



## CONSTITUTION OF THE SOUTHERN REGIONS SLED DOG CLUB

EFFECTIVE DECEMBER 1997

REVISED FEBRUARY 2007

REVISED JANUARY 2010

REVISED January 2013

REVISED January 2014

### 1) NAME OF THE CLUB

The club shall be called the "Southern Regions Sled Dog Club", hereinafter referred to as "The Club".

### 2) ZONE OF INFLUENCE

The zone of influence of The Club shall be the province of Otago.

### 3) AIMS

- a) To promote the running of sled dogs and to organise and hold races in the province of Otago.
- b) To promote good fellowship and mutual support among dog owners and fanciers
- c) To support other clubs with an interest in sled dog racing
- d) To provide a source of information on all aspects of the sled dog sports
- e) To publish information and newsletters to be provided to all club members

### 4) MEMBERSHIP OF THE CLUB

- a) Membership is open to anyone who is interested in the sport of sled dog racing.
- b) There are two classes of membership, Single or Family.
  - i) Single members shall receive one copy of any produced information or newsletter.
  - ii) Family members shall receive only one copy of any produced information or newsletter per household.
  - iii) Life members shall be granted continued free club annual subscriptions and shall receive one copy of any produced information or newsletter.
- c) Every person who joins The Club must give written confirmation to abide by this Constitution.
- d) Applications for membership are subject to approval by the Committee of The Club.
- e) Membership is dependent upon payment of subscription fees (See SUBSCRIPTIONS).
- f) Any membership lists held by The Club, or any member, shall not be used for any purpose, commercial or private, other than for club sanctioned matters.
- g) The Committee may elect to award Life Membership to suitable candidates who qualify by having performed outstanding services to the Southern Regions Sled Dog Club or the sport of Sled Dog Racing. Nominations should be forwarded to the Committee.
- h) The Club Life Membership Award is valid for life and the recipient will continue to receive all club information and publications until they advise the club otherwise.

All members must at all time act with the expected requirements of club rules written and inferred including the clubs code of conduct

Membership may be suspended at anytime via a specially called meeting where the committee votes unanimously for suspending the member.

## 5) FINANCIAL YEAR

- a) The Clubs financial year shall be from 1 December to 30 November.

## 6) SUBSCRIPTIONS

- a) Subscription fees are to be reviewed annually at the Annual General Meeting and may be reviewed at any Special General Meeting.
- b) All members (excluding Life Members) shall pay the subscription fees as set at The Club AGM. The membership covers The Club's financial year.
- c) Subscription rates may differ for Single and Family Memberships.
- d) Subscriptions will be due after the AGM and must be paid within 60 days of the AGM.
- e) All privileges of membership shall cease if the subscription is not paid within two months of the AGM.
- f) Members joining The Club more than 6 months into the financial year shall pay 50% of the annual subscription. This does not apply to people who were members in the previous financial year.

## 7) COMMITTEE

- a) Shall consist of the Executive Office positions of, President, Vice President, Secretary, Treasurer and a minimum one other committee member (total minimum 4). A Vice-President and up to 4 other Committee members may be elected at the AGM.

- b) (1) The following non committee positions shall be filled. The position being elected and open to any of the club financial members.

- NZFSS Representative

## 8) Duties

### i) President

- (1) Organise meetings when needed.
- (2) Act as chairman at meetings.
- (3) Act as spokes-person for The Club.
- (4) Must know what is going on and must keep other members of the Committee informed.
- (5) To liaise with Race Co-ordinators and Committee to ensure club races are planned and organized.

### ii) Vice-President

- (1) To perform the President's duties when required.

### iii) Secretary

- (1) Keep minutes of meetings.
- (2) Is to arrange the venue and services required for all The Club's meetings.
- (3) Notify all members of the date and the time of the AGM.
- (4) To distribute the agenda (which includes all submitted remits) for General meetings, allowing 14 days clear days minimum for response.
- (5) The minutes of any General Meeting are to be placed into the next issue of The Club's newsletter.
- (6) Will supply a full copy of the minutes of any meeting to a member on request.
- (7) Is responsible for maintaining a register of all member's names, addresses and telephone numbers.
- (8) Will supply existing members with the latest version of The Club's constitution upon request.
- (9) Will supply new members with the latest version of The Club's constitution.
- (10) To keep copies of all correspondence and memberships plus records of all meetings.
- (11) To liaise with Race Co-ordinators.

iv) Treasurer

- (1) To establish and maintain The Club's bank accounts with the mandatory double signature required for all withdrawals and cheques. A maximum of four members are able to sign withdrawals and cheques. (Only the President, Vice-President, Secretary and Treasurer may be signatories).
- (2) Record all income and expenditure in the Treasurer's ledger and ensure that the ledger is kept in a balanced state.
- (3) Is responsible for arbitrary payments of all accounts payable up to the amount of \$200-00. If the account to be paid is in excess of \$200-00 approval must be sought from the Committee.
- (4) Reimburse expenditure to club members subject to presentation of a receipt for that expenditure.
- (5) Provide executive committee with financial reports as required.
- (6) Arrange for an audit/review of The Club's accounts with the committee approved Auditor/External Reviewer, to be completed at least a minimum of two weeks prior to the Annual General Meeting.
- (7) Provide report at the AGM of the club's accounts.
- (8) Is responsible for alerting the Committee on the occasion of any financial irregularities that they feel are beyond their responsibilities.

