

# BY-LAWS

of the

SUNBURY and DISTRICT OBEDIENCE DOG CLUB INC.



**25<sup>th</sup> February 2017**

The rules in this document ensure that the Club complies with the affiliation requirements of the Victorian Canine Association.

This document is to be read in conjunction with the Club's Constitution.

If there is an inconsistency between this document and the Club's Constitution, the requirements of the Constitution apply.



# BY-LAWS

---

## TABLE OF PROVISIONS

<i>By-Law</i>	<i>Page</i>
1 Definitions	3
2 Affiliation with the Victorian Canine Association	3
3 Classification of Members	3
4 Application for membership	4
5 Annual subscription and fee on joining	4
6 General rights of members	4
7 Life membership	4
8 Junior membership	5
9 Ceasing membership	5
10 Register of members	5
11 Annual general meetings	5
12 Secretary	5
13 Treasurer	<u>65</u>
14 Who is eligible to be a Committee member	6
15 Nominations	6
16 Audit and Auditor	6
17 Patron	6
18 Club Rules	<u>76</u>
19 Alteration of Rules	8
20 Management of Funds	8

---

---



# BY-LAWS

---

## 1 Definitions

In these By-Laws—

**Club** means the Sunbury and District Obedience Dog Club;

**Dual Member** means one any of two members of the same family resident at the same address or one of any two persons who are partners in the conduct of a kennel which has a kennel prefix in their joint names registered with the Control, who has been admitted with the other such person as a dual member of the Club;

**Family Member** means any two persons over the age of eighteen years plus two children between the age fourteen years and eighteen years who are resident at the same address.

**Junior Member** means a person between the age of fourteen years and eighteen years;

**Honorary Member** means a person, who upon the recommendation of the Committee or upon a written nomination signed by not less than five members, is elected by Special resolution as an Honorary member for such period as may be so determined and shall in addition have the rights and privileges of a financial member, but shall not be entitled to vote at General Meetings or hold office;

**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;

**Office Bearer** means the President, Vice-President, Secretary or Treasurer;

**VCA** means the Victorian Canine Association.

## 2 Affiliation with the Victorian Canine Association

- (1) The Club must make every reasonable effort to remain affiliated to the VCA and so long as it is affiliated is eligible to apply for permission to conduct authorised exhibitions in accordance with the VCA's rules and regulations.
- (2) So long as the Club is an affiliate of the VCA, every member, whether a member of the VCA or not, is deemed to have agreed to be bound by the Constitution, Rules and Regulations of the VCA so far as they relate to the member.

## 3 Classification of Members

Members of the Club may be classified into the following categories—

- (a) Member (Ordinary);
  - (b) Dual Member;
  - (c) Life Member;
  - (d) Honorary Member;
  - (e) Junior Member;
  - (f) Any other class of Member.
-



# BY-LAWS

---

## **4 Application for membership**

- (1) Membership applications are to be submitted in accordance with clause 9 of the Constitution using the Club's Membership Application form as approved by the Committee.
- (2) A joining fee is payable by any member who has not paid the annual subscription by more than 30 days after the due date.

## **5 Annual subscription and fee on joining**

- (1) The annual subscription and joining fee—
  - (a) is to be determined in accordance with clause 12 of the Constitution
  - (b) is payable in advance not later than the first Saturday in February each year; and
  - (c) is in respect of the period 1<sup>st</sup> February to 31<sup>st</sup> January of the year immediately following the annual general meeting at which the determination was made.
- (2) The annual subscription for members joining from 1<sup>st</sup> August to 31<sup>st</sup> January (inclusive) is 50% of the full year annual subscription.

## **6 General rights of members**

In addition to the rights of members specified in clause 13 of the Constitution, any member of the Club has the right—

- (a) to participate in all Club activities; and
- (b) to compete for prizes and trophies available to members of the Club when competing or exhibiting at any Trial or Exhibition conducted by the Club, subject to having attended at least 50% of training days during the preceding two months.

