

The Cocker Spaniel Club
Of The A.C.T.
INCORPORATED



CONSTITUTION

THE COCKER SPANIEL CLUB OF THE A.C.T. Inc.

CONSTITUTION

1. NAME. The name of the Club shall be "The Cocker Spaniel Club of the A.C.T. Incorporated" and it shall be affiliated with the Canberra Kennel Association. (Hereafter called the Club)
2. AIMS AND OBJECTS. The aims and objects of the Club shall be:
 - a. To foster interest in the Cocker Spaniel, and to endeavour in every way to promote their general improvement both from point of view of standard and of usefulness in the field.
 - b. To arrange and conduct or assist in the arrangement and conduct of Shows, Exhibitions, Trials, Competitions and to make contributions towards awards at any such Shows, Exhibitions, Trials or Competitions.
 - c. To arrange and conduct lectures and demonstrations.
 - d. To publish or arrange for the publication of activities of the Club.
 - e. To carry on such further or other activities as tend to promote or encourage the interest in, the breeding, upkeep and training of, and general well being and improvement of the Cocker Spaniel.
3. MEMBERSHIP. The club shall consist of ordinary members, associate members, junior members, Honary Life members and Honary members as may from time to time be admitted to membership by the Committee.
 - a. All persons who are the owners of a registered Cocker Spaniel (with the C.K.A. or any other affiliate) and members of their families, other than junior members, shall be eligible to apply for ordinary membership. In the case of a bona fide partnership of two or more owners of a Cocker Spaniel the committee may, at its discretion, apply the benefits of family membership.
 - b. Persons not being owners of a registered Cocker Spaniel, but who are interested in the aims and objects of the Club, shall be eligible to apply for **associate** membership. Associate members will not be eligible for election to office on the Committee and will not be entitled to vote as members.
 - c. Persons aged between 12 and 16 years, and who are owners of a registered Cocker Spaniel or members of the families of ordinary or honorary members may apply for junior membership. Junior members shall be eligible to participate in shows and parades and such other activities as the Committee may determine, but they shall not be eligible to participate in those activities requiring the handling or discharging of firearms, for election to office on the Committee or to vote as members.
 - d. "Honorary Life Member" means a person whether a member or not, who upon the recommendation of the Committee, or upon a written nomination signed by not less than 5 members, is elected by a resolution passed in Annual General Meeting, by a majority of not less than 2/3 of the members voting, and who in the opinion of such meeting has rendered outstanding services to the Cocker Spaniel Club of the A.C.T. or for other good and sufficient reason. Such nomination is to be received by the Committee at least one calendar month prior to Annual General Meeting, and is to be supported by a qualification justification for the nomination. An Honorary Life Member shall not be required to pay any subscription, but shall be entitled to all the benefits and privileges of ordinary membership. Such appointments shall not exceed one per year.

- e. Honorary membership may be conferred on such persons and for such periods as the Committee may determine. Honorary members shall not be required to pay any subscription, and they shall not be eligible for election to office on the Committee or to vote as members. No Honorary member may be an ordinary member, or an employee of the Club.
- f. If any member wilfully refuses or neglects to comply with the provisions of the Constitution, or is guilty of improper conduct or conduct likely to be injurious to the Club, such member shall be liable to expulsion by a resolution of 2/3 of the Committee members present, provided that at least one week before the meeting at which such resolution is passed, the member and all members of the Committee, shall have notice thereof, and of the intended resolution for his expulsion, and that the member shall, at such meeting and before the passing of such resolution, have had an opportunity of giving, orally or in writing, any explanation or defence he or she may think appropriate.
- g. The Club shall compile and keep a register of members and their addresses.
- h. If any person ceases to be a member of the Club for any reason whatsoever, he or she shall not be entitled to a return of their membership fee or any part thereof.
- i. Subject to the restrictions and limitations prescribed by or pursuant to the Rules of the Club, the privileges of a member shall be;
 - 1. The right to attend and vote at all General Meetings of the Club.
 - 11. To submit himself as a candidate for any Office of the Club.
 - 111. To receive any publication issued by the Club.
 - 1V. To exhibit at any exhibition or show conducted by the Club and compete for prizes (Including trophies) available for members of the Club.
- j. Every member shall be deemed on his election to have agreed to and shall be bound by the Constitution. Rules and Regulations and By-Laws of the Club.
- k. Members of the Club shall not be liable to contribute towards payment of liabilities of the Club on a "winding up".

