

**CONSUMER AFFAIRS VICTORIA**  
**Associations Incorporation Reform Act 2012**

**RULES**  
**For**  
**CROYDON & DISTRICT OBEDIENCE DOG CLUB INCORPORATED**

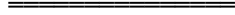
**AIN A0008190W**

**TABLE OF PROVISIONS**

	<i>Page</i>
<b>PART 1—PRELIMINARY</b>	<b>4</b>
1 Name	4
2 Purposes	4
3 Financial year	4
4 Definitions	4
<b>PART 2—POWERS OF ASSOCIATION</b>	<b>5</b>
5 Powers of Association	5
6 Not for profit organisation	5
7 Affiliation with Dogs Victoria	6
<b>PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES</b>	<b>6</b>
<b>Division 1—Membership</b>	<b>6</b>
8 Minimum number of members	6
9 Who is eligible to be a member	6
10 Application for membership	6
11 Consideration of application	6
12 New membership	7
13 Category of members	7
14 Annual subscription and fee on joining	8
15 General rights of members	8
16 Rights not transferable	8
17 Ceasing membership	8
18 Resigning as a member	9
19 Register of members	9
<b>Division 2—Disciplinary action</b>	<b>9</b>
20 Grounds for taking disciplinary action	9
21 Disciplinary subcommittee	10
22 Notice to member	10
23 Decision of subcommittee	10
24 Appeal rights	11
25 Conduct of disciplinary appeal meeting	11

<b>Division 3—Grievance procedure</b>	<b>11</b>
26 Application	11
27 Parties must attempt to resolve the dispute	12
28 Appointment of mediator	12
29 Mediation process	12
30 Failure to resolve dispute by mediation	12
<b>PART 4—GENERAL MEETINGS OF THE ASSOCIATION</b>	<b>12</b>
31 Annual general meetings	12
32 Special general meetings	13
33 Special general meeting held at request of members	13
34 Notice of general meetings	13
35 Use of technology	14
36 Quorum at general meetings	14
37 Adjournment of general meeting	15
38 Voting at general meeting	15
39 Special resolutions	15
40 Determining whether resolution carried	15
41 Minutes of general meeting	16
<b>PART 5—COMMITTEE</b>	<b>16</b>
<b>Division 1—Powers of Committee</b>	<b>16</b>
42 Role and powers	16
43 Delegation	16
<b>Division 2—Composition of Committee and duties of members</b>	<b>17</b>
44 Composition of Committee	17
45 General Duties	17
46 President and Vice-Presidents	18
47 Secretary	18
48 Treasurer	18
<b>Division 3—Election of Committee members and tenure of office</b>	<b>19</b>
49 Who is eligible to be a Committee member	19
50 Positions to be declared vacant	19
51 Nominations	19
52 Election of President, etc.	19
53 Election of six ordinary members	20
54 Ballot	20
55 Election of Chief Instructor and Instructors' Representative	21
56 Term of office	21
57 Vacation of office	21
58 Filling casual vacancies	22
<b>Division 4—Meetings of Committee</b>	<b>22</b>
59 Meetings of Committee	22
60 Notice of meetings	22
61 Urgent meetings	23
62 Procedure and order of business	23
63 Use of technology	23
64 Quorum	23
65 Voting	23
66 Conflict of interest	24
67 Minutes of meeting	24
68 Leave of absence	24

<b>PART 6—FINANCIAL MATTERS</b>	<b>24</b>
69 Source of funds	24
70 Management of funds	24
71 Financial records	25
72 Financial statements	25
<b>PART 7—GENERAL MATTERS</b>	<b>25</b>
73 Common seal	25
74 Registered address	26
75 Notice requirements	26
76 Custody and inspection of books and records	26
77 Winding up and cancellation	27
78 Alteration of Rules	27



# Rules for Croydon & District Obedience Dog Club Incorporated

## Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

## PART 1—PRELIMINARY

### 1 Name

The name of the incorporated association is "Croydon & District Obedience Dog Club Incorporated" (AIN A000890W) (**Association**).

#### Note

Under section 23 of the Act, the name of the Association and its registration number must appear on all its business documents.

