

# GERMAN SHEPHERD DOG CLUB OF VICTORIA INC.

Reg. No. A0018463W  
ABN 78 395 029 707

Member of the German Shepherd Dog Council of Australia Inc.  
and affiliated with the Victorian Canine Association Inc.



## “STATEMENT OF PURPOSES” and “RULES”

(CONSTITUTION)

## STATEMENT OF PURPOSES

1. The name of the incorporated association is the GERMAN SHEPHERD DOG CLUB OF VICTORIA INC. Registered Number: A0018463W, herein after referred to as “GSDCV”.
2. The purposes for which the incorporated association is established are:
  - (a) To affiliate with the VCA.
  - (b) To promote interest in the German Shepherd Dog and to secure proper appreciation and recognition of its place in society.
  - (c) To promote and raise the standards of Breeding, rearing, keeping and the sale of German Shepherd Dogs.
  - (d) To promote and encourage in every way the recreation, sport, exhibition and training of the German Shepherd Dog and to provide facilities for those purposes.
  - (e) To promote and encourage membership of the GSDCV and to promote the advantages and privileges of membership.
  - (f) To educate members, and the general public in relation to all aspects of the German Shepherd Dog and to inform members on all other matters of concern or interest to them.
  - (g) To inform members of the laws and regulations of the State relating to the ownership and care of dogs, and the responsibility of owners for the conduct and actions of their dogs.
  - (h) To maintain membership with the GSDCA for the purpose of achieving national uniformity in all German Shepherd Dog matters so long as the purposes, decisions and rulings of the GSDCA are compatible with the purposes and domestic rules, regulations and operations of the GSDCV.
  - (i) To liaise, cooperate and reciprocate with other interstate territorial and recognised international controlling bodies in matters of common interest or concern and of mutual benefit.
  - (j) To promote, assist and make contributions to any worthy causes.
  - (k) To make representations to and negotiate with Government authorities on matters relating to canine affairs and for the protection of the interests of members.
  - (l) To make Rules and Regulations for the administration and general management of the operations and affairs of the GSDCV.
  - (m) To authorise any means of communication between the GSDCV and its members.
  - (n) To promote and support approved canine festivals, displays and kindred functions and entertainments and any other approved canine activities.
  - (o) To educate and encourage Members, Breeders, Exhibitors and Judges to abide by the requirements and standards approved by the VCA for the conduct of Exhibitions.
  - (p) To promote good fellowship and sportsmanship amongst members and those participating in or attending at Exhibitions.
  - (q) To provide awards and donate prizes for competition at Exhibitions and for the competition by Breeders and Exhibitors of German Shepherd Dogs.
  - (r) To collect and have published information relating to the German Shepherd Dog including but not limited to genetics, Breeding programs, rearing of litters, dietary and veterinary articles, training and handling, and all other educational material for the benefit of members and the breed.

# RULES OF THE GERMAN SHEPHERD DOG CLUB OF VICTORIA INC.

## PART I - PRELIMINARY

- 1.1 The name of the Association is The German Shepherd Dog Club of Victoria Inc. ("which is an association incorporated pursuant to the Associations Incorporations Reform Act 2012".)
- 1.2 The business office of the GSDCV shall be located at such address as is determined from time to time by its Management Committee.
- 1.3 These Rules are subject to the provisions of the Act.

### Interpretation and definition

In this Constitution, and in the Rules and Regulations thereto, unless the contrary intention is expressed:

"the Act" means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act and any amendment thereto, or any re-enactment of that Act.

"Annual General Meeting" means the Annual General Meeting of the GSDCV referred to in Rule 6.1.

"Application for membership" includes application for readmission to membership.

"Associate Member" means any category of membership other than "Ordinary", "Life", "Honorary" and "Junior" membership.

"Auditor" means the Auditor appointed or reappointed by the members of the GSDCV at an Annual General Meeting, or a Special General Meeting, and shall be a person who meets the requirements for an auditor as may be prescribed by the Act.

"Body" means where the context reasonably permits, any Society or Association, Company, Corporation or group of persons.

"Branch" means an authorised, body of the GSDCV.

"Branch Member" means a financial member of the GSDCV who appears on the GSDCV Membership list as a member of a specific Branch at that time.

"Breed Surveyor" means a person who has been awarded Breed Surveyor status by the GSDCA.

"Breeder/s" means a person/s who are members of the GSDCV Inc, and breed ANKC registered German Shepherd Dogs.

"Breeders Guidelines" mean the guidelines as defined in Part 3 of the GSDCV Regulations.

"Breeding" means the activity of controlling the mating and production of offspring of German Shepherd Dogs.

"Club" for the purpose of these Rules has the same meaning as is assigned to the word Association in the Act.

"Codes of Ethics" and "Codes of Practice" mean the codes as defined in Part 3 of the GSDCV Regulations.

"Committee" means the Branch Committees, Breed Affairs Committee, and Obedience Training Committee, each of which is a committee of the GSDCV Management Committee.

"Constitution" means the Constitution of the GSDCV.

"Dog" includes bitch where the context reasonably admits.

"Executive" of the Management Committee means the President, Vice President, Secretary, Treasurer, Breed Affairs Administrator and Obedience Training Administrator.

"Exhibit" (a) used as a noun means a dog entered in an exhibition.

(b) used as a verb includes the verb "to show" and vice versa and "to exhibit" or "to show" includes "to compete".

"Exhibition/s" includes Conformation, Obedience, and any other ANKC approved canine activity.

"Exhibitor" means a person in whose name an Exhibit is entered for Exhibition but where the context reasonably permits shall be deemed to include a person by whom such Exhibit is displayed or handled or the person in whose charge the Exhibit is whilst in the precincts of an Exhibition.

"Financial statements" means the annual financial reports prepared in accordance with the Act.

"Financial year" means the period of one calendar year ending at midnight on the 31st December each year.

"German Shepherd Dog" means a canine as defined by the Australian National Kennel Council (ANKC) Breed Standard for German Shepherd Dogs.

"Grievance Panel" means a Sub-Committee appointed by the Management Committee pursuant to Rule 5.12 and to which it delegates its powers under Rule 5.16 to investigate written complaints received against members of the GSDCV for alleged misconduct and/or breach of the Rules or Regulations, Codes of Ethics and Codes of Practice.

"GSDCA" means the German Shepherd Dog Council of Australia Inc.

"GSDCV" means the German Shepherd Dog Club of Victoria Inc.

"In-Camera Meeting" means a meeting that is closed to anyone other than those elected or appointed members of that committee who have voting rights on that committee, and members of the GSDCV Executive as per rules 5.14 and 5.15.

"In-Camera Minutes" means separate minutes which shall be kept by the Secretary of that committee which is not for distribution to the membership. A copy of such shall be provided to the Club Secretary.

"Insolvent under administration" means a person who:

- (a) under the Bankruptcy Act 1966 or the law of an external Territory, is bankrupt in respect of a bankruptcy from which the person has not been discharged; or
- (b) under the law of a country other than Australia or the law of an external Territory, has the status of an undischarged bankrupt; and includes:
- (c) a person who has executed a Deed of Arrangement under Part X of the Bankruptcy Act 1966 or the corresponding provisions of the law of an external Territory or of the law of a country other than Australia, where the terms of the Deed have not been fully complied with and:
- (d) a person whose creditors have accepted a Composition under Part X of the Bankruptcy Act 1966 or the corresponding provisions of the law of an external Territory or of the law of a country other than Australia where a final payment has not been made under the Composition.

"Junior Member" means a member that is under the age of 18 years and as defined in Rule 2.2 (e) and shall have privileges as defined in Rule 2.10 (c).

"Life Member" has the meaning as defined in Rule 2.2(c) and shall have full privileges as defined in Rule 2.10(a).

"Magazine" means any publication authorised by the Management Committee of the GSDCV.

"Management Committee" means the elected Committee of Management of the GSDCV and includes the Executive and other members of such Committee.

"Obedience Instructor" means a person who has undergone training in accordance with criteria established by the Management Committee and the Obedience Training Committee and conforms with clause 3.4 of the GSDCV Regulations.

"Official" means any person who holds a position within the GSDCV.

"Ordinary member" means any member over the age of 18 years with full privileges.

"Period of membership" means the period of time terminating at midnight on 31st December in each year for which a member has been admitted to membership.

"Person" where the context reasonably permits, includes a natural person, a firm or partnership, a company, corporation or any other legal entity.

"Poll" means a secret ballot at either Special or Annual General Meetings.

"Prescribed form" means a form prescribed by the Management Committee for a particular purpose.

"Prize" includes any award, whether in the form of a certificate, a card, a ribbon, a rosette, a sash, a monetary payment, a trophy or otherwise.

"Resolution" means an ordinary resolution passed by a simple majority of the number of members of the GSDCV who, being entitled to do so under these rules attend and vote personally on the resolution.

"Regulations" means the Regulations of the GSDCV as amended by the Management Committee from time to time.

"Rules" means the Rules of the GSDCV as amended by Special Resolution of members from time to time.

"Show Instructor" means a person who has undergone training in accordance with criteria established by the Management Committee and the Breed Affairs Committee and conforms with clause 3.4 of the GSDCV Regulations.

"Special General Meeting" means a general meeting of the members of the GSDCV other than an Annual General Meeting.

"Special Resolution" means a resolution passed by a majority of not less than seventy five percent of the number of members of the GSDCV who, being entitled to do so under these rules, attend and vote personally on the resolution at an Annual General Meeting of the GSDCV or at a Special General Meeting of the GSDCV convened, for the purpose of such resolution and notice of which meeting, specifying the terms of the resolution and the intention to propose and move the resolution as a Special Resolution, was given to all members of the GSDCV not less than twenty-one days prior to the date of holding such meeting. Such Special Resolution cannot be amended in any way at the meeting.

"State" means the State of Victoria.

"Sub-Committee" means a Sub-Committee of the Management Committee or of any of the Committees.

"VCA" means the Victorian Canine Association Inc trading as Dogs Victoria.

"Writing" includes printing, typing, photocopying, facsimile, e-mail and any other like recognised means of written communication.

## **References**

In these Rules:

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes where the function is a duty a reference to the performance of the duty;
- (c) (c) the provisions of the Interpretation of Legislation Act 1984 as amended from time to time apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument under that Act;
- (d) a reference to the masculine gender shall include the feminine gender and vice versa;
- (e) a reference to the singular shall include the plural and vice versa where the context reasonably permits

## **Headings and Notes**

No heading to a Rule or series of sub-rules nor any marginal notes or footnotes in these Rules shall be taken to be or form part of the Rules.

## **Rules Constitute Terms of a Contract**

These Rules shall constitute the terms of a contract between the GSDCV and its members for the time being.

So long as the GSDCV is an affiliate of the VCA every member, whether a member of the VCA or not, shall be deemed to have agreed with the VCA to be bound by the constitution and rules and regulations of the VCA for the time being in force so far as the same shall relate to them.

## **Alteration of Rules**

The Statement of Purposes and Rules shall not be altered or rescinded or added to except by a Special Resolution of the members of the GSDCV. Any alteration to the Statement of Purpose and Rules shall not be in effect until approved pursuant to the Act and members advised in writing of such alterations.

## **No Proprietary Interest in Property of the GSDCV**

Membership of the GSDCV shall not be deemed to confer upon any member any right title or interest whether legal or equitable in any real or personal property of the GSDCV.

# **PART II – MEMBERSHIP**

## **Eligibility to be a Member**

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

## **Categories of Membership**

2.2 The membership of the GSDCV may consist of:

- (a) Ordinary Membership:
  - (i) Single Membership - for any Ordinary member not less than 18 years of age or
  - (ii) Household Membership - for a maximum of two Ordinary Members not less than 18 years of age and any number of Junior Members who are under 18 years of age residing at the same address.
- (b) Associate Membership:

The Management Committee may by resolution award associate membership to any person for a specified period and such member shall not be liable to pay an annual membership subscription for the specified period, but may be liable for any levy imposed.
- (c) Life Membership:

The Management Committee may by resolution award life membership to a member in consideration of outstanding or special service rendered by that member to the GSDCV and such member shall henceforth not be liable to pay an annual membership subscription.

