



**THE GERMAN SHEPHERD DOG
ASSOCIATION of WA (Inc)**

**CONSTITUTION (RULES)
&
Domestic Regulations**

*Date 9th October 2006
Amended 11th November 2013*

CONSTITUTION (RULES) & DOMESTIC REGULATIONS

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CONSTITUTION (RULES)

GENERAL

1 NAME: The German Shepherd Dog Association of WA (Inc.)

2 OBJECTS:

- (a) The advancement and improvement of the German Shepherd Dog.
- (b) To adopt a standard of excellence for the German Shepherd Dog, urge owners, registered breeders, judges and other bodies with kindred objects to adopt and further this standard
- (c) To promote and encourage trials, shows, exhibitions and parades for the German Shepherd Dog.
- (d) To encourage interest in the breed by lectures, demonstrations, discussions, meetings or such other means as may from time to time be deemed advisable; to help to fraternise socially, to join in the exhibiting and promotion of the breed with friendship and goodwill.

The property and income of the Club shall be applied solely towards the promotion of the objects or purposes of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Club, except in good faith in the promotion of those objects or purposes.

3 AFFILIATION:

This Club is affiliated with, and is bound by the Constitution and Regulations of, the Canine Association of Western Australia (Inc.).

4 INTERPRETATION:

Should any question arise as to the interpretation of these Rules, or any of them such question shall be decided by the Governing Council of the Canine Association of Western Australia (Inc) whose decision shall be final and binding. Likewise, should any matter arise which is not covered by these Rules, it shall be dealt with in a similar manner.

5 DEFINITIONS:

Unless the context otherwise requires, the terms specified here-under shall have the meaning defined:

Annual General Meeting	is the meeting convened under Rule 33.1
Committee Meeting	means a meeting referred to in Rule 33
Committee	means the duly elected President and Members of the Committee of the Club and may include an Immediate Past President who shall be ex-officio
Club	means a Club, Association or Society affiliated with the Canine Association of Western Australia Inc.
General Meeting	means a meeting to which all members are invited convened under Rule 33.2

Member	means member of the Club
Special General Meeting	means a general meeting other than the annual general meeting
The Act	means the Association Incorporations Act 1987

Words importing the male gender shall, where the context reasonably permits, include the female and the singular number shall include the plural number.

MEMBERSHIP:

6 ELIGIBILITY FOR MEMBERSHIP

Subject as hereinafter provided:

- 6.1 Any person paying to the Club such fees as are prescribed in the Domestic Regulations may be enrolled as a member and entitled to the privileges of membership, provided that when any Subscription shall be paid in the name of any firm or company, one member only of such firm or one nominee of such company may exercise the rights and privileges of membership, and may be elected to any office.
- 6.2 Provided also that the Committee shall have the right to refuse or defer an application for membership.
- 6.3 Always providing that it shall not be sufficient cause to refuse or defer membership on the grounds of membership of any other club or group whose activities are not contrary to CAWA regulations.
- 6.4 Any person who has been a member of the Club for a period not less than ten years, and who no longer owns a live dog registered with any member body of the Australian National Kennel Council shall still be eligible to retain membership of the Club.
- 6.5 No person shall be admitted as an ordinary member of an All Breeds Dog Club, a Group Club, a Multi Breed Club or a Single Breed Club unless such person is a registered owner or part owner of a live dog registered with any member body of the Australian National Kennel Council of the breed or breeds for which the club caters; provided that in special circumstances a person not coming within the above category may be admitted to membership on the approval of the Governing Council, except that any person may be accepted as a member of a club affiliated for the purposes of obedience only.

7 PRIVILEGES OF MEMBERSHIP:

- 7.1 The privileges of ordinary membership of the Club shall consist of power to vote at any General Meeting of members, the right to be elected as an office bearer, subject to any qualification which may be prescribed in the Domestic Regulations of the Club, and any other privileges which the Committee at a properly constituted meeting shall from time to time decide.
- 7.2 Full membership privileges shall be granted to a person not less than fourteen (14) days and not more than sixty (60) days after receipt of new membership subscription or any other dues as provided in the Club Domestic Regulations unless the membership has been refused under paragraph 6.2 above during the aforesaid sixty (60) days.

8 RECOGNITION OF MEMBERSHIP

Some form of Club Membership recognition is to be provided to members, by all dog clubs, on joining the club and after renewal of membership. A receipt

for membership with the same name of the club enfaced thereon, shall be deemed to be sufficient recognition.

9 CANCELLATION OF MEMBERSHIP

A member may have his membership cancelled provided that:

- 9.1 He has been given at least seven days notice of all charges to be presented against him and is granted a hearing at a properly constituted committee meeting.
- 9.2 Notice in writing sent by Certified Mail addressed to the person concerned at his usual or last known place of abode or business shall be deemed to be service of the notice which shall be deemed to have been served seventy two hours after being put in the post. Should the member not attend, the hearing may proceed in his absence.
- 9.3 A person whose membership has been so cancelled must be notified in writing forthwith and shall have the right to lodge an appeal to a General Meeting within sixty days of the cancellation. It shall be the responsibility of the President to call a General Meeting to deal with the appeal within ninety days of the appeal being lodged.

