

# Rules of the Cavalier King Charles Spaniel Club of NSW Inc.



**RULES**

**of the**

**CAVALIER KING CHARLES SPANIEL CLUB**

**of NSW Incorporated**

**Affiliated with the Royal NSW Canine Council**

---

# **RULES**

**of the**

## **CAVALIER KING CHARLES SPANIEL CLUB**

**of NSW Incorporated**

Affiliated with the Royal NSW Canine Council

Part	I	Preliminary	Page	1
	II	Membership	Page	4
	III	Committee	Page	8
	IV	General Meetings	Page	13
	V	Miscellaneous	Page	20
	VI	Objects	Page	24

---

**RULES OF THE CAVALIER KING CHARLES SPANIEL CLUB OF NSW  
INCORPORATED  
AFFILIATED TO THE ROYAL NSW CANINE COUNCIL**

**PART 1 - PRELIMINARY**

*Interpretation*

1. In these Rules, except where as the context or subject matter otherwise indicates or requires:

"Application for membership" includes application for re-admission to membership;

"Act" means the Associations Incorporation Act, 1984.

"Body" means where the context indicates or requires, a Club, Agricultural or other society or association, company, corporation or group of persons ;

"Club" means the Cavalier King Charles Spaniel Club of NSW Incorporated;

"RNSWCC" means the Royal New South Wales Canine Council Limited;

'Council' means the Governing Council of the RNSWCC;

"Director General" means the Director General of the Department of Fair Trading;

"Dual Member" means;

- a) one of two members of the one family resident at the same address who has been admitted with the other family member as a dual member of the Club; or
- b) one of two of the persons who are partners in the conduct of a kennel having a kennel prefix in their joint names registered with the RNSWCC who has been admitted with the other persons as a Dual Member ; or
- c) one person of a couple who has been admitted with the other person as a dual member and resides at the same address.

"Family Member" means any one of several the members of the one family resident at the same address who have been admitted to the Club as a family;

"Financial Member" means a Member who is not in default in the payment of his or her annual subscription or any fees or other moneys payable by the member in accordance with the Rules;

"Financial Year" means the financial year of the Club as defined by Rule 93;

"General Meeting" includes an Annual, Ordinary or Special General Meeting;

"Honorary life member' or Honorary member" means a person who is not an ordinary, dual or life Member and ;

- a) who in the opinion of the members has rendered outstanding services to the Club, or to the promotion and encouragement of the breeding or exhibition of pure-bred dogs or for other good and sufficient reason; and
- b) who, upon the recommendation of the Committee or upon a written nomination signed by not less than five (5) Members is elected by a resolution passed in General Meeting by a majority of not less than three-fourths (3/4ths) of the Members voting in person thereat as an Honorary Member for Life or for such lesser period as may be so determined; but
- c) who need not comply with the provisions of Rule 6

"Junior Member" means a person who has been admitted as a Member of the Club over the age of twelve years and under the age of sixteen years;

"Life Member" means a Member who has been admitted to the Club as a Member for life whether upon payment of a subscription or without payment of a subscription as may be determined by the Members from time to time;

"Member" means a person who has been admitted to the Club as an ordinary or Dual or Life Member and where the indicates or requires includes a person admitted to any other category of Membership;

"Member of the Committee" where the context indicates or requires includes any one of the Office Bearers;

"Objects" means the objects of the Club as required by the Act;

"Office" means the office of the Club, and shall be a place as determined by the Committee from time to time at which the records of the Club are to be kept;

"Office Bearers" means the members specified in Rule 37;

"Period of Membership" in relation to a Member, means the twelve (12) months ending at midnight on 30 June each year for which such Member is for the time being elected to Membership of the Club or such proportion of that term during which his or her Membership continues;

"Person" where the context indicates or requires, includes an individual, a firm or partnership, a company, a corporation, or any other legal entity;

"Public Officer" means any member that has been appointed by a resolution passed at an Annual General Meeting by a majority of the members voting in person thereat.

"Regulations" means the Regulations made by the members pursuant to the Rules and from time to time in force;

"Rules" mean the Rules of the Club;

"Secretary" means the Honorary Secretary or Secretary of the Club, and where the context indicates or requires, includes the Assistant Secretary and any other person for the time being appointed by the Committee to exercise the functions of the Secretary; and

2. In these Rules:
  - a) a reference to a function includes a reference to power, authority or duty; and
  - b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of a duty.
  - c) A reference to the masculine gender shall include the feminine gender and vice versa
3. The provisions of the Interpretation Act, 1987, apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under that Act.
4. Words used in the Rules except where the context or subject matter otherwise indicates or requires shall have the same meaning as the definition thereof, as set forth in the Constitution and Regulations of the RNSWCC
5.
  1. It is a condition of the Club's affiliation with the RNSWCC that the Club and every member is deemed to have agreed with the RNSWCC;
    - a) to be bound by the Constitution and Regulations of the RNSWCC; and
    - b) to submit to and carry out every determination, finding, decision, requirement or direction of the RNSWCC so far as it may relate to the Club or the member.
  2. The Club can direct the Committee to disaffiliate from the RNSWCC only by a special resolution of the Club.
  3. If so directed, the Committee must notify the RNSWCC of the Club's decision and initiate the procedures required to disaffiliate the Club from the RNSWCC.

