



*The Papillon (Dog) Club of NSW*

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**CONSTITUTION  
OF THE  
PAPILLON (DOG)  
CLUB OF NSW INC**

# **CONSTITUTION OF THE PAPILLON (DOG) CLUB OF NSW INC**

## **1. NAME**

The Club shall be known as 'The Papillon (Dog) Club of NSW Inc', hereafter referred to as the 'Club' and its headquarters shall be in Sydney.

## **2. OBJECTIVES**

(a) To affiliate with DOGS NSW (formerly known as Royal NSW Canine Council Ltd [RNSWCC]) and act in accordance with its Constitution, Rules and regulations for the time being in force.

(b) To promote and improve the breeding and exhibition of Papillon breed of dogs.

(c) To organise and hold canine shows, parades, exhibitions and matches, and provide regulations for the conduct thereof, and generally to legislate for the control of shows, parades, exhibitions and matches subject always to the Constitution, Rules and regulations of DOGS NSW.

(d) To co-operate with any kindred organisation in Australia to further the interests of the members.

(e) To hold functions and/ or lectures and to co-operate with kindred Associations or Clubs having similar aims.

(f) To promote in any way not mentioned above the interests of breeders of all breeds of dogs.

## **3. DEFINITIONS**

(a) 'The Club' means the members of The Papillon (Dog) Club of NSW Inc.

(b) 'The Committee' means the Committee of the Papillon (Dog) Club of NSW Inc.

(c) Words implying persons include Clubs, Societies, Associations, Corporations, Companies and partnerships.

(d) Words implying the masculine include the feminine.

(e) 'The Office of the Club' means the office and/ or register of the Papillon (Dog) Club of NSW Inc.

(f) 'In writing' means written, printed, or partly written or partly printed. 'The Rule' means any portion of the Constitution.

(g) 'The Regulation' means a decision in the form of a resolution agreed to by the members, but which does not conflict with the Club's Constitution.

## **4. POWERS**

(a) To carry out the objects of the Club

(b) To promote or hold canine shows, exhibitions, parades or matches

(c) To enter into contracts, rescind or vary contracts, execute documents, and do all such acts, matters and things in the name of and on behalf of the Club as may be deemed necessary or expedient in furtherance of/ or in relation to any objects of the Club.

(d) To appoint from time to time from its members Sub Committees as it may deem necessary. Such Sub Committees shall report their proceedings to the Club and conduct

their business in accordance with the direction of the Club.

(e) To hear and determine any dispute between members as members.

(f) To inflict penalties, whether by fines, suspension or otherwise for breaches of the rules of the Club or the regulations made thereunder, or any malpractice of dishonourable or discreditable conduct.

## **5. OFFICERS**

(a) The officers of the Club shall consist of a President, an Honorary Secretary, hereinafter referred to as the 'Secretary' and an Honorary Treasurer hereinafter known as the 'Treasurer'.

(b) If any officer of the Club shall resign or any officer or Committee member becomes vacant from any cause whatever such vacancy shall at the next General Meeting be filled, and any officer elected to fill the vacancy shall hold office for the balance of the term for which his predecessor was elected.

## **6. COMMITTEE**

The committee shall be elected by the members present at the Annual General Meeting of Members and execute functions as hereunder set out. All decisions of the Committee shall be endorsed at a General meeting before being implemented.

## **7. COMPOSITION OF COMMITTEE**

The committee shall comprise four persons elected from the Members present at the Annual General Meeting, together with the President, two Vice-Presidents, secretary, Treasurer, Publicity Officer and Assistant Secretary.

### Honorary Treasurer

The Honorary Treasurer shall be elected by the members at the Annual General meeting. He shall cause to be prepared an Income and Expenditure Account and a Balance Sheet for presentation to each Annual General Meeting. In addition, he shall present an interim Statement of Accounts at each monthly General Meeting. He shall obtain all monies from the Honorary Secretary and ensure that they are promptly banked in a recognised Banking Account.

### Honorary Secretary

The Honorary Secretary shall be elected by the members at the Annual General Meeting. He shall be responsible for the recording of all minutes of the Club in a book reserved for that purpose. He shall keep a record of all members and their addresses, and he shall be responsible for the receipting for all moneys received by the Club. He shall attend to all correspondence of the Club and attend all Secretarial functions as provided by this Constitution.

### Publicity Officer

The Publicity Officer shall be elected by the members at the Annual General Meeting. His duties shall be determined by the members at a General Meeting and shall follow the Editorial Policy of DOGS NSW (formerly RNSWCC) for the time being in force.

## **8. ELECTION OF OFFICE BEARERS AND COMMITTEE**

The Office Bearers and the Committee shall be elected by the members present and eligible to vote at the Annual General Meeting. The members present shall determine the method of election by a  $\frac{3}{4}$  majority vote. Nominations shall only be received from financial members, who shall obtain the consent of the nominee; who shall also be a financial member before his name is submitted for any office or for the Committee.