However not more than two persons may be appointed as Life Members of the Club in any one financial year.
- (d) Honorary Membership:

The Management Committee may by resolution award honorary membership to any person for a specified period and such member shall not be liable to pay an annual membership subscription for the specified period.

- (e) Junior Membership:  
For a child under the age of 18 and part of a Household membership. Junior membership cannot be granted in its own right: it must be taken as part of a household unit. The rights and privileges are defined in Rule 2.10 (c).  
A Junior Member that attains the age of 18 years old during the financial year may elect to become an Ordinary Member of the GSDCV by applying as per Rule 2.3. A Junior Member that takes up this option will be exempt from paying any joining fee but must pay any other subscription applicable.  
A Junior Member not taking up this option will remain a Junior Member until the expiration of the financial year and be removed from the household unit at that time.

### **Application for Membership**

- 2.3 Application for membership shall be made in writing on the prescribed form and shall be accompanied by such entrance fees and membership subscription and such other fees as shall be determined from time to time by the Management Committee. Membership of the GSDCV is subject to the application being submitted to and approved by the Management Committee. Such form shall be signed by the applicant and lodged with the Secretary or as determined by the Management Committee.  
An applicant shall furnish to the Management Committee such information as may be required from time to time by the Management Committee and in particular shall furnish such information as is called for in the prescribed form.
- 2.4 Any application for membership may be refused by the Management Committee without assigning any reasons for such refusal notwithstanding that a membership subscription was paid at the time of application and was banked by the GSDCV provided that in the event of the application being refused such subscription shall be refunded to the applicant.

### **Membership Renewal**

- 2.5 Application for membership renewal shall be made in writing on the prescribed form and shall be accompanied by such membership subscription and such other fees as may be determined from time to time by the Management Committee for the forthcoming financial year.  
Such form shall be signed by the applicant and lodged with the Secretary or as determined by the Management Committee.
- 2.6 Such application for renewal and subscriptions fees must be lodged as specified above no later than the last business day of the current financial year or membership shall lapse.
- 2.7 (a) Notice of renewal shall be sent to all current financial members no later than the last day of November.  
(b) Notice of membership renewal shall be deemed to have been given to each ordinary member if it is:  
(i) published in the Club Magazine; or  
(ii) sent by prepaid post to each ordinary member at the member's address appearing in the register of members referred to in Rule 2.11.  
(c) In the event of membership lapsing, the payment of an additional fee will be at the discretion of the Management Committee however all privileges during the non-financial period shall lapse.

### **Cessation of Membership**

- 2.8 Membership of the GSDCV shall cease:  
(a) upon the termination of the period of membership (whether by effluxion of time or otherwise) unless the member shall be re-admitted by the Management Committee for a further period of membership;  
(b) if the member resigns by notice in writing addressed to the Secretary (but such resignation shall not relieve any member from payment of overdue subscriptions or other monies due by him to the GSDCV at the time of such resignation);  
(c) if the member dies;  
(d) if the member's annual subscription for the forthcoming financial year payable pursuant to Rule 2.3, has not been paid on or before the last business day of the current financial year;  
(e) if the member is suspended from membership of the GSDCV, or the VCA;  
(f) a Household Membership shall cease to be a member of the GSDCV if any of its constituent members becomes subject to the provisions of Rule 2.8 (a) (b) (d) or (e).
- 2.9 A member's membership shall be suspended at the discretion of the Management Committee in the event that:  
(a) there is owing by the member to the GSDCV any monies for goods or services provided by the GSDCV to or at the request of the member and such monies have been outstanding for more than sixty days provided that subject otherwise to the Rules the suspension of membership shall cease upon payment by or on behalf of the member to the GSDCV of the outstanding monies, or  
(b) the member fails or neglects without good cause shown to reply in writing within 14 days from the date of a second written demand by the Management Committee requesting the member to reply to correspondence

previously sent to the member by the Management Committee provided that such suspension of membership shall cease upon receipt of a written reply to such demand and to such correspondence.

### **Rights and Privileges of Membership**

- 2.10 Subject to the restrictions and limitations prescribed and obligations imposed by or pursuant to the Act, Rules and Regulations of the GSDCV, the Codes of Ethics and the Codes of Practice:
- (a) the privileges of Ordinary Members and Life Members shall be:
    - (i) the right to receive a copy of the Constitution and Rules of the GSDCV free of charge;
    - (ii) the right to vote on any issue under consideration by the GSDCV;
    - (iii) the right to nominate for election to the Management Committee of the GSDCV;
    - (iv) the right to nominate for election or offer themselves for appointment to any Committee, Sub-Committee or position of the GSDCV;
    - (v) the right to apply for entry to the Trainee Instructors training and examination programs;
    - (vi) the right for each membership category to receive a copy of the Magazine;
    - (vii) the right to participate in all GSDCV activities;
    - (viii) the right to compete for any prize available for competition by members of the GSDCV;
    - (ix) the right to inspect the register of members in accordance with provisions of the Act;
    - (x) the right to have access to the minutes of general meetings and other documents of the Association as provided under the Act. 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.
  - (b) the privileges of Associate Members and Honorary Members shall be as determined from time to time by the Management Committee.
  - (c) the privileges of “Junior Members” shall be:
    - (i) the right to receive a copy of the Constitution and Rules of the GSDCV free of charge;
    - (ii) subject to the Rules and Regulations of the VCA the right to participate in all GSDCV activities;
    - (iii) the right to compete for any prize available for competition by members of the GSDCV.

### **Register of Members**

- 2.11 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) the category of membership;
    - (v) any other information determined by the Committee; and
  - (b) for each former member, the date of ceasing to be a member.
- 2.12 A member permitted to inspect the Register of Members:
- (a) must not use information about another member obtained from the Register of Members to contact or send materials to that other member and must not disclose information about another member obtained from the Register of Members knowing that the information is likely to be used to contact or send materials to that member.
  - (b) is expressly forbidden from making a copy of the information contained in the register.

### **Rights not transferable**

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

### **Limitation of Members Liability**

- 2.14 The liability of a member of the GSDCV to contribute towards the payment of the debts and liabilities of the GSDCV or the costs, charges and expenses of a winding up of the GSDCV is limited to the amount if any, unpaid by the member in respect of membership subscriptions and any other monies owing by them to the GSDCV for goods or services provided by the GSDCV to or at the request of the member.

### **Conduct of Members**

- 2.15 Members shall strictly observe and act in conformity with and not otherwise than in accordance with the Rules, Regulations, Codes of Ethics and Codes of Practice of the GSDCV and shall not conduct themselves in such a manner as to bring the GSDCV into disrepute or to bring themselves as a member into discredit.
- 2.16 Where the Management Committee receives a written complaint alleging a dispute with a member of the GSDCV, or the GSDCV, the parties shall be referred to mediation, which shall be conducted pursuant to the Regulations.

- a) The Secretary shall advise the principal parties to the dispute in writing that they are required in accordance with the Act:
  - (i) to meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days of the Secretary's advice to the principal parties; and
  - (ii) if the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- b) The Mediator must be:
  - i) a person chosen by agreement between the parties; or
  - ii) in the absence of agreement:
    - (1) in the case of a dispute between a member and another member, or a non-member against a member, a person appointed by the Secretary; or
    - (2) in the case of a dispute involving the GSDCV, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- c) A member of the GSDCV can be a mediator.
- d) The Mediator cannot be a member who is a party to the dispute.
- e) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- f) The Mediator, in conducting the mediation, must:
  - i) give the parties to the mediation process every opportunity to be heard; and
  - ii) allow due consideration by all parties of any written statement submitted by any party; and
  - iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
  - iv) ensure that the outcome of the mediation process is recorded in writing and signed by the Mediator.
- g) The mediator must not determine the dispute.
- h) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

2.17 Where the Management Committee receives a written complaint alleging misconduct or breach of the Rules, Regulations, Codes of Ethics or Codes of Practice of the GSDCV by a member of the GSDCV the Management Committee shall refer the matter to the Secretary for investigation pursuant to the Grievance Procedures Regulations, which shall provide for:

- a) The process and requirements pertaining to the written complaint.
- b) The appointment of a Grievance Panel by the Management Committee.
- c) The Grievance Panel, and the Grievance proceedings, including any penalties which may be imposed on a member found guilty of a charge or charges in addition to fines to a maximum of 5 Penalty units as provided for under the provisions of the Associations Incorporation Reform Regulations made under the Act.
- d) The referral of an appeal to a Special General Meeting of members, and the procedures for the Appeals process. The Special General meeting shall be convened within 120 days from the date on which the Secretary received the notice of appeal.

2.18 At a Special General Meeting of the GSDCV convened under Rule 2.17(d);

- a) no business other than the question of the appeal may be conducted; and
- b) the meeting shall be advised details of the findings of the Grievance Panel, and the reasons for the findings and penalties; and
- c) the appellant, or his or her representative, must be given an opportunity to be heard; and
- d) the members present must vote by secret ballot on the question of whether the findings of the Grievance Panel should be confirmed, revisited or the appeal allowed.

The findings and/or penalties shall be confirmed, if at the Special General Meeting, not less than two-thirds of the members present voting in person, vote in favour of the resolution according to 2.18 (d). In any other case, the findings and/or penalties are not confirmed, and the meeting shall determine the subsequent action and/or penalties required, in accordance with the Regulations.

2.19 Where the Management Committee receives information, other than a written complaint lodged in accordance with the Rules and Regulations, alleging that a member of the GSDCV has

- (a) failed to comply with Rule 2.15
- (b) failed to support the purposes of the Club or
- (c) has engaged in conduct prejudicial to the Club,



the Management Committee may refer the matter to the Secretary for investigation pursuant to the Grievance Procedures Regulations.

- 2.20 Any member of the Grievance Panel shall be ineligible if that person presented evidence or gave evidence in relation to the complaint.
- 2.21 All members of the Grievance Panel shall keep confidential the names of members who are subject to investigation, as well as the names of witnesses and the circumstances of the investigation.
- 2.22 All members of the Grievance Panel and Management Committee are subject to the provisions of Rule 5.2 c).
- 2.23 With the exception of the automatic suspension of membership of a member as provided for in Rule 2.8, no member of the GSDCV shall be disqualified suspended or expelled from membership of the GSDCV or otherwise penalised without first being charged with misconduct or with a breach of the Rules, Regulations, Codes of Ethics or Codes of Practice and being heard in answer to the charge.
- 2.24 Members shall not make any application to the Magistrates' Court or any other Court in respect of disciplinary proceedings without having first exhausted all internal proceedings under these Rules and Regulations.
- 2.25 A member shall supply such relevant information or evidence within their knowledge, possession or control as requested by the Management Committee within 30 days of receiving such request.
- 2.26 No member of the GSDCV shall have any claim or right of action whatsoever against:
- (a) the GSDCV; or
  - (b) the Management Committee of the GSDCV or any members of that Committee; or
  - (c) any other Committees, or Sub-Committees of the GSDCV or any members of such committees; or
  - (d) any employee, agent or member of the GSDCV;
- in respect of any act, matter or thing done or omitted to be done in good faith and purporting to be done in accordance with the Rules and Regulations during any investigation or disciplinary proceedings pursuant to Rules 2.15 to 2.27 and the Regulations pertaining thereto.
- 2.27 All notices pertaining to Rule 2.16 to 2.25 shall be notified to all parties in writing.