### 2 Purposes

The purposes of the Association are—

- (a) to promote and educate interested persons, as a community service to the residents of eastern Melbourne and Greater Melbourne in the training of dogs;
- (b) to conduct dog training group classes and related activities for members of the Association;
- (c) to conduct trials sanctioned by Dogs Victoria and other dog sport competitions or exhibits; and
- (d) to foster good relations with bodies and organisations with similar aims and aspirations.

### 3 Financial year

The financial year of the Association is each period of 12 months ending on 31 March.

### 4 Definitions

In these Rules—

**absolute majority**, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

**Act** means the *Associations Incorporation Reform Act 2012* (Vic) and includes any regulations made under that Act;

**Association** has the meaning given in rule 1.

**Chairperson**, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

**Committee** means the committee having management of the business of the Association;

**committee meeting** means a meeting of the Committee held in accordance with these Rules;

**committee member** means a member of the Committee elected or appointed under Division 3 of Part 5;

**disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 24(3);

***disciplinary meeting*** means a meeting of the Committee convened for the purposes of rule 23;

***disciplinary subcommittee*** means the subcommittee appointed under rule 21;

***Dogs Victoria*** means the Victorian Canine Association Incorporated, trading as Dogs Victoria;

**Executive** means the President, Vice-Presidents, Secretary and Treasurer of the Association;

**exhibition** means a canine show, canine exhibition, canine parade, gundog trial and test, canine competition, display, obedience trial, agility trial, rally trial, jumping trial, games trial, flyball competition, tracking trial, non-slip retrieving trial, sledding, weight pulling, contest, match or similar event;

**financial year** means the 12 month period specified in rule 3;

**general meeting** means a meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting, and a disciplinary appeal meeting;

**member** means a member of the Association;

**member entitled to vote** means a member who under rule 15(2) is entitled to vote at a general meeting;

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether personally or by proxy, to vote in favour of the resolution;

**Registrar** means the Registrar of Incorporated Associations.

## PART 2—POWERS OF ASSOCIATION

### 5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf; and
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### 6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

**Note**

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

**7 Affiliation with Dogs Victoria**

- (1) The Association is affiliated with and bound by the constitution, rules and regulations of Dogs Victoria available at <https://www.dogsvictoria.org.au/about/constitution-rules-regulations/> and as amended from time to time.
- (2) . By joining the Association, Members agree to be bound by and comply with the constitution, rules and regulations of Dogs Victoria available at <https://www.dogsvictoria.org.au/about/constitution-rules-regulations/> and as amended from time to time.
- (3) Dogs Victoria may review and amend its constitution, rules and regulations from time to time without notice to the Association or its Members.
- (4) During any period that the Association is not affiliated with Dogs Victoria, all references in these Rules to Dogs Victoria shall be null and void.

**PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

**Division 1—Membership**

**8 Minimum number of members**

The Association must have at least five members.

**9 Who is eligible to be a member**

Any person who supports the purposes of the Association is eligible for membership.

**10 Application for membership**

- (1) To apply to become a member of the Association, a person must submit a written application, in the form approved by the Committee from time to time, stating that the person—
  - (a) wishes to become a member of the Association;
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules.

- (2) The application

must be accompanied by any applicable joining fee and annual subscription.

**Note**

The joining fee (if any) and the annual subscription are the fees determined by the Committee under rule 14(1).

**11 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) If the Committee rejects the application—
  - (a) it must notify the applicant in writing of its decision as soon as practicable after the

decision is made; and

(b) it must return the money accompanying the application to the applicant.

(3) No reason need be given for the rejection of an application.

## **12 New membership**

- (1) If an application for membership is approved by the Committee—
  - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - (b) the name and address of the new member and the date on which they became a member must, as soon as practicable, be entered in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 15(2), is entitled to exercise his or her rights of membership, from the date on which their membership application is submitted. However, their membership is still subject to rejection by the Committee in accordance with clause 11 until approved in accordance with that process.