## **PART II - MEMBERSHIP**

### *Membership Qualification and Application*

6. The Membership of the Club shall be not less than 15 Members having the right to vote at General Meetings of the Club, provided that at all times one-half (1/2) of the Members shall be persons each of whom is:

- (a) the registered owner or part owner of a registered dog or
- (b) a member of a household, one of whom is the owner or part owner of a registered dog, and

where the Club is a Specialist or semi-Specialist Club such dog will be a breed for which the welfare and progress the Club was established and granted Affiliation to the RNSWCC.

7. Membership of the Club shall be divided into the following categories:

- (a) Member;
- (b) Dual Member;
- (c) Life Member;
- (d) Honorary Member;
- (e) Honorary Life Member;
- (f) Junior Member;
- (g) Family Member.

and every person elected to Membership shall be and be deemed for all purposes to have agreed to be bound by the Constitution and Regulations for the time being in force of the RNSWCC and of the Objects and Rules of the Club.

8. An Application for Membership shall be in such form as the Committee may from time to time prescribe and shall be signed by the Applicant and by two (2) Members as referees and lodged with the Secretary.

9. The Secretary shall submit such Application to the next General Meeting of Members upon its receipt, and if such Applicant is approved by a resolution passed by a three-fourths (3/4ths) majority of Members voting in person thereat, the Applicant shall thereupon become a Member of the Club provided that he shall pay within fourteen (14) days of the date of such meeting such entrance fee and subscription in respect of his category and period of Membership or part thereof, as shall be determined from time to time. Upon the satisfactory completion of the foregoing, the Secretary will ensure that each new Member receives a copy of the current Rules of the Club.

10. A Member may prior to 30 June in each year, but definitely not later than 31 July, make application to the committee for re-admission as a Member to his category of membership and upon payment of his annual subscription with such application shall be deemed for all purposes to have been re-elected as such a Member.
11. A person elected to Membership after 31 December in any year upon payment of one-half (1/2) of the prescribed annual subscription, applicable to the category of Membership to which he is elected, shall be deemed to be a Financial Member for the remainder of the Financial Year.

### ***Termination of Membership***

12. A Member shall cease to be a Member of the Club:
  - (a) upon the termination of his period of Membership (whether by the passage of time or otherwise) unless he shall be readmitted pursuant to Rule 10 as a Member of the Club for a further period of Membership;
  - (b) if he resigns by notice in writing addressed to the Secretary
  - (c) if he shall die or become bankrupt or suspend payment or compound with his creditors or be convicted of a felony or misdemeanour;
  - (d) if he becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;
  - (e) if his annual subscription for the forthcoming Financial Year has not been paid on or before 31 July of that year;
  - (f) if pursuant to the Rules, he shall be expelled from the Club; or
  - (g) if he is convicted of an offence under the Cruelty to Animals Act, 1950/1, or any amendment thereof, or Act substituted therefore, or is convicted summarily or on indictment for an offence committed at an exhibition or show.

### ***Register of Members***

13. (a) Register of Members shall be kept by the Committee and shall contain the name and address and the date of admission to and the category of Membership of each Member;
- (b) The Register of Members shall be kept at the Office of the Club and shall be made available by the Secretary for inspection by a Member at all reasonable times.

### ***Fees***

14. The Members in Annual General Meeting may fix the amount of the Annual Subscription payable by each category of Membership and may in like manner determine that an entrance fee shall be paid and the amount thereof. Provided always that any such alteration to the



Annual Subscription or Entrance Fee must be by Notice of Motion and included on the notice paper for decision by the Members at the next General Meeting.

***Privileges of Membership***

15. Subject to the restrictions and limitations prescribed by or pursuant to the Rules, the privileges of a Member shall be:
  - (a) the right to attend and vote at all General Meetings of the Club;
  - (b) to submit himself as a candidate for any Office of the Club;
  - (c) to receive any publication issued by the Club; and
  - (d) to exhibit at any exhibition or show conducted by the Club and compete for prizes (including trophies) available for Members of the Club.
16. A Junior Member or Honorary Member shall not be entitled to vote or take part in the proceedings of a General Meeting and shall not be eligible to hold office, but shall be entitled to exercise all other privileges of Membership.

***Members Liabilities***

17. The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Member in respect of Membership of the Club as required by Rule 14.

***Disciplining and Conduct of Members***

18. A Member, upon election to any category of Membership, shall strictly observe and act in conformity with and not otherwise than in accordance with the Rules and Regulations of the Club and the Constitution and Regulations of the RNSWCC and will uphold the honour of and use his best endeavours to further the objects of the Club.
19. A Member shall provide to the Committee such information within the knowledge of the Member as the Committee may from time to time require and within such time as the Committee may specify in respect of any act or omission on his part or his agent or servant in and about his conduct at any exhibition or show or in respect of any matter dealt with or regulated by the Rules and Regulations of the Club or the Constitution and Regulations of the RNSWCC.
20. If called upon to do so by the Committee, a Member shall supply upon statutory declaration duly made by him or his agent or servant as may be determined by the Committee any information required by the Committee pursuant to Rule 19.
21. If upon such enquiry, the Committee is of the opinion that a Member has wilfully infringed any of the Rules and Regulations of the Club or the Constitution and Regulations of the RNSWCC or has been guilty of any conduct prejudicial to the Club or to a Member thereof,

the Committee may call his attention to such infringement or conduct by a notice in writing addressed to such Member and shall call upon such Member to show cause why he should not be expelled from the Club or have his membership suspended.