## **PART III - THE MANAGEMENT COMMITTEE**

### **Powers of the Management Committee**

- 3.1 There shall be a Management Committee of the GSDCV comprised of Executive and other members as defined in Rules 3.4 to 3.6 which shall have the following powers:
- (a) To make Regulations, Codes of Ethics and Codes of Practice and to amend or repeal same and to formulate policies and procedures in respect of any relevant matter and to do all other acts, matters and things as may be necessary, expedient or desirable to promote and put into effect all or any of the Statement of Purposes of the GSDCV or other matters incidental thereto.
  - (b) To ratify the establishment of Branches of the GSDCV and to make Regulations for that purpose and their continuing operation.
  - (c) To compile, maintain and keep registers of all current members.
  - (d) To give, or to make contributions towards, prize money, medals, trophies or other prizes to be competed for at Exhibitions by Breeders and Exhibitors of German Shepherd Dogs.
  - (e) To provide the framework to assist in the education of Officials of the GSDCV.
  - (f) To make Regulations and formulate procedures for dealing with complaints, the investigation of such complaints, the laying of any charges and for the hearing of such charges and for any resulting disciplinary measures to be taken and for the hearing of appeals from members against any disciplinary sanctions or penalties imposed on them or their dogs.
  - (g) To determine from time to time membership subscriptions and all other fees necessary to carry out the Statement of Purposes of the GSDCV or any of them.
  - (h) To award life-memberships of the GSDCV subject to the Rules.
  - (i) To purchase, lease, hire or dispose of land and buildings, machinery, plant and equipment, motor vehicles, fixtures and fittings, office furniture and equipment and any other necessary chattels and to construct or erect on freehold land purchased or on leasehold land such buildings and all other facilities and amenities which the Management Committee considers necessary for carrying out the Statement of Purposes of the GSDCV or any of them.
  - (j) To borrow or raise money as the Management Committee determines for the carrying out of the Statement of Purposes of the GSDCV or any of them subject to the Rules.

- (k) To make and publish Regulations (subject to the Rules) for holding annual elections of Executive and other members to the Management Committee and for filling any casual vacancies on the Committee.
- (l) To hold Annual General Meetings of members within 3 calendar months of the end of the financial year and Special General Meetings of members when considered necessary by the Management committee or when requisitioned by members in accordance with the Rules.
- (m) To publish each year an annual report with detailed audited financial statements of the GSDCV for the year ended 31st December in the preceding year and a detailed audited balance sheet as at that date and annual reports of the President and the Chairpersons of other nominated Committees.
- (n) To do all such other things as the Management Committee in its discretion considers as incidental or conducive to the attainment of the Statement of Purposes of the GSDCV or the fulfillment of its powers or any of them.

3.2 Between meetings of the full Management Committee the Executive shall have the following powers:

- (a) To have published in a Magazine periodically all matters and items of interest or concern to members.
- (b) To appoint or elect Sub-Committees and delegates subject to the Rules - however this must be ratified at the next Management Committee meeting.
- (c) To invest the funds of the GSDCV not immediately required for its business operations or other commitments on interest bearing deposits, loans or in securities as prescribed in Section 4 of the Trustee Act 1958.
- (d) To make application for the granting of a licence pursuant to the Liquor Control Act 1987 or for any other licence as may from time to time be considered of benefit to the GSDCV or its members.
- (e) To handle all day to day business of the GSDCV necessary to ensure the smooth running of the organization (excluding those items specified in Rule 3.1) – and if considered necessary seek input from all Branch Managers.

#### **Qualifications of Management Committee**

3.3 The Executive and other members of the Management Committee shall be elected annually from amongst the ordinary members of the GSDCV subject to:

- (a) such member being a financial member of the VCA;
- (b) such member agreeing to abide by all relevant VCA/GSDCV Codes of Ethics/Breeders Guidelines and actively support all of the GSDCA schemes;
- (c) such member being not less than 18 years of age on the date when nominations for election close.

#### **Executive of Management Committee**

3.4 The Executive of the GSDCV shall be:

- (a) a President;
- (b) a Vice President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) a Breed Affairs Administrator; and
- (f) an Obedience Training Administrator.

and no one person shall hold more than one of the above positions.

3.5 The Executive positions of President, Vice President, Secretary, and Treasurer of the Management Committee of the GSDCV shall be elected annually by ballot of the membership of the GSDCV at the Annual General Meeting.

3.6 The Executive positions of Breed Affairs Administrator and Obedience Training Administrator, shall be elected annually by:

- (a) the Breed Affairs Committee, in the case of the Breed Affairs Administrator,
- (b) the Obedience Instructors, in the case of the Obedience Training Administrator.

and shall assume office from the day following the date of the Annual General Meeting of the GSDCV.

#### **Other Members of Management Committee**

3.6 The other members of the Management Committee shall be the Branch Managers of the GSDCV and shall be elected annually by ballot at the Annual General Meeting of the members of the Branch and shall assume office on the day following the date of the Annual General Meeting of the GSDCV.

#### **Term of Office**

3.7 The term of office of all members of the Management Committee shall be from the day after the Annual General Meeting of the GSDCV when they took office until 11:59 pm on the day of the following Annual General Meeting of the GSDCV.

### **Casual vacancies**

- 3.8 For the purpose of these Rules a casual vacancy in the office of a member of the Executive or another member of the Management Committee occurs if a member of the Executive or other member:
- (a) dies;
  - (b) ceases to be a member of the GSDCV;
  - (c) becomes an insolvent under administration;
  - (d) has a judgement determined against them for monies owing in excess of \$10,000, until such time as the debt is settled;
  - (e) resigns office by notice in writing given to the Secretary;
  - (f) no longer qualifies under Rule 3.3;
  - (g) is removed from office under Rules 4.35 or 4.36;
  - (h) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
  - (i) is absent without the consent of the Management Committee from three successive scheduled meetings of the Committee; or
  - (j) takes up permanent residence outside the State.

### **Filling of Casual Vacancies**

- 3.9 In the event of a casual vacancy occurring in the office of President such vacancy shall be filled by the Vice President who shall be President of the GSDCV and shall hold office as such until the next annual election.
- 3.10 In the event of a casual vacancy occurring in the office of Secretary, the Management Committee must appoint a new Secretary within 14 days who shall hold office as such until the next annual election.
- 3.11 In the event of any other casual vacancy the Management Committee may appoint any member of the GSDCV to the vacant position for the then unexpired term of office.
- 3.12 The Management Committee may continue to act despite any vacancy in its membership subject to 3.11.

## **PART IV - ELECTION OF MANAGEMENT COMMITTEE**

### **Nominations**

- 4.1 Notice of nominations for the Management Committee shall be published at least 6 weeks prior to the close of nomination.
- 4.2 Nominations shall close on the 31st December of each year.

### **Eligibility of Candidates to Nominate for Election**

- 4.3 Nominations shall be made on the prescribed form and signed by the candidate, the proposer and seconder each of whom shall be an ordinary member of the GSDCV.
- 4.4 Only an ordinary member or Life Member shall be eligible to nominate as a candidate or propose or second a candidate for election to the Management Committee provided that they were financial members of the GSDCV for the whole of the current financial year and that their membership renewal subscriptions had been paid not later than the date on which nominations close and that they are not in default under Rule 2.8 (e) or Rule 2.9 on the date on which nominations close provided that:
- (a) if a nominated candidate becomes ineligible under Rule 2.8(e) or Rule 2.9 between the date on which nominations close and the date on which the ballot closes and such ineligibility has not lapsed by the latter date; or
  - (b) if a nominated candidate revokes their nomination or dies after the date on which nominations close, any vote cast on a ballot paper in favour of that candidate shall be treated in accordance with Rule 4.26
- 4.5 It shall be the duty of the Secretary of the GSDCV to promptly notify the Returning Officer not later than the date and time on which the ballot closes of the occurrence or non-occurrence of any of the events described in Rule 4.4 which would adversely affect the candidate's eligibility.
- 4.6 Where a nomination form has not been fully completed by the nominee in accordance with the instructions printed thereon or where either the proposer or seconder are not financial members of the GSDCV pursuant to Rule 4.4 such nomination form shall be invalid.

### **Eligibility of Members to vote at Elections**

- 4.7 A voters list shall be opened for each annual election and only the members whose names appear on the list shall be entitled to receive a ballot paper.

Such list shall only include Life members and Ordinary members who were financial members of the GSDCV for not less than three months of the financial year preceding the Annual General Meeting and who have renewed their membership in accordance with Rule 2.6

### **Election Procedure**

- 4.8 Nomination forms and personal profile forms shall be available on application to the Secretary of the GSDCV upon notice of same being published in the GSDCV Magazine and when completed by candidates both forms shall be sent direct to the Secretary.
- 4.9 The date on which nominations close shall be published in the GSDCV Magazine.
- 4.10 Any person may nominate or be nominated for more than one position on the Management Committee but can only hold one position.
- 4.11 Upon nominations closing the Secretary shall attend on the President with the nomination forms for certification by the President of the candidate's eligibility under Rule 4.4
- 4.12 In the event of contested positions, the personal profiles of candidates shall, if submitted by candidates be published and given equal space in the first available issue of the GSDCV Magazine after nominations close.
- 4.13 A candidate may appoint a member of the GSDCV as scrutineer, who shall not be a candidate in the same election to represent them at the counting of votes by the Returning Officer in which event the candidate shall on the close of nominations notify the Secretary in writing of the name and address of such scrutineer.
- 4.14 Candidates' names on ballot papers shall be in random order determined by lot drawn by the Secretary and President.
- 4.15 Upon the nomination forms being certified by the President, the Secretary shall print, or cause to be printed ballot papers with voting instructions printed thereon.

### **Postal Votes**

- 4.16 Postal votes shall only apply to the election of the Executive positions of President, Vice President, Secretary, and Treasurer of the Management Committee. Any member who is entitled to vote at the Annual General Meeting but unable to attend shall be entitled to apply to the Returning Officer for a postal vote.
- 4.17 Application for a Postal Vote must be in writing and lodged with the Returning Officer 21 days prior to the Annual General Meeting.
- 4.18 Within seven days of the closing date for Postal vote applications the Returning Officer, in the presence of a scrutineer appointed by the Management Committee, will forward an initialled ballot paper and envelope to each applicant.
- 4.19 For a Postal vote to be declared formal the ballot paper must be completed in accordance with the instructions contained thereon and sealed inside an envelope marked "Ballot Paper" and returned inside a second envelope bearing the members name and membership number.
- 4.20 Members to whom ballot papers are posted shall return the completed ballot paper and envelope to the Returning Officer no later than the time appointed for conducting the ballot at the Annual General Meeting. These envelopes shall be brought to the Annual General Meeting and be opened at that meeting in a manner such as to preserve the secrecy of the ballot.
- 4.21 The Returning Officer shall keep a record of all members who have been sent a postal vote as well as all those who have returned their ballot paper and shall supply the Secretary with a copy of that record.

### **Voting System**

- 4.22 Where there is more than one candidate for a position on the Management Committee a ballot shall be held for that office.
- 4.23 Where there is only one candidate for a position on the Management Committee a ballot for that office will not be necessary and the candidate nominating for that office shall be deemed to be elected.
- 4.24 Where there are no candidates for a position on the Management Committee such vacancy shall firstly be filled by nominations from the floor of the Annual General Meeting or if still unfilled be appointed by the Management Committee.
- 4.25 At annual elections of the Management Committee the vacant offices shall be filled in the following order:
  - (a) President; then
  - (b) Vice President; then
  - (c) Secretary; then
  - (d) Treasurer.
- 4.26 First past the post voting shall apply and voters must indicate their preference for each candidate in numeric order of such preference  
Upon a member being elected to any position on the Management Committee:
  - (a) any additional nomination/s in respect of that person is/are automatically disqualified. The second and subsequent preference votes in respect of the disqualified nomination/s shall be counted in the order of

preference in respect of the ballot for the position or positions from which the candidate is disqualified as if each preference was advanced by one for each disqualified nomination.