## **13 Category of members**

- (1) The Committee will determine whether a member is entered in the register of members as a—
  - (a) single (ordinary) member;
  - (b) member as part of a family membership;
  - (c) member as part of a dual membership;
  - (d) junior member;
  - (e) life member;
  - (f) complimentary member; or
  - (g) honorary member.
- (2) A maximum of two persons over the age of 18 years, as part of a family membership who are all resident at the same address, have the rights of members in accordance with these Rules.
- (3) All persons over the age of 18 years, as part of a dual membership, have the rights of members in accordance with these Rules and include any two persons of the one family or any two persons who are partners in the conduct of a kennel having a kennel prefix in their joint names registered with Dogs Victoria.
- (4) A junior member is a member under the age of 18 years who must not vote or hold a Committee position but shall otherwise be entitled to the rights of members in accordance with these Rules.
- (5) A life member, who has been admitted to the Association as a member for life, has the rights of members in accordance with these Rules, whether or not an annual subscription is required to be paid.
- (6) In recognition of a member's current voluntary contribution to the operations of the Association, the Committee may determine that a member is a complimentary member whose annual subscription is not required to be paid, or paid in full, for a particular financial year, and the member continues to have the rights of members in accordance with these Rules.
- (7) Honorary members of the Association—
  - (a) include any other category of member as determined by the Committee; and
  - (b) must not vote but may have other rights as determined by the Committee.

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

- (1) The Committee must determine—
  - (a) the amount of the joining fee (if any);
  - (b) the amount of the annual subscription;
  - (c) any discount amounts and categories available in respect of the annual subscription; and
  - (b) the date for payment of the annual subscription.
- (2) The Committee may determine that a different annual subscription, including a nil annual subscription, is payable by each category of members.
- (3) The Committee may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - (a) the full annual subscription;
  - (b) a pro rata annual subscription based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Committee.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid, unless the Committee has determined that a nil annual subscription applies to that member.

## **15 General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules;
  - (b) to submit items of business for consideration at a general meeting;
  - (c) to attend and be heard at general meetings;
  - (d) to vote at a general meeting;
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 76;
  - (f) to inspect the register of members;
  - (g) to receive any publication issued by the Association, upon payment of the prescribed fee (if any); and
  - (h) to compete for prizes (including trophies), available for members of the Association when exhibiting or competing at any exhibition conducted by the Association or sanctioned by Dogs Victoria.
- (2) A member is entitled to vote if—
  - (a) the member is a member other than a junior member or an honorary member and is over the age of 18 years;
  - (b) more than three months have passed since he or she became a member of the Association; and
  - (c) the member's membership rights are not suspended for any reason.

## **16 Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

## **17 Ceasing membership**

- (1) The membership of a person ceases on non-renewal of that membership, resignation, \_\_\_\_\_

expulsion, or death.

- (2) If a person ceases to be a member of the Association, the date the person ceased to be a member must, as soon as possible, be entered in the register of members.

## **18 Resigning as a member**

- (1) A member who has paid all moneys due and payable to the Association may resign by notice in writing given to the Secretary.

### **Note**

Rule 75(3) sets out how notice may be given to the Association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
- (a) the member's annual subscription is more than one month in arrears, i.e. has not been paid by 30 April in the year after their most recent annual subscription has been paid; or
  - (b) where no annual subscription is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within one month after receiving that request, confirmed in writing that he or she wishes to remain a member.

## **19 Register of members**

- (1) The Secretary must keep and maintain a register of members 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 part of a dual membership, part of a family membership, a junior member, a life member, a complimentary member or a honorary member, a note to that effect;
    - (v) any other information determined by the Committee; and
  - (b) for each former member, the date that individual ceased to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members. Personal information which it is not necessary for the member to inspect, such as the address and contact details of members on the register, may be redacted.

### **Note**

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2—Disciplinary action**

## **20 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules or any applicable membership terms and conditions;

- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

## **21 Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee may be Committee members, members of the Association, or anyone else, but must not be biased against, or in favour of, the member concerned.