## **7 Life membership**

- (1) Life membership may be awarded to any member of the Club by Special resolution at a general meeting subject to receipt by the Secretary not less than seven days before the notified date of the general meeting of a written nomination signed by at least ten members.
  - (2) A life member has the member entitlements as specified in clause 13 of the Constitution, subject to having attended at least 50% of training days during the preceding two months.
  - (3) By way of general guidelines, the criteria for life membership include —
    - (a) having given consistently outstanding service to the Club; and
    - (b) having given a minimum of eight years' service to the Club as an instructor or committee member.
  - (4) In the event that a Life Member has been disqualified or suspended as a result of disciplinary action taken by a Disciplinary Hearing resulting in a suspension of six months or more their Life Membership is revoked effective immediately.
-



# BY-LAWS

---

## 8 Junior membership

A Junior Member must not vote or hold office but is entitled to participate in the proceedings of a general meeting and exercise all other privileges of membership.

## 9 Ceasing membership

In addition to clause 16 of the Constitution—

- (1) A member disqualified or suspended by the VCA ceases to be a member of the Club for the period of the VCA disqualification or suspension.
- (2) If a person ceasing to be a member of the Club for any reason whatsoever shall not be entitled to any refund of membership fees paid.
- (3) A member disqualified or suspended by the Club ceases to be a member of the club for the period of the Club disqualification or suspension. At the conclusion of the disqualification or suspension period, membership is not automatically reinstated. An application for membership must be submitted to the Committee once the suspension period has been served in full.

## 10 Register of members

The Secretary must keep and maintain a register of members in accordance with clause 18 of the Constitution that includes—

- (a) for each current member—
  - (i) the member's name;
  - (ii) the address for notice last given by the member;
  - (iii) the date of becoming a member;
  - (iv) if the member is an associate member, a note to that effect;
  - (v) the category of membership; and
- (b) for each former member, the date of ceasing to be a member.

## 11 Annual general meetings

In addition to the cause 30(4) of the Constitution, the ordinary business of the annual general meeting is to include the appointment of an Auditor in accordance with By-Law 16.

## 12 Secretary

In addition to the requirements of clause 47 of the Constitution, the Secretary must keep and maintain—

- (a) minutes of all proceedings at committee and general meetings; and
  - (b) all necessary records of the affairs of the Club; and
  - (c) a complete record of awards made at all Trials and Exhibitions conducted by the Club.
-



## BY-LAWS

---

### 13 Treasurer

In addition to the requirements of clause 48 of the Constitution, the Treasurer must—

- (a) keep a true and correct inventory of all Club property.

### 14 Who is eligible to be a Committee member

In addition to the requirements of clause 49 of the Constitution, to be eligible to be elected or appointed as an Office Bearer of the Club, a member must be a financial member of the VCA.

In addition to clause 49 of the Constitution, any member who has had Disciplinary Action taken against them via a Disciplinary Hearing in accordance with Division 2 Disciplinary Action of the Constitution and a suspension of membership for six months or more has been handed down and enforced the said member is ineligible to stand for or hold a position on any Committee or Subcommittee of the Club for a minimum period of 5 years.

### 15 Nominations

In addition to the requirements of clause 51 of the Constitution—

- (1) Nominations for Committee positions must be made in writing, signed by the nominee and at least one Member, and be received by the Secretary not less than seven days before the notified date of the annual general meeting.

### 16 Audit and Auditor

- (1) At the Club's annual general meeting members are to appoint a person with Accountancy knowledge to hold the office of Auditor for the Club until the next annual general meeting.
- (2) Notice of the nomination of any person other than a retiring Auditor for appointment as Auditor must be given to members not less than fourteen days before the notified date of the annual general meeting.
- (3) Any person who is an Office Bearer, Committee member or employee of the Club must not be appointed to act as the Auditor of the Club;
- (4) In the event of a casual vacancy in the position of Auditor, the Committee will appoint a new Auditor.