22. If such Member does not within a period of twenty-one (21) days of date of the aforesaid notice, either resign his Membership or offer an explanation of the circumstances, either in person or in writing as he may elect to the Committee at a meeting thereof convened for that purpose, and if such explanation is not acceptable to the Committee, it may recommend to the Members at the first General Meeting thereof convened subsequent to such inquiry that the Member be suspended from Membership for such period as the Committee may think fit or that such Member be expelled from the Club. At such meeting the Member shall be entitled to be heard and to give his explanation of the Circumstances and to call witnesses on his behalf.
23. If the recommendation of the Committee or an amendment thereof is approved by a resolution passed by a majority of three-fourths (3/4ths) of the Members voting in person thereat, such Member shall forthwith be suspended from Membership or expelled as the case may be, and he shall have no claim whatsoever against the Committee thereof or against any Member so voting. Any Member so dealt with will have the right to appeal to the Council.

## **PART III - THE COMMITTEE**

### ***Powers, Constitution, Membership***

24. There shall be a Committee consisting of the Office Bearers and eight members.
25. The Committee shall manage and have the entire control of the affairs of the Club subject to and in accordance with the provisions of the Rules.
26. Notwithstanding the foregoing, the Members in General Meeting by resolution passed by a simple majority of the members voting in person thereat may overrule a decision of the Committee, except a decision of the Committee to pay any account payable by the Club, or by a resolution passed by a simple majority of the Members voting in person thereat may instruct the Committee in the light of objections expressed by any Member to any such decision to review the decision at its next meeting and make its further recommendation to the Members at the next General Meeting thereof.

### ***Meetings of Committee***

27. Meetings of the Committee shall be held at least bi-monthly at such place and such time as the Committee from time to time determines.
28. The Secretary or his representative shall attend all meetings of the Committee. The minutes of such meetings signed by the Chairman thereof or by the Chairman of a confirmatory meeting shall be accepted as sufficient evidence of the proceedings of such meeting.
29. The quorum for a Committee Meeting shall be not less than one-half (1/2) of the Members there of present in person.
30. The Secretary shall call a meeting of the Committee whenever requested so to do by the President or by three (3) members of the Committee.
31. The President, or in his absence, or if he shall be unwilling to act, a Vice-President present or if present he shall be unwilling to act, then a Member of the Committee elected by the Members thereof present in person shall be the Chairman of a meeting of the Committee.
32. A Member of the Committee shall not vote in respect of any contract or proposed contract with the Club in which he is interested or in respect of any matter arising thereout and if he does so vote, his vote shall not be counted.
33. All acts done by any meeting of the Committee or by a sub-committee or by any person acting on such notwithstanding that it is afterwards discovered that there was some defect in the appointment of the Committee or of a sub-committee or any person acting as aforesaid, or that the Members of the Committee or any of them or of a sub-committee were disqualified shall be as valid as if any such person had been appointed and was qualified to be a Member of the Committee or of such sub-committee.
34. A resolution in writing signed by all 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 held and convened. Any such resolution may consist of several documents in like form each signed by one or more Members of the Committee.

35. A Member of the Committee absenting himself from three (3) consecutive meetings without leave of the Committee shall cease to be a member of the Committee, and if an Office Bearer he shall also cease to hold his office.
36. A casual vacancy occurring amongst the Members or the Committee caused by a Member ceasing for any reason to be a Member of the Committee, shall be filled by the Committee at its next meeting and the Member so appointed shall hold that office until his appointment is confirmed by the Members at the next General Meeting or the vacancy is filled

### ***Office Bearers***

37. The Office Bearers of the Club shall be:
  - (a) the President for the time being of the Club who, unless otherwise determined by the members, shall not hold office for more than three (3) years in succession;
  - (b) Two Vice-Presidents
  - (c) The Treasurer
  - (d) The Secretary

A Member shall not hold more than one (1) such office at anyone time.

### ***Duties of the Secretary***

38. The Secretary of the Club shall 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.
  - (a) The Register of Members;
  - (b) A Register of the persons who are appointed by the Members as judges;
  - (c) Minutes of all proceedings of meetings of the Committee and of the Club;
  - (d) All necessary records of the affairs of the Club;
  - (e) A complete record of awards made at all exhibitions and shows conducted by the Club.

### ***Duties of Treasurer***

39. The Treasurer shall:

- (a) receive all monies paid to the Club and accord the same to be paid into the banking account of the Club kept for such purpose within fourteen (14) days of the receipt thereof;
- (b) keep all necessary books of accounts and financial statements as shall be required by the Auditors;
- (c) prepare the annual balance sheet and accounts and accompanying reports;
- (d) submit financial statements to Members of the Committee and of the Club;
- (e) produce to the Members in General Meeting the cash books and bank passbooks when requested to do so;
- (f) keep vouchers for payments authorised by the Club and the Committee; and
- (g) keep a true and correct inventory of all property of the Club.

