



Dominion Chihuahua Club Incorporated

Constitution

1. NAME

The club shall be called “Dominion Chihuahua Club Incorporated” hereinafter referred to as the “club”.

2. OBJECTS

The objects of the club shall be:-

- 2.1. To promote the Chihuahua breed and improve the health and welfare of the breed in the wider community.
- 2.2. To encourage the responsible breeding and exhibition of healthy Chihuahuas conforming to New Zealand Kennel Club Breed Standards.
- 2.3. To hold recognised shows and meetings to facilitate Clauses 2.1 and 2.2.
- 2.4. To promote friendship and mutual support among Chihuahua owners and fanciers.
- 2.5. To support other clubs recognised by the New Zealand Kennel Club.
- 2.6. To promote the well-being of dogs in general.

3. MEMBERSHIP

- 3.1. The club shall consist of an unlimited number of persons as Life Members, Honorary Life Members, Members or Junior Members.
- 3.2. All members will agree to abide by the club’s Code of Conduct accepted at the Annual General Meeting.

3.3. ELECTION OF MEMBERS

3.3.1. Life Members:

The committee may elect any person to be a Life Member on payment of a Life Membership Fee set by the members at an Annual General Meeting or a Special General Meeting.

3.3.2. Honorary Life Members

The Annual General Meeting or an Special General Meeting may elect Honorary Life Members to the club provided the committee has received at least 30 days notice from the proposer and seconder who shall both be financial members of the club, and provided that committee has approved such nomination. Such Honorary Life Members shall be exempt from all subscriptions and enjoy full membership privileges with the exception of voting rights.

3.3.3. Members

Any person may be proposed and seconded by two financial members of the club. Election shall be by vote at an ordinary committee meeting and membership shall commence from payment of the appropriate fee to the end of the current financial year.

3.3.4. Junior Members

Any person under the age of 15, may be elected in same manner as above. Junior members shall have a reduced membership fee. Junior members under the age of 13 shall not have voting rights at any General Meeting nor can they hold Executive office.

3.3.5. **Family Members:**

A group of members all residing at the same address can join as family members and pay the family member subscription. Those family members under the age of 13 years shall have the same rights as junior members. All other family members shall have the same rights as Members.

4. **FINANCIAL YEAR**

The club's financial year shall commence on the first day of April and end on the thirty-first day of March each year.

5. **SUBSCRIPTIONS**

- 5.1. The annual subscription for members for the ensuring year will be determined by the committee at their last meeting preceding the first day of April in each year and ratified by the Annual General Meeting or a Special General Meeting called for that purpose.
- 5.2. They will be payable by the 31st May each year.
- 5.3. Any member who has not paid their subscriptions by 31 May will be considered non-financial and will need to reapply for membership as new members.
- 5.4. The committee may, at its discretion, offer a reduced membership to new members after October each year, or offer special terms and/or discounts to new members as part of a special membership drive.

6. **MANAGEMENT**

- 6.1. The Executive Officers of the club shall consist of a President, a Vice President, a Secretary and a Treasurer.
- 6.2. The committee shall consist of five (5) members of the club (including the Executive Officers).
- 6.3. The Executive Officers shall be deemed members of the committee and the word "committee" shall hereinafter be understood to mean the Executive Officers and committee jointly unless otherwise stated.
- 6.4. The honorary officers, who shall not be *ex officio* members of the committee shall consist of a Patron, any number of Vice-Patrons, an Auditor, a Legal Advisor and a Veterinary Advisor.

7. **ELECTION OF EXECUTIVE OFFICERS AND COMMITTEE**

- 7.1. Life Members, Honorary Life Members and current financial Members are eligible for election as executive officers or committee members.
- 7.2. They shall be elected at each Annual General Meeting or a Special General Meeting and must be either nominated in writing prior to the Annual General Meeting or Special General Meeting or nominated from the floor at the meeting.
- 7.3. Each candidate must be duly proposed and seconded by financial members of the club. The candidate need not be present at the Meeting provided he or she has signified his or her consent to nomination.