## **9. FINANCIAL YEAR**

The Financial Year of the Club shall commence on the first day of July in each year and terminate on the thirtieth day of June in the following year.

## **10. ANNUAL GENERAL MEETING OF MEMBERS**

(a) The Annual General Meeting of Members shall be held on the same day as the first scheduled General meeting after the thirtieth of June. 14 days notice shall be given by the Secretary.

(b) Notification of the time, date and venue of such meeting shall be given to each member in the official publication of the Club or by such manner determined by the members.

(c) The President of the Club, or in his absence, a Vice President shall preside at the meeting. In the absence of the President and the Vice Presidents the members present at such meeting shall elect one of their members to be the Chairman of the Meeting.

(d) Only financial members shall be entitled to vote at the meeting.

(e) The business of the meeting shall be:

\*To receive the Annual Report Balance Sheet and Statement of Revenue and Expenditure;

\*To appoint one Auditor;

\*To receive the Chairman's Report;

\*To elect the Office Bearers and the Committee

\*To consider matters appertaining to and in accordance with the provisions of the Constitution.

(f) A Special General Meeting of Members may be convened by the Committee, the President or five members of the Club. Fourteen (14) days notice to be given by the Secretary, stating time, date and venue of the meeting, together with the business to be discussed.

The Quorum for the Annual General Meeting shall be ten (10). General Meetings and Special General Meetings shall be five (5).

## **11. MEETINGS OF THE CLUB**

(a) General Meetings of the Club shall be held bi-monthly.

(b) Should the Annual General Meeting, Special General Meeting or Ordinary General Meeting of the Club lapse by the fact that a quorum was not present, the business which appeared on the agenda paper, together with any other matter may be dealt with at a meeting specially convened for the purpose or referred to the next meeting.

(c) The Secretary shall keep Minutes of all Meetings of the Club in a book reserved solely for that purpose.

(d) To confirm the minutes of the last Ordinary Meeting of Members and/ or Special General Meeting of Members.

(e) Business on the agenda for any meetings which has not been completed or dealt with at such meeting shall be completed or dealt with in the case of adjournment in such manner and decided by the members attending such meeting.

(f) A special Meeting of the Committee may be called at any time by the President and Secretary, or by any three (3) members of the Committee. Seven (7) days notice to be given by the Secretary stating the time, date and venue of the meeting, together with the business to be discussed.

(g) If, in the opinion of the President any matter of urgent importance has arisen which requires immediate discussion, any member may, with the consent of three fifths (3/5<sup>th</sup>) of the members present submit any urgent motion without having given the special notice required.

(h) Members present shall form a quorum.

(i) Decisions at Committee Meetings must be endorsed as a General Meeting before implementation.

## **12. REGULATIONS**

The Club may make regulations which are convenient or necessary to enable it to carry out the objects or exercise the powers of the Club.

## **13. ALTERATIONS OF CONSTITUTION**

No rule of the Constitution shall be amended or rescinded or any new rule made unless:

(a) Notice of the proposed alteration has been given at least one month prior to the Annual General meeting of Members and the particulars of which have been shown on the agenda paper for such Meeting;

(b) Carried by a two thirds (2/3rds) majority vote of those present and entitled to vote.

## **14. ALTERATION OF REGULATIONS**

The members may amend or rescind any regulation, but no regulations shall be amended or rescinded or any new regulation made unless notice of the proposed alteration has been given at least fourteen (14) days prior to the meeting of members at which the proposed

alteration is to be dealt with, and particulars of some have been shown on the agenda paper for such meeting.

**15. REVENUE TO BE APPLIED TO THE OBJECTS OF CLUB**

The revenue and property of the Club, whensoever derived, shall be applied solely toward the promotion of the objects of the Club as set forth in the preceding rules, provided that nothing herein shall prevent the payment in good faith of remuneration to any officials or servants of the Club or to other persons in return for any services actually rendered to the Club.

**16. BANKING ACCOUNT**

The Club shall cause a Banking Account with a recognised bank to be opened, and kept in the name of the Papillon (Dog) Club of NSW Inc.

**17. ENDORSEMENT OF CHEQUES**

All cheques payable to the Club shall be endorsed in a manner prescribed by the Club.

**18. ALL PAYMENTS TO BE MADE BY CHEQUE**

Every sum paid on behalf of the Club amounting to \$2.00 or upwards with the exception of prize money shall be paid by cheque upon its bankers, and shall be signed by two persons of the following – President, Hon. Secretary, Hon. Treasurer.

**19. TRUE ACCOUNTS TO BE KEPT**

The Club shall cause to be kept true accounts of all its receipts, payments, assets and liabilities, and the manner in which revenue and expenditure have been dealt with, and all other matters necessary for showing its true financial position at the end of the year. The Honorary Treasurer shall submit a Statement to the Committee and the General Meeting of Members bi-monthly.