4. OFFICERS

- a. The Offices of the Club shall be a Patron, President, Vice-President, Hon. Secretary, Hon. Treasurer. All officers shall hold office for twelve (12) months, subject to clause 5.g., but shall be eligible for re-election.
- b. The Hon. Auditor shall be appointed by the Committee.

5. COMMITTEE

- a. Committee members shall be elected at the Annual General Meeting and shall hold office until the next succeeding Annual General Meeting.
- b. Every candidate for office shall be proposed and seconded by ordinary members of the Club in writing to the Hon. Secretary at least two weeks before the Annual General Meeting. If insufficient written nominations are received, others may be accepted from the floor at the Annual General Meeting. A member of the Committee shall be eligible for re-election
- c. The Committee shall consist of the President, Vice-President, Hon. Secretary (who shall be the Public Officer), Hon. Treasurer, and three members. The President shall be the Chairman of the Committee. In the absence of the Chairman, the Vice-President shall take the chair. Should the President and the Vice-President be absent, the Committee members elect a Chairman. At all General or Committee meetings the Chairman shall have the casting vote.
- d. The Committee shall meet at least once in each two months at a time and place as the President and Hon. Secretary may determine.

- e. Any member of the Committee who absents himself or herself from three consecutive committee meetings without leave of absence shall be deemed to have ceased to be a member of the Committee.
- f. The Committee shall have power to co-opt such other persons as it may determine and to appoint sub-committees.
- g. Vacancies of the Committee may temporarily be filled until the next A.G.M.
- h. A quorum at a Committee meeting shall be four members.

POWERS OF THE COMMITTEE.

- 6. a. Committee shall have the power to do any act for the carrying out of any of the aims and objects of the Club and the affairs and undertakings of the Club are to be managed by the Committee in accordance with the Constitution.
- b. The Committee shall have power to secure real or personal property for the carrying out of any of the aims and objects of the Club.
- c. The Committee shall have the power to make by-laws and regulations for carrying out the aims and objects of the Club subject always to any regulations of the Kennel Control Body in the A.C.T.
- d. The Committee shall have power to delegate any of its powers to a sub-committee appointed for such purposes and upon such terms as the Committee thinks fit. The President and Hon. Secretary shall be ex-office members of all sub-committees, but either shall not necessarily be the convenor or sub-committees.
- e. The Committee shall have power to nominate/recommend Honorary Life Members and Honorary Members as set out in Para.3.
- f. The Committee may appoint an officer, committee member or ordinary member to represent it on other bodies.

7. DUTIES

- a. The President, if present, shall chair all Committee and General Meetings. When necessary, the President shall speak on behalf of the Club and represent it in relations with all other bodies. In the absence of the Chairman, the Vice-President shall take the chair. Should the Vice-President be absent, the Committee may elect a Chairman.
- b. The Vice-President shall be responsible for the organisation and conduct of all Trials and Shows.
- c. The Hon. Secretary 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;
 - 1. The Roll of Members.
 - 11. A register of the persons who are nominated by the members as judges.
 - 111. Minutes of all proceedings of meetings of the Committee and of the Club.
 - IV. All necessary records of the affairs of the Club.
 - V. A complete record of awards made at all exhibitions and shows conducted by the Club.
- d. The Hon. Treasurer shall;
 - 1. Receive 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 days of the receipt thereof.
 - 11. Keep all necessary books of account and financial statements as shall be required by the Auditor.
 - 111. Prepare the Annual Balance Sheet and Accounts & accompanying reports
 - IV. Submit financial statements to all meetings of the Committee of the Club.
 - V. Produce to the members at General Meetings the cash books and Bank Pass Books when requested to do so.

- V1. Keep vouchers for payments authorised by the Club and the Committee.
- V11. Keep a true and correct inventory of all property of the Club.

e. The Committee members are required to set an example, and to assist in carrying out the aims and objects of the Club as set out in Para.2, or any other functions conducted by the Club.