- 7.4. Where the number of candidates who have been duly proposed and seconded exceeds the number to be elected, a secret ballot shall be held amongst those financial members present at the Meeting.
- 7.5. Honorary officers need not be financial members of the club and shall be elected by the same procedure as for Executive Officers and committee as outlined above.

8. VACANCIES

In the case of a vacancy arising on the committee from any cause whatsoever, that body shall have power to fill such vacancy until the next Annual General Meeting or Special General Meeting.

9. DUTIES OF OFFICERS AND COMMITTEE

The officers and committee as a whole are charged with full control and management of the affairs and business of the club.

9.1. Duties of President:

- To Chair all general and committee meetings.
- To actively assist in club activities.
- To promote the club and the breed and do nothing which would bring the club into to disrepute.

9.2. Duties of Vice-President:

- To stand in for President as required.
- To actively assist in club activities.
- To promote the club and the breed and do nothing which would bring the club into to disrepute.

9.3. Duties of Secretary:

- To keep minutes of all general and committee meetings.
- To keep a register of all members.
- To read and file all communications and present same to next committee meeting.
- To issue notices of meetings.
- To conduct correspondence as directed by committee.
- To collect all monies paid to the club, pay same to the Treasurer and collect receipts (if required).
- To actively assist in club activities.
- To promote the club and the breed and do nothing which would bring the club into to disrepute.

9.4. Duties of Treasurer:

- To receive all monies and issue receipts.
- To pay all money promptly into the club's banks.
- To pay all accounts passed by the committee.
- To keep full accounts of all monies received and paid out.
- To have receipt books, bank deposit book, cheque book and all account books available at each committee meeting or at any time for the Honorary Auditor.
- To present to the Annual General Meeting a duly audited statement of income and expenditure, and a balance sheet showing assets, liabilities and accumulated funds.
- To actively assist in club activities.
- To promote the club and the breed and do nothing which would bring the club into to disrepute.

- 9.5. **Duties of Committee Members:**
- To meet regularly to conduct club's affairs.
 - To actively assist in club activities.
 - To promote the club and the breed and do nothing which would bring the club into to disrepute.
- 9.6. **Duties of Auditor:**
- To examine accounts at any time.
 - To audit accounts and balance sheet prior to presentation at Annual General Meeting.
 - The auditor must be a practicing accountant and provide a report on the conduct of the club's pecuniary interests each year to the Annual General Meeting
 - Prepare any annual reports required to maintain incorporation
- 9.7. **Duties of Legal Advisor & Honorary Veterinary Advisor:**
- To assist the club as and when required.

10. COMMITTEE MEETINGS

- 10.1. The committee shall meet as often as necessary, but a minimum of eight times a year.
- 10.2. Five clear days' notice of any committee meeting shall be given by the Secretary to all its members. Electronic communication either directly or via club website or other active Internet channels will be deemed as acceptable notice.
- 10.3. The President, Secretary or three ordinary committee members may call a committee meeting.
- 10.4. In absence of the President and Vice-President, the meeting shall elect a Chairperson from among their number.
- 10.5. A quorum shall consist of five members.
- 10.6. The Chairperson shall have a deliberative vote and in the case of a tie, shall also have a casting vote.
- 10.7. The agenda for the meeting shall consist of:-
- Apologies
 - Minutes of previous meeting and matters arising
 - Correspondence
 - Accounts
 - General business in which any member may introduce any matter pertaining to the management of the club and its affairs.

11. SUB-COMMITTEES

11.1. Disciplinary Sub-committee

- 11.1.1. A Disciplinary Sub-committee will only be appointed, as required, to deal with written Code of Conduct breaches by non-NZKC members of the club. All alleged breaches by members of the club, who are also financial members of the NZKC, shall be referred to the NZKC and dealt with by them, under the NZKC Code of Conduct.
- 11.1.2. The sub-committee shall comprise 3 current committee members.
- 11.1.3. The sub-committee chairperson must be a member of the executive.
- 11.1.4. The Committee will review the Code of Conduct annually for approval at the Annual General Meeting.