#### ***Election of Office Bearers and Committee***

- 40. The Office Bearers and the Members of the Committee shall be elected annually at the Annual General Meeting and shall take office at the close of the Annual General Meeting at which they are elected.
- 41. (a) Nomination of Members proposed as Office Bearers or as Members of the Committee shall be made in writing to the Secretary at least twenty-one (21) days before the date of the Annual General Meeting and shall be signed by at least one member and the nominee
- (b) Any Member desirous of voting by mail shall register such desire with the Secretary at least twenty-one (21) days before the date of the Annual General Meeting. Such registration shall be accepted by the Secretary if in writing, signed by the Member registering and if a stamped and addressed envelope to that Member is enclosed with such notification. A Member who has so registered shall be called a "Postal Voting Member".
- 42. A list of all such nominations shall be sent to each of the Postal Voting Members at least fourteen (14) days prior to the holding of the Annual General Meeting. Such list shall contain in respect of a retiring member of the Committee whose name appears thereon the number of such meetings held during the preceding years, and the number thereof which he attended, whilst he was a member of the Committee.
- 43. If there be not a nomination for the office of President or Vice-President, or if a Member nominated for such office declares at the Annual General Meeting verbally or in writing that he is unwilling to stand for that office, or if the number of Members required for election as Members of the Committee are not nominated, the Members may propose and second orally at the Annual General Meeting sufficient Members to fill any such office.

44. If there be more than the required number of Members nominated for the election to any office, an election by ballot shall take place but if there be only the requisite number, the Chairman shall declare those nominated to be duly elected.
45. If the election of the Office Bearers and Members of the Committee shall be by ballot the List of Nominations sent to Postal Voting Members as aforesaid shall constitute a voting paper for such Postal Voting Members and shall indicate by an asterisk and footnote those Members eligible for re-election. The Secretary shall initial and number consecutively the top right hand corner of the ballot paper and keep a true record of the number of ballot papers issued.
46. For the purpose of the ballot a Returning Officer and not less than two scrutineers shall be appointed by the Members at, and as the first business of the Annual General Meeting. Upon the appointment of the Returning Officer and scrutineers, the Secretary shall hand to the Returning Officer a List of the Members of the Club entitled to vote. If any ballot paper shall indicate that a Member has purported to vote for a greater or lesser number of candidates than the number of vacancies that have to be filled, or if the ballot paper shall not have been endorsed and numbered by the Secretary as aforesaid, or the envelope containing the ballot paper has not been signed by the Member purported to vote, such ballot paper shall be declared informal and the votes of that Member shall not be counted.
47. A voting paper shall be prepared by the Secretary with the names of the candidates listed thereon in alphabetical order which shall be posted to each Postal Voting Member in the stamped and addressed envelope referred to in Clause 41(b) not later than fourteen (14) days prior to the date of the Annual General Meeting. At the Annual General Meeting, the Secretary shall hand a voting paper to each other Member present.
48. (a) Each Postal Voting Member wishing to participate in the ballot shall strike out from the voting paper all the names except the names of the candidates for whom he wishes to vote and shall insert the voting paper only and without any other matter in and endorse his name on the inside of the flap of the envelope forwarded by the Secretary for that purpose and return such envelope properly sealed so as to arrive at the Club's Office not later than 5.00 p.m. (which shall be the time of the closing of the postal ballot) on the date appointed for the holding of the Annual General Meeting at which the result of the ballot is to be declared as hereinafter provided.  
  
(b) Each other Member wishing to participate in the ballot shall vote in the same manner and thereupon hand his voting paper to the Returning Officer.
49. Forthwith after the appointment of the Returning Officer: and the scrutineers, the Returning Officer shall count or cause to be counted by the said scrutineers the vote as recorded on voting papers so received at the Clubs Office. Such votes shall be counted in the presence of the President or of one of the Vice Presidents and of any person or persons standing for election who may attend.
50. The Returning Officer shall declare the result of the ballot immediately after the votes have been counted, and announce the number of votes polled by each candidate, and in the event of an equality of votes in favour of any candidate which could effect the election of the candidate, the Members at the Annual General Meeting shall elect one of such candidates to fill the vacancy for which he was nominated by a resolution passed by a simple majority of members present and voting thereon. The Returning Officer shall deliver all ballot papers so

counted to the Secretary in a sealed envelope or wrapper who shall keep the same for a period of ninety (90) days from the date of the meeting.

51. If any question shall arise as to the validity or invalidity of a voting paper, or whether any particular member has or has not been elected to any particular Office, a statement by the Returning Officer that the relevant voting paper is or is not valid or that a particular Member has or has not been elected to a particular Office shall be conclusive.

### ***Sub-Committees***

- 52 (a) On the recommendation of the Committee or upon a motion of a Member, the Members in General Meeting may at any time and from time to time appoint a Sub-Committee from amongst the Members of the Committee or the Members for such purpose and with authority to exercise such powers and duties as the Committee in its discretion may recommend and the Members thereof shall hold office during the pleasure of the Members;
- (b) The Members as aforesaid may by resolution, remove from office a Member of a Sub-Committee and may in like manner appoint another eligible person in his stead;
- (c) The quorum for a sub-Committee shall be such number thereof as shall be determined by the Members at the time of its election who may in like manner appoint a Chairman thereof provided that if a Chairman is not so appointed or is absent or unwilling to act, the members of the Sub-Committee shall appoint one of their number to be Chairman.
- d) Any such Sub-Committee may be empowered to exercise the powers and duties committed to it for a term extending beyond the term of office of the Committee recommending it, provided that such extended term is ratified by the Members in the General Meeting.
- (e) Subject to the consent of the Members any such Sub-Committee may co-opt additional Members to assist in its duties.

