) If a meeting is adjourned for more than 14 days, notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

38. Votes

- (a) On any question arising at a General Meeting of the Club, a member of the Club (including the chairperson) has one vote only.
- (b) Only those members who are attending the meeting, including by telephone or video, can vote at the meeting.

- (c) Despite rule 38(a), in the case of an equality of votes, the chairperson has a second or casting vote.

39. Taking of poll

- (a) If at a general meeting a poll on any question is demanded–
- i. the poll is to be taken at that meeting in the manner that the chairperson determines; and
 - ii. the result of the poll is taken to be the resolution of the meeting on that question.

40. When poll to be taken

- (a) A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
- (b) A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson determines.

41. Service of notices and requisitions

- (a) Except as otherwise provided by these rules, a document may be served under these rules on a person by –
- i. emailing it to the person's email address; or
 - ii. sending it via a personal or group electronic calendar appointment to the member; or
 - iii. giving it to the person; or
 - iv. leaving it at, or sending it by post to, the person's postal or residential address or place or address of business or employment last known to the server of the document; or
 - v. faxing it to the person's fax number; or
 - vi. sending it by private message to a person's social media account.

42. Seal

- (a) The Seal of the Club shall be in the form of a rubber stamp inscribed with the name of the Club and with the word "Seal".
- (b) The seal of The Club shall not be affixed to any instrument except by the authority of the Committee, and the affixing thereof shall be attested by the signatures either by two members of the Committee or by of one member of the Committee and the Public Officer of the Club or such other person as the Committee may appoint for that

purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Committee.

- (c) The seal is to remain in the custody of the public officer of the Club.

43. Income and property of the Club

- (a) The income and property of the Club is to be applied towards the promotion and objectives of the Club and in no portion thereof shall be paid or transferred either directly or indirectly to any member of the Club.
- (b) Providing that nothing herein contained shall prevent the payment in good faith or remuneration or reimbursement to any officers or volunteers of the Club or any member in return for services actually rendered or for authorised expenses incurred not prevent the payment of interest on monies borrowed from any member of the Club.
- (c) Should the Club for any reason whatsoever cease to function the member or person holding any Club monies, record or property shall forthwith pay and deliver up same to the Council of the TCA for the furtherance of performance and positive reward based dog training in Tasmania.
- (d) All documents and securities of the Club shall remain in the custody of the Secretary.

44. Publicity Officer

The Committee may appoint a Publicity Officer whose duties shall be determined by the Committee and/or members in a General Meeting.

45. Accounts of receipts and expenditure

- (a) True accounts are to be kept of the following:
- i. each receipt or payment of money by the Club and the matter in respect of which the money was received or paid;
 - ii. each asset or liability of the Club.
- (b) The accounts are to be open to inspection by the members of the Club at any reasonable time, and in any reasonable manner, determined by the Committee.
- (c) The treasurer of the Club is to keep all accounting books, and general records and records of receipts and payments, connected with the business of the Club in the form and manner the Committee determines.
- (d) The accounts, books and records are to be kept at the Club's office or at any other place the Committee determines.

46. Banking and finance

- (a) The Committee shall cause an account to be opened with an authorised deposit taking institution and be kept in the name of the Club.
- (b) All amounts due and payable to the Club shall be deposited to the credit of the Club's bank account.
- (c) All monies payable on behalf of the Club shall be paid by electronic funds transfer (EFT) from the Club's account except for an amount of less than \$20.00 which can be paid in cash, the Treasurer, or his authorised deputy, shall ensure a receipt or other evidence of payment, is obtained at the time of the transaction.
- (d) No EFTs shall be drawn on the Club's bank account except for payment and expenditure that has been authorised by the Committee.
- (e) All drafts, bills or exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer or in his absence by such other member or members of the Committee as the Committee may nominate for that purpose and shall be counter-signed by the President.

47. Audit and Auditor

- (a) At each Annual General Meeting of the Club the members present shall, unless exempt under the Act from being required to lodge professionally audited accounts as part of its annual return, appoint a person who is a qualified auditor as the Auditor of the Club.
- (b) The Club will be exempt from the annual financial audit requirement if, for any financial year, the requirements of section 24 (1C) of the Act are met.
- (c) If an Auditor is appointed the person so appointed shall hold office until the Annual General Meeting next after that at which he is appointed and is eligible for re-appointment.
- (d) If an appointment is not made at an Annual General Meeting the Committee will appoint an independent person to sign off on auditor of the Club for the then current financial year of the Club.
- (e) If a casual vacancy occurs of the office of auditor during the course of a financial year of The Club, the Committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.
- (f) The auditor shall certify as to the correctness of the accounts of the Club and shall report thereon to the members present at the Annual General Meeting.
- (g) In his report and in certifying to the account the auditor shall state:
 - i. Whether he has obtained the information required by him
 - ii. Whether in his opinion the accounts are properly drawn up so as to exhibit and true and correct view of the financial position of the Club according to the

information at his disposal and the explanations given to him and as shown by the books of the Club.

- iii. Whether the rules relating to administration of the funds of the Club have been observed.

(h) The Treasurer of the Club shall cause to be delivered to the auditor a list of all the accounts, books, records, vouchers and documents of the Club.

(i) The auditor:

- i. Has the right of access to the accounts, records, vouchers and documents of The Club.
- ii. May require from the members or servants of the Club such information and explanations as may be necessary for the performance of his duties as auditor.
- iii. May employ persons to assist him in investigating the accounts of the Club and matters relating to the accounts and examine any members of the Committee or any servant of the Club.

48. Patron

The members at the Annual General Meeting may elect, until otherwise determined by them, not more than three persons to be Patrons of the Club. A Patron shall be entitled to attend a General Meeting of the Club and by invitation of the President to address the members at the meeting.