- (b) The same treatment will apply to nominations of persons who withdraw their nominations or are disqualified from holding a position prior to the election.

In the event of an equality of votes for any position the election shall be determined by lot.

#### **Voting on Ballot Papers**

- 4.27 Voting on ballot papers shall be in accordance with instructions printed on the ballot paper or as instructed at the meeting.
- 4.28 Any member of the Management Committee retiring on completing their term of office shall be entitled to nominate for re-election.

#### **Returning Officer**

- 4.29 A person who is not a candidate at the election shall be appointed by the Management Committee to act as Returning Officer as per the regulations.
- 4.30 A replacement ballot paper shall be issued in the event of an eligible member claiming that the original ballot paper:
  - (a) has not been received and there being no record of the return of the completed Ballot Paper on the Secretary's Record, referred to in Rule 4.21; or
  - (b) has been spoilt and the spoilt ballot paper returned to the Returning Officer.
- 4.31 In the event of any question arising after election proceedings have commenced, and which may not be provided for in the relevant Rules the decision of the Returning Officer on such question shall be final.
- 4.32 The Returning Officer's Report as to the number of votes polled by each candidate and the result of an election and any other matters pertaining thereto shall be conclusive proof of all such matters.
- 4.33 Upon receipt of the Returning Officer's Report the Secretary shall forthwith publish the result of the election in the next available issue of the GSDCV Magazine.
- 4.34 After the completion of the counting of votes and issuing the Report to the Secretary the Returning Officer shall cause all nomination forms, used and unused ballot papers and other relevant papers to be delivered to the Secretary who will cause the documents to be retained for a period of one (1) year.

#### **Removal of Member of Management Committee**

- 4.35 Any member of the Executive of the GSDCV Management Committee may be removed from office before the expiration of their term:
  - a) as a result of the penalty/s to suspend or expel from their position imposed by a Disciplinary Sub-Committee taking effect; or
  - b) by the members of the GSDCV at a Special General Meeting convened for that purpose passing a Special Resolution to that effect,and the resulting vacancy shall be filled in accordance with Rules 3.9 to 3.12 inclusive.
- 4.36 Any other members of the GSDCV Management Committee may be removed from office before the expiration of their term:
  - a) as a result of the penalty/s to suspend or expel from their position imposed by a Disciplinary Sub-Committee taking effect; or
  - b) by the members of the Branch that elected them to their position at a Special Meeting convened for that purpose and held in accordance with Rule 4.37and the resulting vacancy shall be filled in accordance with Rule 11.17
- 4.37 At the meeting of the Branch members it is required that:
  - (a) the resolution is passed by a majority of not less than seventy five percent of the number of members of the Branch who, being entitled to do so under these rules, attend and vote personally on the resolution, and
  - (b) in accordance with Rule 7.3 the notice calling the meeting shall specify the intention to propose the removal of that other member; and
  - (c) such meeting shall be chaired by a member of Executive of the Management Committee.
- 4.38 Where a member of the Management Committee to whom a proposed resolution referred to in Rule 4.35 b) and 4.36 b) relates makes representations in writing to the Secretary of the GSDCV the member may require the representations to be read out at the meeting at which the resolution is considered or they may attend the meeting and make oral representations and in every such case the Secretary shall send to the member a notice of the meeting setting out the terms of the Proposed Special Resolution at least twenty one days prior to the holding of the meeting and inform them that they may make written representations or attend the meeting and make oral representations.

## **PART V - MANAGEMENT COMMITTEE ADMINISTRATION**

### **Meetings and Quorum and Adjournments**

- 5.1 (a) The Management Committee shall meet at least quarterly at such place and time as the Management Committee may determine.
- (b) Additional meetings of the Management Committee may be convened by:
- (i) the President;
  - (ii) the Vice President;
  - (iii) the Secretary upon receipt of a requisition in writing signed by no less than 4 members of the Management Committee.
- (c) At a meeting of the Management Committee:
- (i) the President or in his/her absence the Vice President shall preside; or
  - (ii) if the President or Vice President are absent or unwilling to act one of the other members of the Management Committee as may be elected by the members present at the meeting shall preside.
- (d) Notice of a meeting of the Management Committee shall be given by the Secretary to each member of the Management Committee at least 7 days (or such other period as may be agreed upon by the members of the Management Committee) before the date appointed for the holding of the meeting.
- (e) Fifty percent of the number of members of the Management Committee for the time being shall constitute a quorum for the transaction of business at a meeting of the Management Committee.
- (f) Subject to sub-rule (e) of this Rule no business shall be transacted or continue to be transacted by the Management Committee unless a quorum is present throughout the duration of the meeting and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and the same hour of the same day in the following week unless the members present fix another date or time or place and in any event notice shall be given accordingly to all members of the Management Committee.
- (g) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting those members who are present shall be a quorum and transact the business for which the meeting was called.
- (h) The Chairperson of a meeting of the Management Committee at which a quorum is present may with the consent of the majority of Committee members present at the meeting, adjourn the meeting from time to time and place to place in which event notice shall be given accordingly to all members of the Management Committee.
- (i) Management Committee where it considers appropriate shall have power to deal with business In-Camera. Minutes of such meetings are recorded in discreet In-Camera Minutes. Such minutes will be ratified at the next meeting of the Management Committee during an In-Camera session. Such minutes shall not be distributed to members of the Management Committee and shall be kept confidential by the Secretary of the GSDCV.
- (j) At a meeting of the Management Committee:  
With prior resolution of the Management Committee technology may be used to facilitate Management Committee meetings and allow the members of the committee to have a vote recorded as being made by that person.

### **Voting and Decisions of Management Committee**

- 5.2 (a) All questions arising and all motions proposed at a meeting of the Management Committee shall be determined by a majority of votes of members of the Management Committee (or their proxy in accordance with Rule 5.3) present at the meeting
- (b) Each member present at a meeting of the Management Committee including the Chairperson is entitled to one vote but, in the event of an equality of votes on any question or motion the Chairperson may exercise a second or casting vote.
- (c) At any meeting of the Management Committee a member of such Committee shall not participate in a debate or vote on any contract in which the member or their immediate family, business partner or business associates or employer has a financial interest or in which the member has a direct personal interest or involvement other than as a member of the Management Committee or other committee of the GSDCV.
- (d) It shall be the duty of the member concerned to declare to the Chairperson of the meeting their ineligibility to debate or vote on any matter prior to debate commencing.

### **Proxies on Management Committee**

- 5.3 In the absence of a member from a Management Committee meeting the following proxy arrangements will apply:
- (a) Breed Affairs Administrator by the Assistant Breed Affairs Administrator;

- (b) Obedience Training Administrator by the Assistant Obedience Training Administrator;
  - (c) Branch Manager/s by the Assistant Branch Manager or Branch Secretary;
  - (d) Treasurer by the Assistant Treasurer, who shall be appointed in accordance with Rule 5.12; and
  - (e) Secretary by the Assistant Secretary who shall be appointed in accordance with Rule 5.12
- and these proxies will have the same voting rights and be bound by the same rules as the member.

#### **Capital Expenditure, Mortgages etc., over Real and Personal Property of GSDCV**

- 5.4 Notwithstanding Rule 3.1 of these Rules, the Management Committee shall not without the prior permission of the members of the GSDCV given by a Special Resolution of members of the GSDCV passed at an Annual General Meeting or at a Special General Meeting of members convened and held pursuant to these Rules:
- (a) undertake expenditure of funds in excess of \$10,000 on an individual project; or
  - (b) undertake to or to give or to grant or execute a legal mortgage or other encumbrance or equitable charge over any or all of the real and/or personal property of the GSDCV; or
  - (c) create an issue of debentures charged upon all or any of the property of the GSDCV real and/or personal, present or future.
- 5.5 The Management Committee shall publish in the GSDCV Magazine, in the same issue in which the notice convening such meeting appears, a report of the reasons or circumstances requiring or necessitating the granting and execution of a mortgage, encumbrance or charge or the creating of an issue of debentures.

#### **Leases and Agreements**

- 5.6 All Leases and Agreements for the use of land, buildings and equipment that are legally binding on the GSDCV but do not require capital expenditure by the GSDCV are to be;
- (a) signed by the Management Committee prior to entering into any such contracts, if the contract period is in excess of 12 months; or
  - (b) if the contract is for 12 months or less, the relevant Committee may sign the contract and notify the Management Committee no later than the next Management Committee meeting.

#### **Regulations**

- 5.7 The Management Committee may from time to time make and amend Regulations not inconsistent with these Rules.
- a) The motion to make, amend or repeal a Regulation must be included in the agenda for the Management Meeting, which must be distributed, by the Secretary, to all voting members of the Management Committee a minimum of 4 days prior to the meeting date.
  - b) The motion shall be discussed at that Management Meeting, and then referred to the branches for discussion and comment. Voting on the motion shall then take place at a subsequent Management Committee Meeting.
  - c) Such Regulations shall require to be passed at a meeting of the Management Committee by a majority of not less than two thirds (2/3) of the number of members of the Management Committee who are in attendance at the meeting, and entitled to vote.

#### **Minutes**

- 5.8 Minutes of proceedings at a Management Committee shall, after ratification, be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.
- 5.9 Minutes of Management Committee Meetings:
- (a) The Management Committee must ensure that minutes are taken and kept of each committee meeting,
  - (b) The minutes must record the following:
    - (i) the names of the members in attendance at the meeting
    - (ii) the business considered at the meeting
    - (iii) any resolution on which a vote is taken and the result of the vote
    - (iv) any material personal interest disclosed under rule 5.2 (c)
    - (v) the location of the meeting
    - (vi) the start and end time of the meeting
    - (vii) any reports or documents submitted for consideration
    - (viii) the title of the committee conducting the meeting
- 5.10 Minutes of Annual General Meetings
- (a) The Committee must ensure that minutes are taken and kept of each annual general meeting and must include and record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote. In addition, the minutes must contain:
    - (i) the names of the members attending the meeting; and
    - (ii) the financial statements submitted to the members in accordance with the Act; and

- (iii) the certificate signed by the President and Treasurer certifying that the financial statements give a true and fair view of the financial position and performance of the Club; and
- (iv) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

5.11 Any act or thing done or suffered, or purported to have been done or suffered, by the Management Committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or election or qualification of any member of the Management Committee.

#### **Appointment of Sub-Committees and/or Officials**

5.12 Subject to Rule 5.13 the Management Committee may by secret ballot or otherwise as it may determine appoint such Sub-Committees or persons (hereinafter referred to as "Sub-Committees") as it considers necessary to carry out specific functions on behalf of the Management Committee. The Management Committee may appoint a Chairperson and Vice-Chairperson of such Sub-Committees. Members of such Sub-Committees shall be not less than 18 years of age at the time of election or appointment.

5.13 Notwithstanding Rule 5.12 the Management Committee may determine that the members of a particular Sub-Committee shall be elected by postal ballot or otherwise by the members of the GSDCV or by such of those members as represent a particular discipline or interest and shall make Regulations for the conduct of an election of that kind. Members of an elected Sub-Committee of this kind shall elect its Chairperson and Vice-Chairperson.

5.14 The Executive of the GSDCV shall be entitled to receive notice and to attend all meetings of any Committee or Sub-Committee of which they are not otherwise an appointed or elected member.

5.15 A GSDCV Executive member exercising rule 5.14 shall have no voting rights in respect of that committee.

#### **Delegation by Management Committee to other Sub-Committees**

- 5.16 (a) The Management Committee may by these Rules or by instrument in writing or by Regulations, delegate to one or more Sub-Committees the exercise of such of the functions as are specified in the Rules, or instrument or Regulations other than this power of delegation.
- (b) A function the exercise of which has been delegated to a Sub-Committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- (c) A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function the subject thereof or as to time or circumstances as may be specified in the Rules or instrument or Regulations.
- (d) Notwithstanding any delegation under this Rule, the Management Committee may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Management Committee.
- (f) The Management Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- (g) Decisions and resolutions of any Sub-Committee other than those made in accordance with delegation granted must be approved by the Management Committee before taking effect.