## **PART IV - GENERAL MEETINGS**

### ***Annual General Meeting – Holding of***

53. (a) With the exception of the first Annual General Meeting of the Club, the Club shall, at least once in each calendar year and within the period of three (3) months after the expiration of each Financial Year of the Club, convene an Annual General Meeting of its Members.
- (b) Sub-paragraph (a) has effect subject to any extension or permission granted by the Director General under Section 26 (3) of the Act.

### ***Annual General Meeting – Calling Of and Business At***

54. The Annual General Meeting of the Club shall, subject to the Act and to Rule 53, be convened on such date and at such place and time as the Committee thinks fit.
55. (1) In addition to any other business which may be transacted at an Annual General Meeting, the business at an Annual General Meeting shall be:
- (a) to appoint a Returning Officer and not less than two (2) scrutineers as required by Rule 46;
  - (b) to confirm the Minutes of the preceding Annual General Meeting;
  - (c) to receive and adopt the balance sheets and accounts of the Club and the accompanying reports there on;
  - (d) to receive from the Returning Officer pursuant: to Rule 50 or the Chairman pursuant to Rule 44 the result of the ballot for the election of Office Bearers and the Members of the Committee or pursuant to Rule 40, to elect Office Bearers or Member of the Committee;
  - (e) to appoint an Auditor;
  - (f) to transact any other business written notice of which shall have been given to the Members at least seven (7) days prior to the date of such meeting.
- (2) The minutes of the Annual General Meeting shall be read at the next ordinary General Meeting.

### ***Ordinary and Special General Meeting - Calling Of and Business At***

56. An Ordinary General Meeting of the Club shall be held at least bi-monthly upon such day and at such time and at such place as the Members at their preceding meeting shall determine or if not so determined as shall be convened pursuant to the Rules.
57. In addition to any other business which may be transacted at an Ordinary General Meeting, the business at an Ordinary General Meeting shall be:-



- (a) to note apologies for non-attendance;
  - (b) to confirm the Minutes of the preceding Ordinary General Meeting;
  - (c) to transact business arising out of such Minutes;
  - (d) to receive the reports of the Committee, the Secretary and the Treasurer and any other such reports as may be required to be given;
  - (e) to receive the reports of Sub-Committees;
  - (f) to elect new Members;
  - (g) to consider and deal with business deferred from the previous meeting;
  - (h) to consider and deal with Motions of which notice has been given;
  - (i) to consider and deal with correspondence received since the previous General Meeting;
  - (j) to receive Notices of Motion;
  - (k) to consider and deal with Motions of which notice has not been given;
  - (l) to hear through the Chairman's answers to questions from Members and where appropriate, to deal with the subject matter thereof;
  - (m) to deal with such other business as the Chairman or the Members may allow.
58. A Special General Meeting shall be convened by the Secretary at the direction of the President or of the Committee or on the written request of five (5) Members.
59. The business to be transacted at a Special General Meeting shall be set out in the notice governing the same, and no other business shall be transacted thereat or at any adjournment thereof.
60. The quorum at a General Meeting (whether an Annual, Ordinary or Special General Meeting), shall be such number being not less than five Members present in person as the Members from time to time shall determine.
61. The President or in his absence or if he shall be unwilling to act, a Vice-President or if there shall not be a Vice-President present, or if present each shall be unwilling to act, then a Member elected by the Members present in person shall be the Chairman of such a Meeting.

***Notice of General Meetings***

62. Every General Meeting shall be convened by notice given by the Secretary to each Member of the Club specifying the date, time and venue of such meeting. The signature to any such notice may be written, stamped, impressed, typed or printed. Every such meeting shall commence not later than 8.00 p.m.

63. At least seven (7) days prior notice shall be given in respect of each such meeting. Provided that with the sanction of a General Meeting one notice containing the particulars required by Rule 62 in respect of each General Meeting to be held during the Financial Year may be sent within the time aforesaid to the Members in the month of July each year or at such other time of the Financial Year in respect of the future General Meetings in that year as a General Meeting may direct. Provided further that a copy of a Notice of Motion received in writing from a Member shall be sent by the Secretary to each Member within the time aforesaid of the General Meeting at which the same is to be dealt with.
64. Notice of a General Meeting shall be deemed to have been given to each Member if it is published in the Club's newsletter or journal provided that such publication is made and despatched to the Members not less than fourteen (14) days prior to the date of the meeting or if it is served upon him personally or if it is sent through the post in a prepaid letter, envelope or wrapper addressed to such Member at the address furnished by him to the Secretary or his last address known to the Secretary. A notice sent to one of a Dual Membership or to one of a Family Membership shall be deemed for all purposes to have been notice given to each of such Members.
65. 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.
66. A notice sent by post shall be deemed to have been served from the day following that on which the letter, envelope or wrapper containing the same is posted. In proving such service, a Certificate signed by the Secretary that the letter, envelope or wrapper was properly addressed, postage prepaid and put into the Post Office or a receptacle provided by Australia Post for the purpose of posting letters, shall be conclusive evidence thereof.