## **22 Notice to member**

- (1) Before disciplinary action is taken against a member, written notice must be provided to the member—
  - (a) stating that the Association proposes to take disciplinary action against the member;
  - (b) stating the grounds for the proposed disciplinary action;
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*);
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting; and/or
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 24.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **23 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member;
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **24 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 23 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
  - (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **25 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted;
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **Division 3—Grievance procedure**

## **26 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.

- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

### **27 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

### **28 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 27, the parties must within ten days—
  - (a) notify the Committee of the dispute;
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

### **29 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard;
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

### **30 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

### **31 Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held within five months after the end of each financial year.
- (2) The Committee may determine the date, time and place of the annual general meeting, which may be conducted in-person, remotely, or under a hybrid remote / in-person approach.
- (3) The ordinary business of the annual general meeting is as follows—

- (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act; and
  - (c) to elect the members of the Committee.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

### **32 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 34 may be conducted at the meeting.

**Note**

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 34 and the majority of members at the meeting agree.

### **33 Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 5% of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing;
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
  - (a) must be held within three months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **34 Proxies**

- (1) A member may appoint another member as the member's proxy to vote and speak on the member's behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.

- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on the member's behalf, otherwise the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

### **35 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 33(3), the members convening the meeting) must give to each member of the Association—

- (a) at least 21 days notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting;
  - (b) indicate the general nature of each item of business to be considered at the meeting;
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) include the list of candidates, as required, under rule 51(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

**Note**

Rule 24(4) sets out the requirements for notice of a disciplinary appeal meeting.

**36 Use of technology**

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**37 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (personally, by proxy, or as allowed under rule 35) of 15 members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under rule 33— the meeting must be dissolved;

**Note**

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 33.

- (b) in any other case—
  - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
  - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than three) may proceed with the business of the meeting as if a quorum were present.

### **38 Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.

#### **Example**

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 34.

### **39 Voting at general meeting**

- (1) On any question arising at a general meeting—
  - (a) subject to subrule (3), each member who is entitled to vote has one vote;
  - (b) members must vote personally or by proxy; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the question is lost.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 25.

### **40 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether personally or by proxy) vote in favour of the resolution.

#### **Note**

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **41 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried;
  - (b) carried unanimously;

- (c) carried by a particular majority; or
- (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

#### **42 Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
  - (a) the names of the members attending the meeting;
  - (b) the financial statements submitted to the members in accordance with rule 31(3)(b)(ii);
  - (c) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

### **PART 5—COMMITTEE**

#### **Division 1—Powers of Committee**

#### **43 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
  - (a) appoint and remove staff; and
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **44 Delegation**

- (1) The Committee may delegate to a member of the Committee, a subcommittee, a member or staff, any of its powers and functions other than—

- (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
  - (3) The Committee may, in writing, revoke a delegation wholly or in part.

## **Division 2—Composition of Committee and duties of members**

### **45 Composition of Committee**

The Committee consists of—

- (a) a President;
- (b) two Vice-Presidents;
- (c) a Secretary;
- (d) an Assistant Secretary;
- (e) a Treasurer;
- (f) an Assistant Treasurer;
- (g) a Chief Instructor;
- (h) an Instructors’ Representative; and
- (i) six ordinary members elected under rule 53.

### **46 General Duties**

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—
 so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

**Note**

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

#### **47 President and Vice-Presidents**

- (1) Subject to subrule (2), the President or, in the President's absence, one of the Vice-Presidents is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and both Vice-Presidents are absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

#### **48 Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

##### **Example**

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
  - (a) maintain the register of members in accordance with rule 19; and
  - (b) keep custody of the common seal of the Association and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Association in accordance with rules 73 and 76;
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents;
  - (d) keep and maintain minutes of all proceedings of meetings of the Committee and the Association;
  - (e) forward to Dogs Victoria within one month of the Association's annual general meeting documentation required by Dogs Victoria; and
  - (f) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of their appointment within 14 days after the appointment.