#### **Meetings of Sub-Committees of the Management Committee**

- 5.17 (a) Meetings of such Sub-Committees shall be held at such intervals as the urgencies of their business necessitates and shall be convened by the Chairperson of the Sub-Committee.
- (b) The quorum for such Sub-Committee meetings shall be fifty per cent of the number of members of a Sub-Committee for the time being.
- (c) Rules 5.1 (except Sub-rules (a) & (b) of that Rule), 5.2, 5.8 and 5.9 which apply to meetings of the Management Committee in relation to the chairperson, notice of meeting, adjournments, voting minutes and validity of proceedings shall apply to meetings of Sub-Committees as if each of such meetings were a meeting of the Management Committee and the Chairperson and Vice Chairperson were the President and Vice President thereof.
- (d) The business of meetings of Sub-Committees shall relate to such matters as are delegated to them by the Management Committee pursuant to Rule 5.16 and not otherwise.
- (e) Subject to any lesser period in the terms of appointment of an appointed Sub-Committee, the performance of such Sub-Committee and its constituent members shall be reviewed by the Management Committee at least once in every twelve months.

#### **Duties of the Secretary**

5.18 The Secretary shall exercise and perform, all the usual secretarial functions and generally attend to the secretarial work of the GSDCV and in particular shall keep and maintain:



- (a) maintain the register of members in accordance with rule 2.11; and
- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in Rule 5.21 all books, documents and securities of the Association in accordance with of the Act; and
- (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; and
- (d) perform any other duty or function imposed on the Secretary by these Rules.
- (e) give the Registrar notice of his or her appointment within 14 days after the appointment.
- (f) record and keep minutes of all proceedings of all meetings of the GSDCV;
- (g) maintain all necessary records of the affairs of the GSDCV;
- (h) maintain a complete record of awards made at all exhibitions conducted by the Club.
- (i) shall forward to the VCA within one month of the Annual General Meeting audited financial statements of the Club.
- (j) maintain confidential "In camera meeting minutes" for all matters deemed so. Inspection by members is not permitted under these rules.
- (k) ensure matters relating to employment and personnel matters, confidential matters, commercial and legal matters, are to be kept by the Secretary and are not available for inspection by members under these rules.

#### **Public Officer**

- 5.19 The Secretary shall be the Public Officer of the GSDCV and shall attend to and carry out all statutory duties imposed on a Public Officer pursuant to the relevant provisions of the Act, as amended from time to time.
- 5.20 The office of Public Officer of the GSDCV shall become vacant if the incumbent;
- (a) dies;
  - (b) resigns office by writing under hand addressed to the Management Committee;
  - (c) is removed from office;
  - (d) becomes an insolvent under administration or applies to become an insolvent under administration;
  - (e) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
  - (f) ceases to be a resident of the State.

#### **Duties of the Treasurer**

- 5.21 It is the duty of the Treasurer of the GSDCV to:
- (a) receipt and bank any funds received directly within five business days and overview the receipt and banking within five business days of funds received by other appointed position holders;
  - (b) keep all necessary books of account and financial statements as shall be required by the Act, the Auditors, and the VCA;
  - (c) prepare the annual accounts and accompanying reports, and arrange an audit of the same;
  - (d) submit financial statements to all meetings of the Management Committee of the GSDCV, and produce at Special General Meetings, when requested to do so, the financial statements and most recent reconciled bank statements and investment certificates;
  - (e) keep vouchers for payments authorised by the GSDCV and the Management Committee; and
  - (f) keep a true and correct inventory of all property of the GSDCV based on annual returns certified by each Sub-Committee Manager, Secretary, Treasurer and/or position holder, as appropriate.
  - (g) provide full access to all records, accounts and financial records to another member as determined by the Management Committee

#### **Auditor**

- 5.22 There shall be an Auditor of the GSDCV who shall be appointed by the member of the GSDCV at the Annual General Meeting, or Special General Meeting, for such a term and at such a fee and upon such conditions as the members may from time to time think fit.

The members shall have the power to terminate any such appointment and make a fresh appointment at a Special General Meeting convened for that purpose.

## PART VI - ANNUAL GENERAL MEETINGS

### Annual General Meetings - Holding of

- 6.1 The GSDCV shall convene an Annual General Meeting of its members within 3 calendar months of the end of the financial year, at such place and time as the Management Committee determines.

### Notice of Meeting

- 6.2 (a) The Secretary shall not less than 21 days before the date fixed for the holding of the meeting, notify each member of the meeting. The notice must:
- (i) Specify the date, time and place of the meeting; and
  - (ii) Indicate the general nature of each item of business to be considered at the meeting; and
  - (iii) If a special resolution is to be proposed.
    - (1) State in full the proposed resolution; and
    - (2) State the intention to propose the resolution as a special resolution.
- (b) Notice of the meeting shall be deemed to have been given to each ordinary member if it is:
- (i) published in the Club Magazine; or
  - (ii) sent by prepaid post to each ordinary member at the members address appearing in the register of members referred to in Rule 2.11

### Annual General Meetings - Business to be transacted

- 6.3 The business of the Annual General Meeting shall be
- (a) to confirm the minutes of the preceding Annual General Meeting, and of any Special General Meeting held since that meeting;
  - (b) to receive the President's report;
  - (c) to receive the Treasurer's report and the audited financial statements of the GSDCV for the preceding financial year;
  - (d) to appoint or reappoint Auditors for the current financial year;
  - (e) to receive reports from members of the Management Committee;
  - (f) to elect the President, Vice President, Secretary and Treasurer of the Management Committee, by:
    - (i) announcing the nominations received by the closing date, appointing those uncontested positions and conducting a ballot for any contested positions;
    - (ii) calling for nominations for unfilled positions from the membership present at the Annual General Meeting, appointing those uncontested positions and conducting a ballot on any contested positions;
  - (g) to announce the results of the annual elections for Management Committee positions;
  - (h) to discuss and vote on any Special Resolutions, of which notice has been given and dealt with in accordance with Rule 6.8;
  - (i) A member desiring to bring any business before an Annual General Meeting shall give notice in writing of that business to the Secretary no later than 31st December, who shall include the business along with the notice of the Annual General Meeting. Such notice shall show the names of the mover and seconder of the item/s of business;
  - (j) At all Annual General Meetings of the GSDCV no business shall be considered or discussed other than that of which notice has been given on the notice convening the Meeting or any business which, in the opinion of the Chairperson, shall arise out of such business.

### Procedure, Quorum and Adjournments

- 6.4 (a) No item of business shall be transacted at an Annual General Meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- (b) Fifteen members present in person (being members entitled under these Rules to vote at the meeting) constitute a quorum for the transaction of the business of an Annual General Meeting.
- (c) If within half an hour after the appointed time for the commencement of the meeting a quorum is not present the meeting shall stand adjourned to the same day in the following week at the same time and at the same place unless another place is specified at the time of the adjournment by the person presiding at the meeting.
- (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting those members who are present and entitled to vote shall be deemed a quorum to validly transact the business for which the meeting was called.

### **Presiding Member**

- 6.5 (a) The President or in the President's absence the Vice President, shall preside as Chairperson at each Annual General Meeting of the GSDCV.
- (b) If the President and Vice President are both absent or unwilling to act, the members present shall elect one of their number to preside as the Chairperson at the meeting.
- (c) The decision or ruling of the Chairperson on any matter of order or procedure shall be final except when a motion of dissent from the Chairperson's decision or ruling is passed as an ordinary resolution by members at the Meeting when such resolution shall prevail.

### **Adjournment When Quorum Present**

- 6.6 (a) The Chairperson of an Annual General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where an Annual General Meeting is adjourned for 14 days or more the Secretary shall notify each member of the adjourned meeting in the manner specified in Rule 7.3 (b).
- (c) Except as provided in Sub-rules (a) and (b) of this Rule notice of an adjournment of an Annual General Meeting or of the business to be transacted at the adjourned meeting is not required to be given.

### **Making of Decisions**

- 6.7 (a) A question arising or a resolution moved at an Annual General Meeting of the GSDCV shall be determined by a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minutes of the GSDCV, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) At an Annual General Meeting of the GSDCV a poll may be demanded by the Chairperson or by not less than 10 members present in person at the meeting
- (c) Where the poll is demanded at the meeting the poll shall be taken:
- (i) immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
  - (ii) in any other case in such manner and at such time before the close of the meeting as the Chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter
- (i) The Chairperson must declare the result of the resolution on the basis of the poll.

### **Special Resolution**

- 6.8 A resolution of members is a Special Resolution if it is passed by a majority of not less than seventy five per cent of the number of members of the GSDCV who being entitled to do so under these rules attend and vote personally on the resolution at a meeting of which not less than 21 days written notice specifying the intentions to propose and move the resolution as a Special Resolution was given in accordance with these Rules.

### **Voting**

- 6.9 (a) Upon any question arising or upon any resolution being moved at an Annual General Meeting of the GSDCV an ordinary member has one vote only which shall be given personally.
- (b) In the case of an equality of votes on a question or resolution at the meeting the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (c) Only members who are eligible in accordance with Rule 4.7 shall be entitled to vote at the Annual General Meeting.

### **Proxies**

- 6.10 Proxies are expressly precluded at all Annual General Meetings of the GSDCV.

## **PART VII - SPECIAL GENERAL MEETINGS**

### **Special General Meetings - Calling of**

- 7.1 Any general meeting of the Association, other than an Annual General meeting, is a Special General Meeting.
- 7.2 (a) The Management Committee may whenever it considers appropriate convene a Special General Meeting of the GSDCV.

- (b) The Management Committee shall within 90 days of the receipt of a requisition in writing of not less than thirty members convene a Special General Meeting of the GSDCV.
- (c) A requisition of members for a Special General Meeting:
  - (i) shall state the purpose or purposes of the meeting;
  - (ii) shall be signed by the members making the requisition;
  - (iii) shall be lodged with the Secretary; and
  - (iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (d) A Special General Meeting shall be specified as such in the notice convening it.

#### **Notice of Meeting**

- 7.3
- (a) The Secretary shall not less than 21 days before the date fixed for the holding of the Special General Meeting, notify each member of the meeting.
  - (b) The notice of meeting must:
    - (i) specify the date, time and place of the meeting; and
    - (ii) indicate the general nature of each item of business to be considered at the meeting; and
    - (iii) if a special resolution is to be proposed:
      - (1) state in full the proposed resolution; and
      - (2) state the intention to propose the resolution as a special resolution.
  - (c) Notice of the meeting shall be deemed to have been served to each ordinary member if it is:
    - (i) published in the Club Magazine; or
    - (ii) sent by prepaid post to each ordinary member at the members address appearing in the register of members referred to in Rule 2.11.
  - (c) Where the nature of the business proposed to be dealt with at a Special General Meeting requires a Special Resolution of the members, the Secretary shall include in the notice of meeting the intention to propose and move the resolution as a Special Resolution.
  - (d) No business other than that specified in the notice convening a Special General Meeting shall be transacted at the meeting.

#### **Procedure, Quorum and Adjournments**

- 7.4
- (a) No item of business shall be transacted at a Special General Meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
  - (b) Fifteen members present in person (being members entitled under these Rules to vote at the meeting) constitute a quorum for the transaction of the business of a Special General Meeting.
  - (c) If within half an hour after the appointed time for the commencement of the meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and at the same place unless another place is specified at the time of the adjournment by the person presiding at the meeting.
  - (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting those members who are present and entitled to vote shall be deemed a quorum to validly transact the business for which the meeting was called.