### ***Adjournment of Meetings***

67. If at a General Meeting or at a Committee or Sub-Committee Meeting a quorum shall not be present after the lapse of fifteen (15) minutes from the appointed time thereof, the meeting shall thereupon lapse.
67. A General Meeting of Members or a Meeting of Members of a Committee or of a Sub-Committee shall have the power to adjourn its proceedings from time to time for any period not exceeding at anyone time one (1) month.

### ***Procedure at Meetings***

69. 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 practice which shall be decided by the Chairman shall be decided by the majority of votes cast at such meeting and in the case of equality of votes, the Chairman shall have a casting vote. There shall be no proxy voting at general meetings.
70. At Meetings of Members or of the Committee or of a Sub-Committee the mode of voting shall in the first instance be by a show of hands, or if required by any Member by an actual division or by ballot and the Chairman shall have an ordinary and in the case of equality also a casting vote and all questions shall be decided by the majority of votes of the Members

voting in person at such Meeting provided that on a resolution relating to the election of the Office Bearers or of the Members of the Committee or relating to the expulsion of Members or the election of Judges, the foregoing shall not apply and in lieu thereof votes shall be taken in accordance with the relevant Rules.

71. The Chairman of a General Meeting or of the Committee or of a Sub-Committee:-
- (a) shall conduct the meeting in accordance with the Rules governing any such meeting and with the law and accepted practice relating thereto;
  - (b) shall make himself familiar with such Rules and the law and accepted practice relating thereto;
  - (c) shall be bound by the Rules and Regulations made pursuant thereto and shall ensure that the meeting at all times conforms thereto and shall administer the same fairly and impartially;
  - (d) shall at all times endeavour to be concise in his statements to the meeting and be fair when summing up points at issue or as have been or are the subject of debate and to speak clearly so as to be heard by the Members;
  - (e) provided that a quorum is then present or if not, then as soon as a quorum is present within the allowed time, shall declare the meeting open at the hour appointed;
  - (f) if a quorum is not present as aforesaid, or if during the meeting there shall cease to be a quorum, shall adjourn the meeting or declare that it has lapsed as may be required by the Rules or Regulations;
  - (g) shall introduce the items of business in the order set out in the notice convening the meeting or as prescribed by the Rules and shall not change such order without the approval of a resolution of the Members present pursuant to a Motion specifying the change required in such order;
  - (h) shall close the meeting promptly at the completion of the business to be transacted thereat, or unless the Members shall otherwise determine, the time appointed;
  - (i) shall not be entitled to take the Chair upon his late arrival at a meeting if some other person has been elected Chairman, due to his absence unless such Chairman as an act of courtesy, resigns from such position;
  - (j) shall not be required to accept a Motion of no-confidence in the Chair or that the Chairman leave the Chair provided that, except when the President is in the Chair, a Member may move that a Member who shall be named and who shall consent thereto take the Chair for the meeting, and if carried, the Chairman shall forthwith vacate the Chair and such Member shall become the Chairman for the remainder of the meeting; a member may propose or second himself as Chairman and may vote for himself;
  - (k) shall call upon a Member by his name to speak and shall alone determine the order of the speakers;

- (l) shall not permit discussion of any subject matter unless there is a Motion thereon before the meeting and shall forthwith terminate all irrelevant discussion;
- (m) shall ensure the decision of the Meeting is properly ascertained in respect of any question before it and subject to the Rules shall give to the Members sufficient opportunity to express their opposing views;
- (n) shall determine whether a motion or an amendment thereof falls within the terms of the notice of the meeting or within a written Notice of Motion, and shall not Rule out of order a Motion which is within the competence of the meeting when all the conditions incidental to the submission of the matter to the meeting have been observed;
- (o) if a poll is demanded shall determine the time and manner of taking it and if it is not possible to take such a poll during the course of the meeting, may adjourn the meeting for such purpose and may order a poll to be taken although the meeting desires voting by a show of hands;
- (p) shall enter or cause to be entered in the Minute Book the result of a poll and such entry shall be prima facie evidence of the result thereof;
- (q) where the voting is by show of hands, may require another vote although he has previously declared the result.

72. A Member present at a meeting:-

- (a) shall not address a meeting without first being called upon so to do by the Chairman;
- (b) desirous of moving a Motion or an amendment to a Motion or of taking part in discussion shall rise and when called upon to speak shall address the meeting through the Chairman;
- (c) proposing a Motion or an amendment to a Motion, shall state its nature before so addressing the meeting;
- (d) shall resume his seat immediately upon the conclusion of his remarks or if the Chairman rises or proceeds to speak or when called upon by the Chairman so to do;
- (e) shall not discuss or challenge a decision of the Chairman on a point of order and shall not move a Motion of disagreement with, or which would have the effect of altering any such decision;
- (f) shall not interrupt a speaker unless moving a Motion on a point of order whereupon the speaker shall resume his seat whilst the Member so moving is heard and the point of order determined whereupon if the decision is in his favour, the speaker may proceed with his subject.
- (g) may at any time rise and address the Chairman on a point of order, but shall at once state so and confine his remarks to the point of order raised; a point of order shall be taken immediately if it is raised;
- (h) shall not speak more than once on a Motion, except as the mover thereof.