8. GENERAL MEETINGS.

- a. There shall be an Annual General Meeting of the Club to be held during the month of July in each year, upon a date and at a time to be fixed by the Committee for the following purposes;
 - 1. To receive from the Committee a report and statement of account in respect of the preceeding year.
 - 11. To elect the incoming Committee and Hon. Members for the ensuing year, and Honorary Life Members.
 - 111. To decide on any resolution which may be duly submitted to the meeting.
 - 1V. To determine the annual subscriptions to be paid by members for the current year.
 - V. To determine Breed and Trial Judges for the following year from those nominated by members to the Hon. Secretary at least two weeks before the Annual General Meeting.
- b. There shall be such other special general meetings as the Committee may determine, but any ten financial members shall be entitled to call a special general meeting by written request to the Hon. Secretary, stating the purposes for which the meeting is required. The general meeting shall be called not later than one month after receipt by the Hon. Secretary of such notice. Members shall be given at least two weeks notice of any general meeting. If the meeting is not convened as requested, members who have called for it, may convene the meeting themselves. The Hon. Secretary shall notify all members, 2 weeks before a meeting of all resolutions in accordance with 8c.
- c. Any member desirous of moving any resolution at any General Meeting shall give notice thereof in writing to the Hon. Secretary not less than two weeks before the date of such meeting provided that motions proposed within a shorter time may be resolved if the general meeting so decides.
- d. The quorum of any general meeting shall be ten financial members.
- e. No member shall be entitled to vote at any meeting unless all monies due from that member to the Club shall have been paid.
- f. No member shall be entitled to vote at any Annual General Meeting unless they were financial members for the preceeding year.
- g. Family membership shall be entitled to a maximum of no more than 2 votes.
- h. Resolutions at all General Meetings shall be by a single majority except in the case of a motion for ammendment to the Constitution and the election of an Honorary Life Member, which shall require a 2/3 majority of those members voting. An ammendment to the Constitution shall not be effective until approved by the Canberra Kennel Association and by the Corporate Affairs Commission in the A.C.T.
An alteration of the Objects or Purposes of the Constitution is of no effect until a copy of the alteration is lodged with the Corporate Affairs Commission in the A.C.T.
- i. All voting, at all meetings, may be by secret ballot, Scrutineers shall be nominated at each meeting as required.

9. FINANCE.

- a. The financial year shall commence on the first day of July.
- b. The Club shall have such bank accounts as the Committee shall determine. Cheques drawn on these accounts shall be signed by any two of the President, Hon. Secretary and Hon. Treasurer.

10. SEAL OF THE CLUB.

- a. The seal of the Club shall be in the form of a rubber stamp inscribed with the name of the Club, encircling 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 of any two of the following officers. The President, the Hon. Secretary or the Hon. Treasurer. That authority shall be sufficient for all purposes that the Seal was affixed by the authority of the Committee.
- c. The Seal shall remain in the custody of the Public Officer.

AMENDMENTS TO THE CONSTITUTION

A) ITEM 8aIV

The amendment reads:

"TO DETERMINE THE ANNUAL SUBSCRIPTIONS TO BE PAID FOR THE FOLLOWING YEAR."

B) ITEM 8aV

The amendment reads:

"TO DISCUSS AND VOTE ON JUDGES NOMINATED BY MEMBERS IN RESPECT OF FUTURE EVENTS TO BE HELD BY THE CLUB. AT ANY TIME THE COMMITTEE SHALL BE ABLE TO ACCEPT THE OPPORTUNITY OF USING THE SERVICES OF AN INTERSTATE OR OVERSEAS JUDGE IF THE ARRANGEMENT IS DEEMED TO BE IN THE BEST INTERESTS OF THE CLUB, PROVIDED THAT OTHER JUDGES HAVE NOT BEEN CONTRACTED. ANY NOMINATIONS FOR JUDGES FOR THE FOLLOWING YEAR SHALL BE WITH THE HON. SECRETARY NOT LESS THAN TWO (2) WEEKS BEFORE THE ANNUAL GENERAL MEETING. WHERE INSUFFICIENT NOMINATIONS HAVE BEEN RECEIVED THE COMMITTEE SHALL HAVE THE POWER TO CONTRACT SUCH JUDGES AS REQUIRED."