#### **Presiding Member**

- 7.5
- (a) The President or, in the President's absence the Vice President, shall preside as Chairperson at each Special General Meeting of the GSDCV.
  - (b) If the President and Vice President are both absent or unwilling to act, the members present shall elect one of their number to preside as the Chairperson at the meeting.
  - (c) The decision or ruling of the Chairperson on any matter of order or procedure shall be final except when a motion of dissent from the Chairperson's decision or ruling is passed as an ordinary resolution by members at the Meeting when such resolution shall prevail.

#### **Adjournment when Quorum Present**

- 7.6
- (a) The Chairperson of a Special General Meeting at which a quorum is present may with the consent of the majority of members present at the meeting adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
  - (b) where a Special General Meeting is adjourned for 14 days or more the Secretary shall notify each member of the adjourned meeting in the manner specified in Rule 7.3(b)).

- (c) Except as provided in Sub-rules (a) and (b) of this Rule, notice of an adjournment of a Special General Meeting or of the business to be transacted at the adjourned meeting is not required to be given.

### **Making of Decisions**

- 7.7 (a) A question arising or a resolution moved at a Special General Meeting of the GSDCV shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minutes of the GSDCV, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) At a Special General Meeting of the GSDCV, a poll may be demanded by the Chairperson or by not less than 10 members present in person at the meeting.
- (c) Where the poll is demanded at the meeting the roll shall be taken:
- (i) immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
- (ii) in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter.

### **Special Resolution**

- 7.8 A resolution of members is a Special Resolution if it is passed by a majority of not less than seventy five per cent of the number of members of the GSDCV who, being entitled to do so under these rules, attend and vote personally on the resolution at a meeting of which not less than 21 days written notice specifying the intentions to propose and move the resolution as a Special Resolution was given in accordance with these Rules.

### **Voting**

- 7.9 (a) Upon any question arising or upon any resolution being moved at a Special General Meeting of the GSDCV an ordinary member has one vote only.
- (b) All votes shall be given personally.
- (c) In the case of an equality of votes on a question or resolution at the meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) An ordinary member is not entitled to vote at any Special General Meeting of the GSDCV unless they are a current financial member, and have been a financial member of the GSDCV for a minimum of three months prior to the meeting.

### **Proxies**

- 7.10 Proxies are expressly precluded at all Special General Meetings of the GSDCV.

## **PART VIII - THE BREED AFFAIRS COMMITTEE**

- 8.1 The Breed Affairs Committee is a Committee of the GSDCV Management Committee and as such Part XI should be read in conjunction with this.
- 8.2 The responsibilities of the Breed Affairs Committee are:
- (a) to make recommendations to the Management Committee on matters affecting all breed related activities;
- (b) to formulate and promote guidelines covering the owning, Breeding and exhibiting of German Shepherd Dogs;
- (c) to conduct and administer all conformation activities run by the GSDCV;
- (d) to promote and manage schemes and projects on behalf of the GSDCA;
- (e) to manage all show training activities.

### **Committee Members**

- 8.3 The Committee Members of the Breed Affairs Committee shall be:
- (a) the Breed Affairs Administrator;
- (b) the Assistant Breed Affairs Administrator;
- (c) the Show Training Administrator;
- (d) the Show Manager;

- (e) the Victorian domiciled Breed Surveyors; and
- (f) the Breed Liaison Officer of each Branch of the GSDCV.

#### **Duties of the Breed Affairs Committee positions**

- 8.4 The Breed Affairs Administrator shall:
- (a) be a member of the Executive of the Management Committee,
  - (b) ensure all breed related activities are conducted in accordance with Management Committee guidelines;
  - (c) manage the Breed Affairs Committee and ensure it meets the responsibilities as per Rule 8.2;
  - (d) represent the Committee at Management Committee Meetings.
- 8.5 The Show Training Administrator shall:
- (a) ensure all show training is performed in accordance with the procedures as defined by the Breed Affairs Committee;
  - (b) be responsible for the training and testing of aspiring Show Instructors.
- 8.6 The Show Manager shall:
- (a) ensure that all necessary functions and duties relating to the organising and planning of a Show are completed in a timely manner;
  - (b) ensure the smooth running of a Show on the day.

#### **Qualifications of Committee Members**

- 8.7 The Committee Members of the Breed Affairs Committee shall be elected annually from amongst the ordinary members of the GSDCV subject to:
- (a) such member nominating as Breed Affairs Administrator, Assistant Breed Affairs Administrator and Show Manager being a financial member of the VCA;
  - (b) such member agreeing to abide by all relevant VCA/GSDCV Codes of Ethics/Breeders Guidelines and actively support all of the GSDCA schemes;
  - (c) the Breed Affairs Administrator, and the Assistant Breed Affairs Administrator being GSDCA recognised Specialist Judges;
  - (d) the Breed Affairs Liaison Officer being a Breeder of at least 3 years experience;
  - (e) such member being not less than 18 years of age on the date when nominations for election close.

#### **Election of Committee Members**

- 8.8 The Committee Members of the Breed Affairs Committee shall be filled by any member nominating for that position, and:
- (a) Any member may nominate or be nominated for more than one elected position on the Breed Affairs Committee but the Breed Affairs Administrator, and the Assistant Breed Affairs Administrator can only hold that position.  
Breed Surveyors whilst holding a non-elected position on the Breed Affairs Committee, may also hold one or more elected positions on the Committee.
  - (b) Upon a member being elected to the position of Breed Affairs Administrator or Assistant Breed Affairs Administrator on the Breed Affairs Committee any additional nomination/s in respect of that person on that Committee is/are automatically void.  
If that person has already been elected to another position on the Breed Affairs Committee that person must immediately resign from that other position/s.
  - (c) The members of the Breed Affairs Committee shall be elected by:
    - (i) in the case of Breed Affairs Administrator, Assistant Breed Affairs Administrator and Show Manager being elected to those positions by ballot of the current membership of the Breed Affairs Committee being present at the Annual General Meeting of the Committee and eligible to vote under these rules;
    - (ii) in the case of the Show Training Administrator being elected to that position by ballot of the currently qualified Show Instructors present at the Annual General Meeting of instructors and eligible to vote under these rules;
    - (iii) in the case of each Breed Affairs Liaison Officer being elected to that position in accordance with Rule 10.12 e) ii), or in the absence of a suitably qualified candidate, in accordance with Rule 8.7, there shall be no election and the position shall be appointed by the Breed Affairs Administrator in consultation with the Branch Manager.

## **Committee Meetings**

- 8.9 The Breed Affairs Committee shall meet at least quarterly, at such place and time as the Breed Affairs Committee may determine.
- a) In the absence of a member from a Breed Affairs Committee meeting the following proxy arrangements will only apply in the case of:
- (i) Show Manager by the Assistant Show Manager;
  - (ii) Branch Breed Liaison Officer by a member of that Branch.  
Such proxy must be authorised by the Breed Liaison Officer, or in his/her absence the Branch Manager, and conveyed to the Breed Affairs Administrator or the Breed Affairs Committee Secretary;
- and these proxies will have the same voting rights and be bound by the same rules as the member.
- 8.10 Additional meetings of the Breed Affairs Committee may be convened by
- (a) the Breed Affairs Administrator;
  - (b) the Assistant Breed Affairs Administrator;
  - (c) upon receipt of a requisition in writing signed by no less than 4 members of the Breed Affairs Committee.

## **Administration of the Breed Affairs Committee**

- 8.11 Eight (8) members of the Breed Affairs Committee as listed in Rule 8.3 a) to f) present in person shall constitute a quorum for the transaction of business at a meeting of the Breed Affairs Committee.
- 8.12 At a meeting of the Breed Affairs Committee:  
With prior resolution of the Management Committee, technology may be used to facilitate Breed Affairs Committee meetings and allow the members of the committee to have a vote recorded as being made by that person.
- 8.13 The administration of the Breed Affairs Committee, in so far as the Nominations, Notice and Holding of Annual General Meeting, Eligibility, Eligibility to Vote, Term of Office, Casual Vacancies Removal of Committee Member, and Committee Meetings shall be in accordance with Part XI of these General Rules.

## **PART IX - THE OBEDIENCE TRAINING COMMITTEE**

- 9.1 The Obedience Training Committee is a Committee of the GSDCV Management Committee and as such Part XI should be read in conjunction with this.
- 9.2 The responsibilities of the Obedience Training Committee are
- (a) to make recommendations to the Management Committee on matters affecting all obedience related activities;
  - (b) to conduct and administer all Obedience, Tracking, Agility and Demonstration activities of the GSDCV;
  - (c) to manage all obedience related training activities.

## **Committee Members**

- 9.3 The Committee Members of the Obedience Training Committee shall be;
- (a) the Obedience Training Administrator;
  - (b) the Assistant Obedience Training Administrator;
  - (c) the Trial Manager; and
  - (d) the Chief Instructor of each Branch of the GSDCV.

## **Duties of the Obedience Training Committee positions**

- 9.4 The Obedience Training Administrator shall:
- (a) be a member of the Executive of the Management Committee,
  - (b) ensure all obedience related activities are conducted in accordance with Management Committee guidelines;
  - (c) manage the Obedience Training Committee and ensure it meets the responsibilities as per Rule 9.2;
  - (d) represent the Committee at Management Committee Meetings.
- 9.5 The Trial Manager shall:
- (a) ensure that all necessary functions and duties relating to the organising and planning of a Trial are completed in a timely manner;
  - (b) ensure the smooth running of a Trial on the day.

## Qualifications of Committee Members

- 9.6 The Committee Members of the Obedience Training Committee shall be elected annually from amongst the ordinary members of the GSDCV subject to:
- (a) such member nominating as Obedience Training Administrator, Assistant Obedience Training Administrator and Trial Manager being a financial member of the VCA;
  - (b) such member being a currently qualified GSDCV Obedience Instructor; with the exception of the Trial Manager
  - (c) such member agreeing to abide by all relevant VCA/GSDCV Codes of Ethics/Breeders Guidelines and actively support all of the GSDCA schemes;
  - (d) such member being not less than 18 years of age on the date when nominations for election close.

## Election of Committee Members

- 9.7 The Committee Members of the Obedience Training Committee shall be filled by any member nominating for that position, and:
- (a) Any member may nominate or be nominated for more than one position on the Obedience Training Committee but the Obedience Training Administrator, and the Assistant Obedience Training Administrator can only hold one position.
  - (b) Upon a member being elected to the positions of Obedience Training Administrator, or Assistant Obedience Training Administrator on the Obedience Training Committee any additional nomination/s in respect of that person on that Committee is/are automatically void. If that person has already been elected to another position on the Obedience Training Committee that person must immediately resign from that other position/s.
  - (c) The members of the Obedience Training Committee shall be elected by:
    - (i) in the case of the Obedience Training Administrator, Assistant Obedience Training Administrator, and Trial Manager by ballot of the currently qualified GSDCV Obedience Instructors being present at the Annual General Meeting of Obedience Instructors and eligible to vote under these rules;
    - (ii) in the case of each Chief Instructor, to that position in accordance with Rule 10.12 e) i); or in the absence of a suitably qualified member, in accordance with Rule 10.10 c), there shall be no election and the position shall be appointed by the Obedience Training Administrator in consultation with the Branch Manager.

## Committee Meetings

- 9.8 The Obedience Training Committee shall meet at least quarterly, at such place and time as the Obedience Training Committee may determine.
- a) In the absence of a member from an Obedience Training Committee meeting the following proxy arrangements will only apply in the case of:
    - (i) Trial Manager by the Assistant Trial Manager;
    - (ii) Chief Instructor of a Branch by the Branch's Assistant Chief Instructor, where available, or other Obedience Instructor from that Branch. Such proxy must be authorised by the Chief Instructor, or in his/her absence the Branch Manager, and conveyed to the Obedience Training Administrator or the Obedience Training Committee Secretary;and these proxies will have the same voting rights and be bound by the same rules as the member.
- 9.9 Additional meetings of the Obedience Training Committee may be convened by:
- (a) the Obedience Training Administrator,
  - (b) the Assistant Obedience Training Administrator;
  - (c) upon receipt of a requisition in writing signed by no less than 4 members of the Obedience Training Committee.