### 17 Patron

- (1) The Club may elect up to three Patrons at the annual general meeting.
  - (2) The election of Patrons will be by ballot in accordance with clause 54 of the Constitution.
  - (3) A Patron is entitled to attend general meetings of the Club and, by invitation of the President, address those members who are in attendance.
-



# BY-LAWS

---

## 18 Club Rules

- (1) Dogs must be at least four months of age to participate in Club activities.
  - (2) Current full vaccination certification is to be produced upon joining the Club, renewing membership and upon request.
  - (3) Training sessions will be a maximum of one hour duration —
    - (a) The first Training Session will commence at 2.00 pm and the second Training Session will commence at 3.30 pm;
    - (b) Prior to training handlers must sign-in and pay the weekly training fee. A training ticket will be issued which the handler must hand to the instructor at the commencement of classes;
    - (c) Handlers arriving late for their class are to check with their instructor before joining the class and may be refused entry to the class;
    - (d) Training sessions are scheduled between the first Saturday in February through to the last Saturday in November;
    - (e) Training sessions will be held every Saturday except for Easter, Grand Final weekend, dates as advised from time to time by the Committee or days as per By-Law 18(14);
    - (f) The Committee may vary the details of training sessions from time to time. Details of such variations will be notified via email and Facebook.
  - (4) Members must wear their identification badges during training sessions.
  - (5) No dogs are permitted inside the Clubrooms pavilion, nor are they to be tied to posts outside the pavilion or between the pavilion and the equipment shed.
  - (6) Children under fourteen years are not permitted to train a dog. Junior members must have a parent or guardian present during training.
  - (7) Handlers of bitches in season must not bring their dogs to the training ground.
  - (8) Handlers are responsible for the removal of any dropping deposited at the Club grounds by their dog.
  - (9) The handler of any dog that an instructor considers is excessively aggressive or that bites is required to muzzle their dog until such time as the Committee advises otherwise.
  - (10) Handlers are required to keep their dogs on lead and under control at all times unless under the direction of an instructor.
  - (11) Any disagreement arising during the training session must immediately be referred to an instructor or committee member, who shall then determine a course of action.
  - (12) No fighting (dogs and/or handlers) is permitted at any time.
  - (13) No smoking is permitted on the training ground or in the Clubrooms.
-



# BY-LAWS

---

- (14) If the temperature forecast on the Friday night 6.00 pm news is for 30 degrees or more for the Saturday, there will be no training.
- (15) Do not socialise your dog with any dog that is tethered, tied up or is wearing a yellow bandana.
- (16) Assist the Club with any of the major events it holds throughout the year.
- (17) All members' annual membership subscriptions are due and payable on the first Saturday of February each year. Any changes to personal details held by the Club must be amended and current vaccination certificates produced.
- (18) Member's personal details held by the Club will not be divulged to any third party without the member's consent.
- (19) Children must be supervised at all times and must not be permitted—
  - (a) on the training ground;
  - (b) near any dog;
  - (c) near equipment;
  - (d) to run within the Club's grounds, near tethered or tied up dogs.
- (20) The presentation of trophies is at the sole discretion of the Committee.
- (21) To train a dog in Jumping / Agility the dog must be—
  - (a) at least twelve months of age;
  - (b) Classified at Class Two Obedience training; and
  - (c) have passed assessment by the relevant instructor as suitable for the class.
- (22) Unless advised in writing to the contrary, the Club has authority to use details, image and likeness for promotion, broadcasting or reporting in any media for the period of membership.

## **19 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Club.

## **20 Management of Funds**

In addition to the requirements of clause 69 of the Constitution—

- (1) If two family members are authorised signatories of the Club, both cannot sign the same cheques, drafts, bills of exchange, promissory notes or other negotiable instruments.
- 
-