**9) ELECTION OF OFFICERS AND COMMITTEE**

- a) Only Members who have been financial members for the previous year are eligible for election as Officers and Committee Members.
- b) Officers and Committee Members shall be elected at each Annual General Meeting and must be either nominated in writing prior to the Annual General Meeting or nominated from the floor at the Annual General Meeting.
- c) Each candidate must be duly proposed and seconded by financial members of the Club and the candidate need not necessarily be present at the Annual General Meeting, provided he or she has signified in writing his or her consent to nomination.
- d) Where the number of candidates who have been duly proposed and seconded exceeds the number to be elected, a secret ballot shall be held among those financial members present at the Annual General Meeting.
- e) In the case of an Officer position becoming vacant throughout the year the Committee will call a Special General Meeting to elect a new Officers.
- f) In the case of a Committee position becoming vacant throughout the year the Committee will have the right to fill the vacancy from financial members of the Club.

**10) GENERAL MEETINGS**

- a) Annual General Meeting
  - i) The Annual General Meeting shall be held up to 8 weeks after the end of the financial year. The exact date will be decided by the Committee.
  - ii) Annual reports and audited Balance Sheet must be tabled.
  - iii) Business shall include but not be limited to:
    - (1) The Minutes of the previous AGM to be read and confirmed.
    - (2) Matters arising from the Minutes.
    - (3) President's report.
    - (4) Treasurer's report and balance sheet.
    - (5) Annual review of financial items.
    - (6) General Business.
    - (7) Election of Officers and Committee.
- b) Special General Meetings
  - i) Any 2 Club members can approach the Committee and request they consider calling a Special General Meeting.
  - ii) The Committee shall be required to call a Special General Meeting if requested to do so by 51% of the financial members.
  - iii) An agenda shall be distributed to all members at least 14 days prior to a Special General Meeting.

## **11) QUORUM**

- a) The quorum at any General Meeting shall consist of the President or Vice-President plus 25% of the financial members, including proxies.
- b) The quorum for Committee Meetings shall be the President, or Vice-President plus 50% of the remaining elected Committee Members.
- c) For General Meetings not able to achieve a quorum, a new meeting shall be held in 2 to 4 weeks time. The quorum for the new meeting shall be the number of members present.
- d) For Committee meetings not able to achieve a quorum, a new meeting shall be held as soon as practical (after a minimum 2 day interval). The quorum for the new meeting shall be the President or Vice President, plus 2 committee members.

## **12) VOTING**

- a) Every financial member 16 years of age and over shall have one vote.
- b) A voting member may appoint, in writing, another financial member to act on their behalf and therefore vote by proxy.
- c) In all voting, except changes to the constitution, a majority of members present is required.
- d) Voting shall be by a show of hands, or by secret ballot if required by the Chairperson (subject to clause under ELECTION OF OFFICERS AND COMMITTEE).
- e) Where a secret ballot is held, two scrutineers shall be appointed to count the votes, such appointment being made before taking the votes.
- f) In the case of an equality of votes, the Chairperson shall have a casting vote.
- g) Family membership carries with it the right of one vote per person named on the family membership form, provided that they are over the age of 16 years. Each family vote must be cast individually by the person named. Written proxies will be accepted.

## **13) CHANGES TO THE CONSTITUTION**

- a) A notice of change is to be circulated to all club members with 14 clear days notice given before a Special General Meeting or the Annual General Meeting.
- b) 75% of those present at the meeting must be in favour in order to accept proposed changes to the constitution.

## **14) CESSATION OF MEMBERSHIP**

- a) Resignation
  - i) A member shall cease to receive The Club's Newsletters from the date of resignation and there will be no refund of subscriptions already paid.
- b) Expulsion
  - i) The Committee shall have the power to cancel the membership of any member who has acted in an unbecoming or dishonourable manner concerning matters affecting The Club, or acting in a manner prejudicial to the interest's of The Club.
  - ii) The Committee shall request the member concerned to attend a Committee meeting to consider the matter.
  - iii) After hearing the member, or should the member fail to attend, the Committee may resolve to discipline or expel such member.
  - iv) A member expelled under this rule shall have the right to appeal at a Special General Meeting of members, called for this purpose.
  - v) Any member expelled shall within seven days return all Club property in his/her care or possession.

## **15) VOTE OF NO CONFIDENCE**

- a) Any financial member of The Club who feels a Committee member has not performed their duties to a satisfactory level may propose a vote of no confidence at a Special General Meeting. If more than 75% of the members present at the Special General Meeting are in favour of the proposed vote of no confidence then the member who the vote was taken against shall stand down from their position. Nominations for the position shall then be called for.

## **16) FINANCIAL MATTERS**

- a) Neither the Committee, nor individual members have the authority to borrow.
- b) The Committee has the power to invest money as it sees fit.

**17) CLAIM ON CLUB PROPERTY**

- a) No member shall have any claim against the assets of The Club for any reason.

**18) DISSOLUTION OF THE CLUB**

- a) The Club may be dissolved by a unanimous decision at a Special General Meeting called for the express purpose of dissolving The Club.
- b) On the decision to dissolve The Club, a majority decision must be made as to how to dispose of The Club's assets remaining after payment of all liabilities.
- c) The Club's assets cannot be dispersed among its members.
- d) The assets should be dispersed to an organisation with similar objectives.

Dated 31st of January 2014

Signed: .....

President