## Administration of the Obedience Training Committee

- 9.10 Fifty percent of the number of members of the Obedience Training Committee present in person shall constitute a quorum for the transaction of business at a meeting of the Obedience Training Committee.
- 9.11 At a meeting of the Obedience Training Committee: With prior resolution of the Management Committee, technology may be used to facilitate Obedience Training Committee meetings and allow the members of the committee to have a vote recorded as being made by that person.
- 9.12 The administration of the Obedience Training Committee, in so far as the Nominations, Notice and Holding of Annual General Meeting, Eligibility, Eligibility to Vote, Term of Office, Casual Vacancies, Removal of Committee Member, and Committee Meetings shall be in accordance with Part XI of these General Rules.



## **PART X - THE BRANCH COMMITTEE**

10.1 A Branch Committee is a Committee of the GSDCV Management Committee and as such Part XI should be read in conjunction with this.

10.2 The responsibilities of the Branch Committee are:

- (a) To manage the day to day activities at the Branch, within the Regulations as defined by the Management Committee of the GSDCV;
- (b) To promote the purposes of the GSDCV to the members, and work towards their accomplishment for the betterment of the GSDCV and the breed as a whole;
- (c) To abide by the Constitution and Rules of the GSDCV;
- (d) To comply with rulings of the Management Committee of the GSDCV;
- (e) To provide facilities for local branch members, in accordance with the Rules and Regulations of the GSDCV;
- (f) To recommend any disciplinary action to the Management Committee for investigation;
- (g) To manage the Branch's Treasury and Secretarial activities in accordance with the requirements of the Management Committee of the GSDCV.

### **Office Bearers and other members of the Branch Committee**

10.3 The Office Bearers of the Branch Committee shall be:

- (a) a Branch Manager;
- (b) an Assistant Branch Manager;
- (c) a Branch Secretary;
- (d) a Branch Treasurer;
- (e) a Chief Instructor;
- (f) a Breed Affairs Liaison Officer.

And no one person shall hold more than one of the positions a), b), c) and d) above.

10.4 The other members of the Branch Committee shall be:

- (a) a Grounds Manager;
- (b) a Membership Officer;
- (c) an Equipment Officer;
- (d) a Catering Officer;
- (e) a Publicity Officer;
- (f) a Social Secretary;

and any other positions as determined from time to time by the Branch Committee.

### **Duties of the Branch Office Bearers**

10.5 The Branch Manager shall:

- (a) ensure the Branch acts as a regional body of the GSDCV;
- (b) manage the Branch Committee and ensure it meets the responsibilities as per Rule 10.2;
- (c) represent the Branch at Management Committee Meetings.

10.6 The Branch Secretary shall generally attend to the secretarial work of the Branch, and in particular shall:

- (a) keep and maintain minutes of all proceedings of all meetings of the Branch;
- (b) keep and maintain a complete record of Branch Committee and awards provided by the Branch;
- (c) forward to the Secretary of the GSDCV a copy of all Branch Committee Meeting, General Meeting and Branch Annual General Meeting minutes within one month of the meeting.

10.7 The Branch Treasurer shall

- (a) receipt and bank any funds received directly within five business days and overview the receipt and banking within five business days of funds received by other appointed position holders;
- (b) keep all necessary books of account and financial statements as shall be required by the GSDCV Treasurer;

- (c) prepare the annual accounts and accompanying reports, and submit to the GSDCV Treasurer as and when stipulated;
- (d) submit financial statements to all meetings of the Branch Committee and General Meetings of the Branch, and produce at such meetings when requested to do so, the most recent reconciled bank statements and investment certificates;
- (e) keep vouchers for payments authorised by the Branch Committee; and
- (f) keep a true and correct inventory of all property of the Branch.

10.8 The Chief Instructor shall:

- (a) supervise all training at the Branch, and ensure it is conducted in accordance with standards as prescribed by the Obedience Training Committee and the Show Training Administrator; and
- (b) represent the Branch on the Obedience Training Committee and report back to, and table minutes at, the Branch Committee Meetings.

10.9 The Breed Affairs Liaison Officer shall:

- (a) promote breed matters and breed improvement schemes at the Branch;
- (b) represent the Branch on the Breed Affairs Committee and report back to, and table minutes at, the Branch Committee Meetings.

### **Qualifications of Committee Members**

10.10 The Office Bearers of the Branch Committee shall be elected annually from amongst the ordinary members of the GSDCV subject to:

- (a) such members nominating for branch Manager, Assistant Branch Manager and Secretary being financial members of the VCA;
- (b) such members agreeing to abide by all relevant VCA/GSDCV Codes of Ethics/Breeders Guidelines and actively support all of the GSDCA schemes;
- (c) the Chief Instructor being a currently qualified GSDCV Obedience Instructor;
- (d) the Breed Affairs Liaison Officer being a Breeder of at least 3 years experience;
- (e) such members being not less than 18 years of age on the date when nominations for election close.

10.11 The other members of the Branch Committee shall be elected annually from amongst the ordinary members of the GSDCV subject to such members being not less than 18 years of age on the date when nominations for election close.

### **Election of Committee Members**

10.12 The Office Bearers and the other members of the Branch Committee shall be filled by members of the Branch nominating for those positions and any member may nominate or be nominated for more than one position on the Branch Committee however:

- (a) Upon a member being elected to the positions of Branch Manager, Assistant Branch Manager, Branch Secretary, or Branch Treasurer, any additional nomination/s in respect of that person for any other of these four (4) positions on that Committee is/are void.
- (b) at the election of the Branch Committee the vacant offices shall be filled in the following order:
  - i) Branch Manager; then
  - ii) Assistant Branch Manager; then
  - iii) Branch Secretary; then
  - iv) Branch Treasurer; then
  - v) All other positions.
- (c) a member who has been elected to the position of Branch Manager, Assistant Branch Manager, Branch Secretary, or Branch Treasurer may still contest and if elected, hold any other positions within the Branch Committee.
- (d) in the case of all other positions on the Branch Committee a member may hold more than one (1) position.
- (e) The members of the Branch Committee shall be elected by:
  - (i) in the case of the Chief Instructor, being elected to that position by ballot of the currently qualified GSDCV Instructors of that Branch being present at the Branch Instructors Annual General Meeting and eligible to vote under these rules;
  - (ii) for all other positions, being elected to those positions by ballot of the membership of that Branch being present at the Annual General Meeting of the Branch and eligible to vote under these rules.

### **Frequency of Committee Meetings**

- 10.13 There shall be a Branch Committee Meeting each calendar month, except January and any month when a Branch Meeting is held, at such place and time as the Branch Committee may determine.
- 10.14 Additional meetings of the Branch Committee may be convened by
- (a) the Branch Manager;
  - (b) the Assistant Branch Manager;
  - (c) the Secretary upon receipt of a requisition in writing signed by no less than 4 members of the Branch Committee.

#### **Branch Meetings**

- 10.15 Branch Meetings shall be held at least quarterly
- (a) Ten financial members present in person constitute a quorum for the transaction of business at a Branch Meeting.
  - (b) The Notice of Meeting must be displayed on each Branch notice board or on the Branch website a minimum of 1 week prior to the date of the meeting.
  - (c) The Branch Meeting agenda shall include:
    - i. Notification to the members of significant GSDCV Management Committee, Breed Affairs Committee, and Obedience Training Committee decisions, and take any discussions relative to that,
    - ii. Provide reports to the members relating to the Branch operations and finances,
    - iii. General business.
  - (d) Rules 7.4(c) and d), 7.5 , 7.7 and 7.9 which apply to the Special General Meetings of the GSDCV in relation to presiding member, making of decisions and voting shall apply to Branch General Meetings as if each of such meetings were a Special General Meeting of the GSDCV and the Branch Manager and Assistant Branch Manager were the President and Vice President thereof
  - (e) minutes of the Branch Meeting are to be kept in accordance with Rule 5.9 as if the Branch Meeting were a meeting of the Management Committee of the GSDCV

#### **Administration of the Branch Committee**

- 10.16 Fifty percent of the number of members of the Branch Committee comprising no less than 2 office bearers being present in person shall constitute a quorum for the transaction of business at a meeting of the Branch Committee.
- 10.17 At a meeting of the Branch Committee:  
With prior resolution of the Management Committee technology may be used to facilitate Branch Committee meetings and allow the members of the committee to have a vote recorded as being made by that person.
- 10.18 The administration of the Branch Committee, in so far as the Nominations, Notice and Holding of Annual General Meeting, Eligibility to Vote, Term of Office, Casual Vacancies, Removal of Committee Member, and Committee Meetings shall be in accordance with Part XI of these General Rules.

## **PART XI - COMMITTEE ADMINISTRATION**

- 11.1 These Rules 11.2 to 11.21 inclusive shall define the administration of the Branch Committees, Breed Affairs Committee and Obedience Training Committee.

#### **Nominations and Notice of Annual General Meeting**

- 11.2 A general notice calling for nominations for Branch Committees, Breed Affairs Committee and Obedience Training Committee, and the notice of the Annual General Meeting of each Committee shall be inserted in the Magazine, and a detailed listing shall be displayed on each Branch notice board for not less than 6 weeks immediately prior to the close of nominations.
- 11.3 Nominations will close on the 31<sup>st</sup> December of each year, as prescribed.
- 11.4 Nominations for all Branch Committee, Breed Affairs Committee and Obedience Training Committee positions shall be made on the prescribed form and signed by the candidate, the proposer and the seconder each of whom shall be an ordinary member or Life Member of the GSDCV.
- 11.5 The list of candidates must be displayed on each Branch notice board no later than the first training day in the new financial year, and must remain there until the Annual General Meeting of each Committee.
- 11.6 The Committee shall convene an Annual General Meeting of its members no later than 7 days prior to the Annual General Meeting of the GSDCV, at such place and time as the Committee determines.

#### **Eligibility of Committee Members**

- 11.7 Only an ordinary member or Life Member shall be eligible to nominate as a candidate or propose or second a candidate for election to a Branch Committee, Breed Affairs Committee and/or Obedience Training Committee

provided that they were financial members of the GSDCV for the whole of the current financial year and that their membership renewal subscriptions had been paid not later than the date on which nominations close and that they are not in default under Rule 2.8 (e) or Rule 2.9 on the date on which nominations close provided that:

- (a) if a nominated candidate becomes ineligible under Rule 2.8 (e) or Rule 2.9 between the date on which nominations close and the date on which the ballot closes and such ineligibility has not lapsed by the latter date; or
- (b) if a nominated candidate revokes his nomination or dies after the date on which nominations close, the nomination shall be void.

#### **Voting System**

- 11.8 Where there is more than one candidate for a position on a Committee a ballot shall be held for that position.
- 11.9 Where there is only one candidate for a position on a Committee a ballot for that office will not be necessary and the candidate nominating for that position shall be deemed to be elected.
- 11.10 Where there are no candidates for a Position on a Committee such vacancy shall firstly be filled by nominations from the floor of the Annual General Meeting, or if still unfilled, be appointed by the Committee.
- 11.11 All votes shall be given personally.
- 11.12 First past the post voting shall apply.

#### **Eligibility of Members to vote at Committee Annual Elections**

- 11.13 A voters list shall be opened for each Committee annual election and only the members whose names appear on the list shall be entitled to vote.
- 11.14 Such list shall include Life members and Ordinary members who were financial members of the GSDCV for not less than three months of the financial year preceding the Annual General Meeting, and who have renewed their membership in accordance with Rule 2.5 and 2.6, and
  - (a) in the case of Branch Committee elections, members who appear on the GSDCV membership list as members of that Branch at that time;
  - (b) in the case of the Breed Affairs Committee elections, are current members of that Committee, and
  - (c) in the case of the Obedience Training Committee elections, are qualified GSDCV obedience instructors.