- 11.1.5. If a member is refused, or had their membership cancelled by the NZKC or any other NZKC affiliated governing body, worldwide, at any time, the Dominion Chihuahua Club Inc must also refuse to accept the membership application.
- 11.2. **Ad hoc sub-committees**
- 11.2.1. Sub-committees may be formed by the Committee to undertake specific planning and/or management tasks on behalf of the Club.
- 11.2.2. Sub-committees formed to acquit specific tasks cease to exist after these tasks have been carried out.
- 11.2.3. They will consist of at least three members, one of which must be a member of the Executive
- 11.2.4. They will have delegated authority and be fully accountable to the Committee
- 11.2.5. They will operate within the terms of reference or rules set for it by the Committee.
- 11.2.6. If a sub-committee writes its own rules these must be properly endorsed by the Committee before the sub-committee begins its work.
- 11.2.7. They will conform to the rules of operation drawn up or endorsed by the Committee
- 11.2.8. They will report regularly to the Committee
- 11.2.9. They will hand over any profits which may have resulted from the sub-committee's activities, after all operational costs have been met.
- 11.2.10. They will submit financial records for audit when the Club itself undergoes its annual audit.
- 11.3. A sub-committee will not have a constitution separate from the Club's, nor a separate set of office bearers. The head of the sub-committee will be known as the convenor or chairperson.
- 11.4. A sub-committee has no discretion to commit funds, beyond meeting operational costs.

12. GENERAL MEETINGS

12.1. Annual General Meetings

- 12.1.1. Annual General Meeting to be held not later than two calendar months after the end of the financial year.
- 12.1.2. Annual reports and audited balance sheets must be tabled.
- 12.1.3. Members to be advised in writing of Annual General Meeting at least 14 days prior to meeting.
- 12.1.4. Notices of Motion must be received in writing at least 7 days prior to meeting.
- 12.1.5. Order of business shall be:
- Roll Call
 - Apologies
 - Minutes of previous Annual General Meeting
 - President's Report
 - Financial Report and Balance Sheet
 - Subscriptions for ensuring year
 - Election of Honorary Officers, Executive Officers and Committee members
 - Election of the Disciplinary Sub-Committee
 - Acceptance of the Code of Conduct
 - Notices of Motion
 - Honorariums

12.2. **Special General Meeting**

- 12.2.1. A Special General Meeting may be called by resolution of the committee or on request in writing to the Secretary signed by any ten financial members.
- 12.2.2. Special General Meeting must be held within 21 days of such request.
- 12.2.3. Members must be advised in writing of Special General Meeting and the business to be conducted at it and at least 14 days prior to meeting.
- 12.2.4. No business other than that for which due notice has been given shall be transacted.

12.3. **Chairperson**

- 12.3.1. In the absence of the President, the Vice-President shall act as Chairperson at either the Annual General Meeting or Special General Meeting.
- 12.3.2. If both the President and Vice-President are absent, the Chairperson shall be elected from among the officers/committee present.

13. **QUORUM**

- 13.1. At any committee meeting, five members shall form a quorum. At any general meeting ten financial members shall form a quorum or at least 85% of the current financial members if the membership has fallen to below 10.
- 13.2. If a quorum is not present, the meeting shall be reconvened within 14 days and any business set down for that reconvened meeting shall be conducted as if those present constituted a quorum.

14. **VOTING**

- 14.1. At all meetings of the club unless otherwise stated, only life members and financial members in attendance are eligible to vote. Honorary Life Members and Patrons do not have voting rights.
- 14.2. In all voting unless otherwise stated, a simple majority shall determine the result. In the case of elections the highest polling candidate(s) shall be elected.
- 14.3. In all elections where the number of candidates exceed the number of positions available, voting shall be by secret ballot.
- 14.4. All voting other than elections shall be by voices, by show of hands, or by secret ballot if any two members so require.
- 14.5. Before a secret ballot is held, two scrutineers shall be appointed to count the votes.
- 14.6. In all voting the chairperson shall have a deliberative as well as a casting vote.