#### **49 Treasurer**

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
  - (b) ensure that all moneys received are paid into the account of the Association within 14 days after receipt;
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds;
  - (d) ensure transactions are signed off by at least two committee members;
  - (e) ensure that the financial records of the Association are kept in accordance with the Act;
  - (f) keep a true and correct inventory of all property of the Association;

- (g) submit financial statements to all committee meetings; and
  - (h) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (2) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

### **Division 3—Election of Committee members and tenure of office**

#### **50 Who is eligible to be a Committee member**

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over;
- (b) is entitled to vote at a general meeting;
- (c) if elected to an Executive position, is a member or, within 14 days of being elected will become a member, of Dogs Victoria, while the Association is affiliated with Dogs Victoria; and
- (d) if elected to the position of Chief Instructor or Instructors' Representative, meets the requirements outlined in rule 55.

#### **51 Positions to be declared vacant**

- (1) This rule applies to every annual general meeting of the Association.
- (2) The Chairperson of the meeting must, if required, declare relevant positions on the Committee vacant and ensure elections for those positions are conducted in accordance with rules 52 to 54.

#### **52 Nominations**

- (1) The Committee must ensure that all members are advised that nominations have been called for the positions to be filled and will close 21 days before the annual general meeting.
- (2) Nominations shall be made in writing in such form as the Committee shall prescribe.
- (3) An eligible member of the Association will, with the member's signed consent, be nominated by two other members.
- (4) A member can be nominated for more than one position but can only be elected to one position with the ballot counted in accordance with rule 54(3).
- (5) The Secretary must include, with the notice of the annual general meeting under rule 34(2), the list of candidates in alphabetical order for each position.

#### **53 Election of President etc.**

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
  - (a) President;
  - (b) the Vice-Presidents;
  - (c) Secretary;
  - (d) Assistant Secretary;
  - (e) Treasurer; and
  - (f) Assistant Treasurer.

- (2) If only one member is nominated for a position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If no nomination was received for a position, the Chairperson of the meeting must call for nominations at the annual general meeting.
- (4) If more than one member is nominated for a position, a ballot must be held in accordance with rule 54.

#### **54 Election of six ordinary members**

- (1) A single election may be held to fill all positions.
- (2) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (3) If insufficient nominations were received to fill all positions, the Chairperson of the meeting must call for nominations at the annual general meeting.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

#### **55 Ballot**

- (1) If a ballot is required for the election for a position, the members at the meeting must appoint a member to act as returning officer and at least two members to act as scrutineers to conduct the ballot.
- (2) The returning officer and scrutineers must not be members nominated for any positions.
- (3) If a member has nominated for more than one position—
  - (a) the ballot must be counted in the following order – President, Vice-Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Ordinary Members; and
  - (b) if elected, will not be included in the ballot for the positions not yet counted.
- (4) The election must be by secret ballot.
- (5) The Returning Officer must give a ballot paper to each member present and entitled to vote, and each proxy appointed by a member. A ballot paper may be in electronic or hard-copy form.
- (6) If the ballot is for a single position, the voter must only indicate the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position (ie six ordinary members)—
  - (a) the voter must only indicate the name of each candidate (a total of six) for whom they wish to vote; and
  - (b) the voter must not indicate the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrules (6) and (7) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been indicated counts as one vote for that candidate.
- (10) The Returning Officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.

- (11) If the Returning Officer is unable to declare the result of an election under subrule (10) because two or more candidates received the same number of votes, the returning officer must—
  - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

**Examples**

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

**56 Election of Chief Instructor and Instructors' Representative**

- (1) At the last instructors' meeting before the annual general meeting, the instructors present at the meeting shall elect the Chief Instructor and the Instructors' Representative.
- (2) In order to be eligible to nominate for the position of Chief Instructor or Instructors' Representative, an instructor must—
  - (a) meet the requirements of rule 49;
  - (b) be an instructor with the Association; and
  - (c) have been active as an instructor for a period of no less than three months prior to the date of instructors' meeting.
- (3) In addition—
  - (a) the Chief Instructor must have been an instructor with the Association for not less than three years; and
  - (b) the Instructors' Representative must have been an instructor with the Association for not less than two years.

**57 Term of office**

- (1) Subject to subrule (4) and rule 57, a committee member holds office until the conclusion of the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
  - (a) by special resolution, remove a committee member from office; and
  - (b) elect an eligible member of the Association to fill the vacant position (except the positions of Chief Instructor and Instructors' Representative, who must be elected by the Association's instructors) in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (4)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

**58 Vacation of office**

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.