#### **Term of Office of Committee**

- 11.15 The term of office of all members of the Branch Committees, Breed Affairs Committee and Obedience Training Committee shall be from the day after the Annual General Meeting of the GSDCV when they took office till 11:59 pm on the day of the following Annual General Meeting of the GSDCV.

#### **Casual Vacancies on Committee**

- 11.16 For the purpose of these Rules a casual vacancy in any Position of the Branch Committees, Breed Affairs Committee, and Obedience Training Committee occurs if the Committee Member:
  - (a) dies;
  - (b) ceases to be a member of the GSDCV;
  - (c) becomes an insolvent under administration;
  - (d) has a judgement determined against them for monies owing in excess of \$10,000, until such time as the debt is settled;
  - (e) resigns office by notice in writing given to the Secretary;
  - (f) no longer qualifies under:
    - (i) Rule 8.7 in the case of Breed Affairs Committee;
    - (ii) Rule 9.6 in the case of Obedience Training Committee; or
    - (ii) Rule 10.10 in the case of Branch Committees;
  - (g) is removed from office under Rule 11.19;
  - (h) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
  - (i) is absent without the consent of the Committee from three successive scheduled meetings of the Committee; or
  - (j) takes up permanent residence outside the State.

#### **Filling of Casual Vacancies on the Committee**

- 11.17 In the event of a casual vacancy occurring in the office of

- (a) Branch Manager, such vacancy shall be filled by the Assistant Branch Manager who shall, , be Branch Manager of the Branch;
- (b) Breed Affairs Administrator, such vacancy shall be filled by the Assistant Breed Affairs Administrator who shall be Breed Affairs Administrator of the GSDCV;
- (c) Obedience Training Administrator, such vacancy shall be filled by the Assistant Obedience Training Administrator who shall, be Obedience Training Administrator of the GSDCV;

and shall hold office as such until the next annual election.

11.18 In the event of any other casual vacancy, the Committee may appoint any member of the GSDCV who is a member of the branch in which the vacant position occurs, to the vacant position for the then unexpired term of office.

#### **Removal of a Committee Member**

11.19 Any Committee member of a Committee of the GSDCV may be removed from office before the expiration of their term:

- a) as a result of the penalty/s to suspend or expel from their position imposed by a Disciplinary Sub-Committee taking effect; or
- b) by the members of a Branch or Committee at a Special General Meeting convened for that purpose passing a Special Resolution to that effect, provided that:
  - i) in the case of the Branch Managers the meeting shall be in accordance with Rules 4.36 and 4.37; and
  - ii) in the case of all other Committee Members of a Committee, they may be removed by the members of the respective Committee, or Sub-Committee that elected them to their position, at a Special Meeting convened for that purpose and held in accordance with Rule 11.20.

11.20 At the meeting of the respective Committee, referred to in Rule 11.19 b), it is required that:

- (a) the resolution is passed by a majority of not less than seventy five percent of the number of members of the respective body who elected them to their position, who being entitled to do so, attend and vote personally on the resolution; and
- (b) in accordance with Rule 7.3 the notice calling the meeting shall specify the intention to propose the removal of that Member; and
- (c) such meeting shall be chaired by the respective Branch Manager or Administrator, or in his/her absence or unwillingness to act, by a member of Executive of the Management Committee of the GSDCV.

#### **Committee Meetings**

11.21 a) Except as defined in Rule 10.16, Rules 5.1 c), d), f) to i), 5.2 and 5.8 which apply to meetings of the Management Committee in relation to the chairperson, notice of meeting, adjournments, voting, minutes, validity of proceedings, and In-Camera sessions shall apply to meetings of Branch Committees, Breed Affairs Committee, and Obedience Training Committee as if each of such meetings were a meeting of the Management Committee and the:

- i) Branch Manager and Assistant Branch Manager;
  - ii) Breed Affairs Administrator and Assistant Breed Affairs Administrator; and
  - iii) Obedience Training Administrator and Assistant Obedience Training Administrator;
- were the President and Vice President thereof.

#### **Appointment of Sub-Committees**

11.22 Subject to Rule 5.12 the Committee may by secret ballot or otherwise as it may determine appoint such Sub-Committees or persons (hereinafter referred to as "Sub-Committees") as it considers necessary to carry out specific functions on behalf of the Committee. The Committee may appoint a Chairperson and Vice-Chairperson of such Sub-Committees. Members of such Sub-Committees shall be not less than 18 years of age at the time of election or appointment.

11.23 The Sub-Committees shall not have any voting rights on the Committee.

11.24 Decisions and resolutions of any Sub-Committee other than those made in accordance with delegation granted must be approved by the Committee before taking effect.

## PART XII - MISCELLANEOUS

### Patron

- 12.1 The Management Committee may appoint until otherwise determined by them not more than three persons to be Patrons of the Club. A Patron shall be entitled to attend any meeting of the Club and by invitation of the Chairperson address the members thereat.

### Insurance

- 12.2 The GSDCV shall effect and maintain such insurances as are considered by the Management Committee to be appropriate.

### Funds - Source

- 12.3 The funds of the GSDCV shall be derived from initial and subsequent annual subscriptions, other fees, surcharges, fines, sales of Magazines and advertising therein, and other sources. All fees and charges for the above shall be determined from time to time by the Management Committee.

### Funds - Management

- 12.4 (a) The funds of the GSDCV shall be used in pursuance of the purposes of the GSDCV in such manner as is determined from time to time.
- (b) The Treasurer, as soon as practicable after receiving any money, shall issue a receipt.
- (c) All monies paid to the GSDCV shall be banked within five business days of the receipt thereof, into an account as defined in Rule 12.4 d).
- (d) All banking accounts of the GSDCV and its Committees and Sub-Committees must only be held with financial institutions as designated by the Management Committee from time to time. These accounts must have the President and Treasurer of the GSDCV as signatories, in conjunction with Committee signatories, and shall require not less than two (2) authorisations to each negotiable instrument.
- (e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by such person or persons as the Management Committee may from time to time determine, and shall require not less than two authorised signatories.

### Reimbursement of Expenses

- 12.5 The Management Committee may pay or reimburse the amount of any travelling or any other expenses properly incurred by a member in the performance of any services to the GSDCV which have been properly authorised or requested by the Management Committee including any expenses or costs suffered by a member in respect of which the GSDCV would have been liable.

### Voluntary Winding Up

- 12.6 The GSDCV shall not be dissolved except at a Special General Meeting of the GSDCV specially convened for the purpose and by a Special Resolution carried by a majority of at least seventy five per cent of the votes recorded in respect of the same.
- 12.7 The assets of the GSDCV shall be dealt with or disposed of in accordance with the Act, and Rule 12.9 b).
- 12.8 The Public Officer of the GSDCV shall notify the Registrar of Incorporated Associations of the winding up in accordance with the Act.

### Property

- 12.9 (a) The property, assets and income of the GSDCV whencesoever derived shall be applied solely towards the promotion of the purposes of the GSDCV and no portion thereof shall be paid or transferred directly or indirectly by way of divided bonus or otherwise howsoever by way of profit or gain to the members of the GSDCV provided that nothing therein shall prevent the payment in good faith of reasonable and proper remuneration or reimbursement to any officer or servant of the GSDCV or to any member of the GSDCV in return for any services actually rendered to the GSDCV and shall not prevent the payment for out of pocket expenses, interest on money borrowed, or reasonable and proper rent for the premises demised or let by an officer or servant of the GSDCV or member of the GSDCV.
- (b) If upon the winding up or dissolution of the GSDCV there remains, after the satisfaction of all its debts and liabilities and the costs and expenses of winding up, any property whatsoever the same shall not be paid to or distributed amongst the members of the GSDCV but shall be given or transferred to some other organisation or institution having purposes similar or in part similar to the purposes of the GSDCV and which shall also prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the GSDCV. Such organisation or institution to be determined by the members of the GSDCV by Special Resolution at or before the time of dissolution or in default thereof by a Judge of such Court as may have or acquire jurisdiction in the matter.

## **Club Magazine**

- 12.10 The GSDCV may publish a Magazine in such form and containing such matter as the Management Committee may approve from time to time.

## **Alteration of Rules**

- 12.11 The Rules shall not be altered or rescinded or added to except by a Special Resolution of the members of the GSDCV.

## **Common Seal**

- 12.12 (a) The Common Seal of the GSDCV shall be kept in the custody of the Secretary.
- (b) The Common Seal shall not be affixed to any instrument except by the authority of the Management Committee.
- (c) The affixing of the common seal to any instrument shall be attested by the signatures of two members of the Management Committee.

## **Indemnity and Exclusion of Liability**

- 12.13 (a) Subject to 12.13 (b), the GSDVC shall indemnify every member of the Management Committee and any other Committee or Sub-Committee in respect of any loss, cost, expense or damage suffered by such member arising out of or suffered or incurred in the course of the performance of their role as a member of the Management Committee and any other Committee or Sub-Committee, including any loss, cost, expense or damage suffered by such member as a result of any claim made against them arising from or related to the performance of their role as a member of the Management Committee and any other Committee or Sub-Committee.
- (b) The indemnity in 12.13(a) shall not apply to the extent that such loss, cost, expense or damage suffered by such member is a result of, or related to, any dishonesty, unlawful act, wilful default of the member, or any failure by the member to follow the GSDCV Rules or Regulations or the directions of the Management Committee or any other Committee or Sub-Committee.
- 12.14 (a) Subject to 12.14(b), no member of the Management Committee and any other Committee or Sub-Committee shall be liable for the acts, receipts, negligence, omissions or defaults, errors of judgment or oversights of themselves or any other member of the Management Committee and any other Committee or Sub-Committee, or employee of the GSDCV or for any loss, damage, costs, expenses or damage arising from such acts, receipts, neglects, omissions or defaults, errors of judgment or oversights made, done, performed or made in the performance of their role as a member of the Management Committee and any other Committee or Sub-Committee.
- (b) The release in 12.14(a) does not apply to a member of the Management Committee and any other Committee or Sub-Committee to the extent that such loss, damage, costs, expenses or damage suffered or incurred is a result of, or related to, any dishonesty, unlawful act, or wilful default of such member.

## **Custody of Books**

- 12.15 Except as otherwise provided by these Rules, the Secretary shall keep in custody or under control all records, books, securities and other documents relating to the GSDCV.
- 12.16 The records, books and other documents of the GSDCV may be made available by the Secretary for inspection by such persons and upon such conditions as the Management Committee may from time to time determine but not otherwise.

## **Service of Notices**

- 12.17 (a) For the purpose of these Rules and the Regulations, a notice may be served by or on behalf of the GSDCV on any member either personally or by sending it prepaid post to the member at the member's address shown in the register of members.
- (b) Where a document is sent to a person by properly addressing, pre-paying and posting to the person an envelope containing the document, the document shall be deemed for the purposes of the Rules and Regulations to have been served on the person on the second normal business day after posting.

## **Construction of Rules and Regulations**

- 12.18 (a) If a question shall arise as to the interpretation of the Constitution or the Rules or the Regulations thereto or as to the rights or obligations either of the GSDCV or the Management Committee or of a Committee or Sub-Committee, or of a member as to any matter or thing arising out of or governed by the Constitution or the Rules or the Regulations thereto such question may be determined by the Management Committee or referred to the solicitor for the time being acting for the GSDCV and the determination of the Management Committee or the written determination of the said solicitors shall be final and binding and shall be given effect to accordingly.
- (b) The Regulations shall be read and construed subject to the Constitution and the Rules and when and however any matter or thing shall arise in the interpretation of the Regulations which is not, or it is alleged that it is not, provided for by the Regulations the matter shall be referred to the Management Committee and the Management Committee shall make such a decision thereon as it sees fit and its decision shall be final and binding on all persons affected thereby.

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