73. Motions shall be moved in the order in which the notices thereof have been received and shall not be proceeded with in the absence of the Member giving such notice unless he has authorised some other Member to move it on his behalf.
74. A Motion may be moved or seconded by the Chairman or by a Member.
75. Upon a Motion being moved and seconded, the Chairman shall allow debate thereon as prescribed by the Rules and at the close of such debate shall put the Motion to the meeting.
76. Upon a Motion being put to the meeting and carried by the requisite majority of the Members, it shall become a resolution of the meeting and recorded accordingly.
77. The mover or seconder of a Motion shall not move or second an amendment to it, but shall be entitled to speak upon any amendment and to vote in favour of it.
78. Where Notice of a Motion has been given in writing, an amendment thereto shall not be moved unless notice of such amendment has been given in writing. Provided that the meeting by a resolution passed by a simple majority of the Members voting in person thereat may consent to a Motion of amendment moved verbally at the meeting.
79. A Motion for amendment shall not be accepted by the Chairman which is or tends to be or would have the effect of being a negative of the Motion intended to be amended.
80. A second or subsequent Motion of amendment to an original Motion shall not be moved until the previous Motion of amendment has been dealt with by the meeting.
81. If a Motion or subsequent Motions for amendment shall be carried, the original Motion as amended shall then be debated and thereafter put to the vote of the Members.
82. The mover of a Motion of amendment shall not have the right to reply after the debate thereon.
83. A Motion for amendment shall be put to the meeting before the original Motion is put.
84. Motions for amendment shall be taken in the order in which they affect the terms of the original Motion, and an amendment shall not be allowed in respect of those parts of the original Motion which have already been carried.
85. Except when another Member is speaking, a Member who has not moved or seconded or spoken on a Motion then before the meeting or on a proposed amendment thereto, may move at any time that the meeting proceed to the next business and such Motion shall not be amended but shall be immediately put to the vote without speech or discussion. If carried the matter then before the meeting shall be disposed of for that meeting, and the meeting shall proceed to the next business. If not carried, the meeting shall deal with the original Motion provided that a Member as aforesaid may again move a similar Motion. The business so shelved may be brought up again at another meeting on due notice being given in accordance with the Rules.
86. If a Member who is entitled to attend and vote at a General Meeting of Members or at a meeting or a Committee or Sub-Committee is denied admittance to such meeting, or if during

such meeting he is removed or compelled to leave the meeting other than for good and sufficient reason as provided by the Rules, all business conducted thereat shall be void and of no force or effect as though such meeting had not been held.

***Special Resolution***

87. A resolution of the Club is a Special Resolution if:-

- (a) it is passed by a majority which comprises not less than three-fourths (3/4ths) of such Members of the Club as, being entitled under these Rules so to do, vote at a General Meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a Special Resolution is given in accordance with these Rules;  
or
- (b) where it is made to appear to the Director General that it is not possible or practicable for the resolution to be passed in the manner specified in sub-paragraph (a) - the resolution is passed in a manner specified by the Director General .

## **PART V - MISCELLANEOUS**

### ***Insurance***

88. (a) The Club shall hold and maintain insurance in accordance with Section 44 of the Act.
- (b) in addition to the insurance required under sub-paragraph (a), the Club may hold and maintain other insurance.

### ***Funds - Source***

89. (a) The funds of the Club shall be derived from entrance fees and annual subscriptions of Members, donations and, subject to any resolution passed by the Club in General Meeting, such other sources as the Committee determines.
- (b) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's Bank Account.
- (c) The Club shall, as soon as practicable, after receiving any money, issue an appropriate receipt.

### ***Funds - Management***

90. (a) Subject to any resolution passed by the Club in General Meeting, the funds of the Club shall be used in accordance with the Objects of the Club in such manner as the Members determine.
- (b) All cheques, drafts, bills of exchange, promissory notes and other financial documents shall be signed by any two Members of the Committee, being Members authorised to do so by the Committee.

### ***Alteration of Objects and Rules***

91. Subject to the prior written consent of the RNSWCC being first obtained, the Statement of Objects and Rules may be altered, withdrawn or added to only by a Special Resolution of the Club.

### ***Common Seal***

92. (a) The Common Seal of the Club shall be kept in the custody of the Public Officer.
- (b) The Common Seal shall not be affixed to any document except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two Members of the Committee or of one Member of the Committee and of the Public Officer or Secretary.

***Financial Year***

93. The Financial Year of the Club shall commence on the 1st day of July in each year, and terminate on the 30th day of June in the following year.

***Show Secretary***

94. The Members may appoint a Show Secretary and his duties shall be determined by the Members in General Meeting. Provided that the Show Secretary shall keep in lieu of the Secretary the register and records requested to be kept in accordance to Rule 38(b) and (e) respectively.

***Publicity Officer***

95. The Members may appoint a Publicity Officer who shall adopt the editorial policy of the Control and his duties shall be determined by the Members in General Meeting.