**20. ANNUAL STATEMENT**

The Secretary, in conjunction with the Hon. Treasurer shall cause to be prepared previous to the Annual General Meeting of members, the Committee's Report, a statement of revenue and expenditure for the previous financial year, together with a balance sheet showing the liabilities and assets of the Club at the close of that period, duly certified by the Auditor and signed by the President, or Honorary Treasurer, and Secretary as correct and shall submit same to the Annual General Meeting of Members.

**21. BOOKS OF ACCOUNT**

The Club's books of accounts shall be kept at such place or places of security as the members shall decide.

**22. APPEALS**

Any member of the Club may appeal to members of the Club against any decision of the Committee.

### **23. ELECTION OF MEMBERS**

The Club shall consist of an unlimited number of members over 16 years of age whose names and addresses shall be kept by the Secretary in a book which shall be open to the inspection of members at all reasonable times. Candidates for membership shall be proposed one member and seconded by another at any meeting of the Club. The acceptance of new members and the re-admission of member shall be governed by a three-fourths (3/4) majority vote of members present and eligible to vote at a General Meeting. Junior Members 12 years of age and under 16 years may be admitted to membership, but they shall not have the right to vote or the power to hold office.

### **24. ABSENTEES**

If any officer or committeeman is not present at three (3) consecutive meetings – including Committee meetings – his office may be deemed vacant.

### **25. UNFINANCIAL MEMBERS**

Unfinancial members shall not be entitled to the privileges of membership.

### **26. COMMITTEE MEETINGS**

The Committee shall meet as required. Five members shall form a quorum.

Should any member fail to attend three consecutive meetings, unless a satisfactory reason be given, his or her office may be declared vacant, and shall be filled at the next meeting of members. Notice of all meetings shall be given in writing.

### **27. NOTICE TO MEMBERS**

Notices may be served by the Club upon any member addresses to his last known address. Members are responsible for seeing that any change of address is given to the Secretary.

### **28. HONORARY MEMBERS**

The General Meeting shall have power to elect at any time as an honorary member of the Club for a period of twelve months any person, who, in its opinion shall be deemed worthy of such honour. An honorary member shall not have power to vote at any meeting.

### **29. LIFE MEMBERS**

Any General Meeting of Members shall have power to elect any financial Member to the position of Life Member and also shall have the power to elect as an Honorary Life Member any other person for recognition of services rendered to the Club. All nominations for such positions to be dealt with at the meeting following the nomination.

### **30. RESIGNATIONS**

Any member may withdraw from the Club on giving notice in writing to the Secretary, but any member so leaving shall not be entitled to receive any refund of monies paid to the Club during his or her membership, nor shall he or she have any claim whatsoever on the Club or its property.

### **31. EXPULSION OF MEMBERS**

Any member shall be liable to expulsion if it be proved that such member (who shall be called upon for any explanation) has in anyway conducted misconducted himself, or herself, in connection with dogs, or dog shows, or parades, or has violated the rules of the Club or acted in opposition to the fundamental rules or principles upon which this Club has been established, or acted in any manner which would make it undesirable that he or she should continue to be a member. Any complaint made against a member shall be made to the Secretary in writing, and be accompanied by ten (\$10) dollars. The method of procedure in dealing with disputes shall be that the matter be dealt with by the Committee, and the member shall be warned by registered post to attend. The notice shall give the nature of the complaint. He may bring any witness for the defence. If the verdict is for any reason not agreeable to the person, or he may feel in any way aggrieved he may appeal to the general body of the members. If, after receiving notice the person referred to does not attend without reasonable excuse the matter may be proceeded with in his absence. The Secretary shall a meeting of members to investigate the case. If the complaint is upheld the ten (\$10) dollars shall be returned. In the event of a resolution of expulsion being carried, the offender shall be expelled, and shall forthwith cease to be a Member of the Club. Under no circumstances shall the Committee have the power to expel any member. No Member may be expelled unless by a three fourths (3/4) majority vote of Financial Members present and eligible to vote at a General Meeting of Members.

### **32. SHOWS AND PARADES**

The Club may hold Shows or parades independently or with any club or clubs as may be desired. A Judge or Judges for all shows shall be elected at a General Meeting in a manner as directed by the Members.

### **33. CONTINGENCIES**

In the event of a contingency arising which has not been provided for, the matter shall be dealt with by the Club, and its decision shall be final.

### **34. PROPERTY**

All the property of the Club shall be vested in the name of the President, Secretary and Treasurer, who shall hold same for and on behalf of the Club.

### **35. WINDING UP THE CLUB**

If, for any reason whatsoever, the Club cannot continue to function as an Affiliate of DOGS NSW (formerly RNSWCC) it shall make application to DOGS NSW to 'Wind-up' in accordance with the regulation of DOGS NSW for the time being in force. Any monies remaining after settlement of debts and sale of assets are to be donated to a canine charity or charities as determined by a General Meeting of Members.