15. **CESSATION OF MEMBERSHIP**

- 15.1. **Resignation**
A member may resign at any time by giving notice in writing to the committee.
- 15.2. **Lapse**
A member may cease their membership by not paying their membership subscription by 31 May, at which point their membership will be deemed to have lapsed.
- 15.3. **Expulsion:**
The committee shall have power to cancel the membership of any member who either:
 - 15.3.1. Is in arrears of subscription for longer than one year; or
 - 15.3.2. Who has been found by the Disciplinary sub-committee to have acted in an undesirable or dishonourable manner concerning matters affecting the club,

contravened the Club Code of Conduct, or acted in a manner prejudicial to the interests of the club; or

15.3.3. Who has been found in breach of the NZKC Code of Conduct or Animal Welfare Guidelines; or

15.3.4. Who has been expelled from the NZKC or any other Kennel Club, Breed Club or Kennel Association, worldwide, been refused membership of the NZKC or any other Kennel Club or Kennel Association, worldwide, or convicted of a breach of Animal Welfare legislation, in New Zealand, or anywhere else in the world.

15.4. Hearing to Expel Member:

15.4.1. Where 15.3.2 is applicable the committee must request the member concerned to attend a special meeting of the Disciplinary sub-committee and be allowed an advocate to speak upon the matter.

15.4.2. The member must be given seven clear days' notice in writing (or by email). The notice must specify and give full details of the charge and the actions giving rise to the charge and state the possible penalties that could be imposed. A member expelled under this rule shall have the power of appeal at a Special General Meeting of members called for this purpose.

15.5. Reapply for membership

A member who has resigned, or allowed their membership to lapse by non-payment of subscriptions, must reapply for membership as a new member, should they wish to rejoin the club.

15.6. Liabilities of Member Ceasing Membership:

Any member resigning or expelled shall within seven days return all club property. Expulsion or resignation does not release the member from liability for monies due to, or entitle the member to receive back any money paid to the club.

15.7. Claim on Club Property

Any member resigning or expelled has no claim on any property owned by the club.

16. ALTERATION TO RULES

16.1. The rules of the club may be altered, added to, or rescinded on the resolution of a 2/3 majority of members present at any General Meeting of which at least 14 days notice has been given in writing to all members.

16.2. No addition to or alteration or rescision of the Pecuniary Profit clause or the Winding Up clause shall be approved without the approval of the Inland Revenue Department.

16.3. All alterations shall be notified and approved by the New Zealand Kennel Club before the general meeting.

16.4. All alterations must be registered with the Registrar of Incorporated Societies in the prescribed manner.

17. COMMON SEAL

The common seal shall be under the control of the committee and in the custody of the Secretary. It shall be affixed by the Secretary to such documents as the committee shall direct.

18. PECUNIARY PROFIT

No member or person associated with a member of the club shall derive any income, benefit or financial advantage from the club where they can materially influence the payment of the income, benefit or advantage. Except where the income, benefit or advantage is derived from:

- 18.1. Professional services to the organisation rendered in the course of business charged at no greater rate than the current market rates; or
- 18.2. Interest on money lent at no greater rate than current market rates.
- 18.3. AND all members who may be interested or concerned directly or indirectly shall disclose the nature and extent of their interest to the committee.

WINDING UP

- 18.4. The club may be wound up if the members at any general meeting pass a resolution requiring the club to be dissolved and this resolution is confirmed at a subsequent general meeting called for that purpose.
- 18.5. Upon the dissolution of the club, any assets after payment of all liabilities shall be forwarded to the New Zealand Kennel Club to be held in trust for a future Chihuahua club which may be formed to meet objectives similar to those of the club.
- 18.6. On any dissolution or winding up of the aforesaid no payment in money or distribution of assets or other benefits whatsoever shall be paid, applied or distributed to any member past or present for the personal benefit of such member or members.

19. BORROWING POWERS

Monies borrowed in the club's name shall require approval at a Special General Meeting by at least a 2/3 majority of members present.

20. GENERAL

If any case occurs which is not provided for in these rules a course of action shall be determined by the committee and their decision will be final.