- (2) A person ceases to be a committee member if they—
  - (a) cease to be a member of the Association;
  - (b) fail to attend three consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67;
  - (c) as a holder of an Executive position, are suspended or disqualified as a member, or cease to be a member, of Dogs Victoria; or
  - (c) otherwise cease to be a committee member by operation of section 78 of the Act.

**Note**

A Committee member may not hold the office of Secretary if they do not reside in Australia.

**59 Filling casual vacancies**

- (1) The Committee may appoint a member of the Committee to fill the position of President, Vice-Presidents, Secretary or Treasurer where that position—
  - (a) has become vacant under rule 57; or
  - (b) was not filled by election at the relevant annual general meeting.
- (2) The Committee may appoint an eligible member of the Association to fill the position of Assistant Secretary, Assistant Treasurer or Ordinary Member on the Committee where that position —
  - (a) has become vacant under rule 57; or
  - (b) was not filled by election at the annual general meeting.
- (3) The instructors at an instructors’ meeting may appoint another instructor to fill the position of Chief Instructor or Instructors’ Representative that—
  - (a) has become vacant under rule 57; or
  - (b) was not filled by election at the relevant instructors’ meeting.
- (4) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (5) Rule 56 applies to any committee member appointed by the Committee under subrule (1) or (2) or (3).
- (6) The Committee may continue to act despite any vacancy in its membership.

**Division 4—Meetings of Committee**

**60 Meetings of Committee**

- (1) The Committee must meet at least three times in each year at the dates, times and places determined by the Committee. Committee meetings may be conducted in-person, remotely, or under a hybrid remote / in-person approach.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any three members of the Committee.

**61 Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than seven days before the date of the meeting.

- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

## **62 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 60 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

## **63 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

## **64 Use of technology**

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## **65 Quorum**

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 60.

## **66 Voting**

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.

- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the question is lost.
- (5) Voting by proxy is not permitted.

**67 Conflict of interest**

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

**Note**

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

**68 Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 66.

**69 Leave of absence**

- (1) The Committee may grant a committee member leave of absence from—
  - (a) three consecutive committee meetings; and/or
  - (b) their committee responsibilities for a period not exceeding three months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

**PART 6—FINANCIAL MATTERS**

**70 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

**71 Management of funds**

- (1) The Association must open one or more accounts with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 14 days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

## **72 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act and Dogs Victoria.
- (2) The Association must retain the financial records for seven years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

## **73 Financial statements**

- (1) For each financial year, the Committee must ensure that—
  - (a) the requirements under the Act relating to the financial statements of the Association are met; and
  - (b) the Dogs Victoria requirements relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgment with the Registrar of the financial statements and accompanying reports, certificates, statements and fee; and
  - (f) the lodgment with Dogs Victoria of the financial statements and accompanying reports, certificates and statements.

## **PART 7—GENERAL MATTERS**

### **74 Common seal**

- (1) The Association may have a common seal.

- (2) If the Association has a common seal—
- (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary.

#### **75 Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

#### **76 Notice requirements**

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
- (a) by handing the notice to the member personally;
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or other similar electronic transmission.
- (2) Subrule (1) does not apply to notice given under rule 61.
- (3) Any notice required to be given to the Association or the Committee may be given—
- (a) by handing the notice to the Secretary or another member of the Committee;
  - (b) by sending the notice by post to the registered address;
  - (c) by email to the email address of the Association or the Secretary.

#### **77 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
- (a) the register of members;
  - (b) the minutes of general meetings; and
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

##### **Note**

See note following rule 19 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these Rules available to members and applicants for membership free of charge.

(4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

(5) For purposes of this rule—

*relevant documents* means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

(a) its membership records;

(b) its financial statements;

(c) its financial records; and

(d) records and documents relating to transactions, dealings, business or property of the Association.

## **78 Winding up and cancellation**

(1) The Association may be wound up voluntarily by special resolution.

(2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.

(3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

(4) The body to which the surplus assets are to be given must be decided by special resolution.

## **79 Alteration of Rules**

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

### **Note**

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own Rules, not the model rules.

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