***Public Officer***

96. The members shall appoint a Public Officer at the Annual General Meeting and his duties shall be as defined by the Department of Fair Trading.

***Audit and Auditor***

97. (a) The Members at the Annual General Meeting shall annually appoint a duly qualified Auditor to be the Auditor of the Club and a person so appointed shall hold that Office until the next Annual General Meeting. A casual vacancy occurring in the position of Auditor shall be filled by the Committee.
- (b) Notice of the nomination of any person other than a retiring Auditor for appointment as Auditor shall be given to the Members not less than fourteen (14) days before the Annual General Meeting at which the appointment of Auditor is to be made.
- (c) A person shall not be appointed to act as Auditor of the Club:-
- (i) if he is not a registered Auditor as defined by the Companies (NSW) Code; or
  - (ii) if he is an Office Bearer or a Member of the Committee or an employee of the Club

***Patron***

98. The Members at the Annual General Meeting may elect until otherwise determined by them not more than four persons to be patrons of the Club who shall hold that office until the close of the following Annual General Meeting. A patron shall be entitled to attend a General Meeting of the Club and by invitation of the President to address the Members thereat, but



unless he is a Member he shall not be entitled to enter into debate on any matter before the meeting or to vote thereat.

### ***Club Journal***

99. The Members in General Meeting by a resolution passed by a simple majority of those voting thereat may authorise the publication of a Club Journal containing such subject matter as agreed by the Members

### ***Shows***

100. The Club may conduct from time to time (either alone or in conjunction with any other Club or body) exhibitions and shows in accordance with the RNSWCC Constitution and Regulations

### ***Judges***

101. The members in General Meeting by a resolution passed by a simple majority shall elect judges from the names on the current judges lists or who may be approved of by the RNSWCC who may be invited to officiate at such exhibitions or shows. At least one (1) months notice shall be given to the Members of the intention to elect judges at such General Meetings and the notice shall specify the shows for which judges are to be appointed and allow postal voting.

### ***Records and Accounts***

102. (a) The Committee shall keep or cause to be kept true accounts of all monies received, of all payments made by or on behalf of the Club and of all assets and liabilities, the manner in which income and expenditure of the Club has been dealt with which at all times shall show the true financial position of the Club.
- (b) Except as otherwise provided by these Rules, the Public Officer shall keep in his custody or under his control all records, books and other documents relating to the Club.

### ***Inspection of Books***

103. The records, books and other documents of the Club shall be open to inspection, free of charge, by a Member of the Club at any reasonable hour.

### ***Service of Notices***

104. (a) Except as otherwise provided by these Rules, a notice may be served by or on behalf of the Club upon any Member either personally or by sending it by post to the Member at the Member's address shown in the Register of Members.

- (b) Except as otherwise provided by these Rules where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

### ***Regulations***

105. Subject to the Objects and Rules, Members in General Meeting by resolution passed by a simple majority and voting in person may make Regulations and may from time to time amend such Regulations by variation, deletion or addition as they shall think fit in respect of:-
- (a) nominations of members;
  - (b) the conducting of ballots;
  - (c) the holding and conducting of shows and exhibitions by the Club;
  - (d) the granting of awards and prizes at such shows or exhibitions;
  - (e) the manner and procedure dealing with protests and objections made at shows or exhibitions;
  - (f) meetings of Members and of Committees;
  - (g) the publication of a newsletter or journal.
106. The regulations shall be read and construed subject to the provisions for the time being of the Rules of the Club, and of the Constitution and Regulations of the RNSWCC

### ***Surplus Property***

107. (a) At the first General Meeting of the Club, it may pass a Special Resolution nominating an association (whether or not incorporated under the Act) as the association in which it is to vest its surplus property pursuant to Section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the Club.
- (b) The association so nominated shall be one which fulfils the requirements specified in Section 53(2) (a) to (c) of the Act.

## **PART VI - OBJECTS**

107. The objects of the club are:

- a) To promote and encourage the breeding of pure bred dogs;
- b) to promote and raise the standards and exhibiting of dogs;
- c) to promote the holding of exhibitions and shows and to conduct exhibitions and shows;
- d) to foster, promote and protect the interests of exhibitors of dogs at exhibitions and shows;
- e) to collect, verify and publish information relating to dogs and the breeding and exhibition of dogs;
- f) to educate and encourage members, breeders and judges to abide by the requirements and standards approved by the RNSWCC for the conduct of exhibitions and shows;
- g) to promote good fellowship and sportsmanship amongst members and those participating in or attending at exhibitions and shows;
- h) to inform members of and make known to them the laws and regulations of the State relating to the ownership and care of dogs, and the responsibility of owners for the conduct and actions of their dogs;
- i) to hold functions and lectures relating to dogs and to the objects of the Club generally;
- j) to make awards and donate prizes for competition at exhibitions and shows and for the competition by breeders and exhibitors of dogs;
- k) to foster relations with other Clubs and bodies having similar aims;
- l) to promote and assist and to make contributions to canine veterinary research and other worthy canine causes;
- m) to invest the funds of the Club not immediately required in such manner as the Members shall determine;
- n) to carry on such other activities or promote or encourage interest in the breeding, upkeep and training of and the general well-being and improvement of all breeds of dogs and to do all such other things as may be necessary or conducive to carrying out the objects of the Club.