10 ASSOCIATE MEMBERS:

A Club may admit as an Associate member any person on payment of such subscription as the members at a properly constituted General Meeting shall decide. Associate members may exercise such other privileges as are from time to time decided by the ordinary members at a properly constituted General Meeting.

11 RESIGNATIONS:

Any member desiring to resign as a member of the Club shall do so by written notice to the Secretary, but no such resignation shall relieve any member from payment of any subscription in arrears or other monies due by him to the Club at the date of his resignation.

12 CLUB RECORDS:

- 12.1 The Secretary, on behalf of the Club, must comply with Section 27 of the Act by keeping and maintaining, in an up to date condition, a register of the members of the Club and their postal or residential addresses.
- 12.2 A member may at any reasonable time inspect, without charge, the Membership Register, the books, documents, records and securities of the Club.
- 12.3 The register must be so kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.
- 12.4 The Secretary must cause the name of a person who dies or who ceases to be a member under Rule 11 to be deleted from the register of members referred to in Rule 12.1.

ADMINISTRATION - GENERAL

13 OFFICE BEARERS:

13.1 The general management of the Club shall be vested in a Management Committee which shall consist of the duly elected President, Vice-President, Secretary, Treasurer, Obedience Chairperson, Show Chairperson and Breed Affairs Chairperson, being not less than three as a properly constituted General Meeting shall decide

14 SECRETARY:

- 14.1 The Secretary shall be elected by the members at the Annual General Meeting in accordance with Rule 26 hereof and should a casual vacancy arise between two Annual General Meetings, the provisions of Rule 28 hereof shall apply.
- 14.2 **The Secretary must:-**
- 14.2.1 Co-ordinate the correspondence of the Club.
- 14.2.2 Keep full and correct minutes of the proceedings of the Committee and Club.
- 14.2.3 Comply on behalf of the Club with:-
- a) Section 27 of the Act with respect to the register of members of the Club as referred to in Rule 12.
 - b) Section 28 of the Act by keeping and maintaining in an up to date condition the Rules of the Club and, upon the request of a member of the Club, must make available those Rules for the inspection of the member and the member may make a copy of or take an extract from the Rules but will have no right to remove the Rules for that purpose; and
 - c) Section 29 of the Act by maintaining a record of:-
 - i) The names and residential or postal addresses of the persons who hold the offices of the Club provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the Common Seal of the Club under Rule 60; and
 - d) The names and residential or postal addresses of any persons who are appointed or act as Trustees on behalf of the Club
- 14.2.4 The Secretary must, upon the request of a member of the Club, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose.
- 14.2.5 Perform such other duties as are imposed by these Rules on the Secretary.
- 14.3 Nothing in these rules, however, shall prevent one person holding the combined offices of Secretary and Treasurer of the Club.
- 14.4 The Club may appoint joint Secretary and Treasurer, should it so desire without it being necessary to alter these Rules to that effect.

15 MANAGEMENT COMMITTEE

All Office Bearers and Management Committee Members shall be ordinary financial members of the Club and ordinary financial members of the Canine Association of Western Australia (Inc)

The Management Committee Shall comprise of:-

President, Vice-President, Secretary, Treasurer, Obedience Chairperson, Show Chairperson and Breed Affairs Chairperson

15.1 Combined Showing and Obedience and/or Agility Clubs.

At least 50% of the Committee including the President and Vice President(s) shall be Ordinary and or Life Members of the Canine Association of Western Australia (Inc). Not less than 70% of the

Executive positions including the offices of President and Vice President(s) are to be held by Ordinary or Life Members of the Canine Association of Western Australia (Inc). The remaining Committee members shall be financial members of the Club.

16 RESOLUTIONS AT A GENERAL MEETING

Any resolution carried at a General Meeting as a result of a properly circularised Notice of Motion shall be binding on the Committee.

17 ALTERATION OF THE RULES & DOMESTIC REGULATIONS

17.1 The Rules and Domestic Regulations of the Club may be made, altered or amended by members of the Club at a General Meeting provided that

17.1.1 Notice of intention to propose such new Rule or Domestic Regulation, alteration or amendment shall have been circulated to members at least 10 days prior to the meeting.

17.1.2 No resolution which in any way takes from Ordinary and Life members' equality of voting rights in the election of Office Bearers shall be put.

17.2 Any proposed new Rule or Domestic Regulation, alteration or amendment of existing Rules or Domestic Regulations must have been carried by Special Resolution and by at least seventy-five per cent (75%) of the members voting at a general meeting called in accordance with Regulation 17.1 above.

ADMINISTRATION – FINANCIAL

18 FINANCIAL MANAGEMENT

18.1 The Committee shall have the control and management of the income and expenditure of the funds of the Club in the period between Annual General Meetings and shall also be responsible for the entire management and superintendence of all the Club's other affairs and concerns.

18.2 Accounts shall be opened with a bank or banks decided by the Committee and those authorised to operate on such accounts, being not less than three duly elected office bearers of whom one shall be the Treasurer, shall be chosen by the Committee from time to time; any cheque or withdrawal from those accounts shall be signed by two of the three authorised signatories.

18.3 **The Treasurer must:-**

18.3.1 Be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Club and must issue receipts for those moneys in the name of the Club.

18.3.2 Pay all moneys referred to in Rule 18.3.1 into such account or accounts of the Club as the Committee may from time to time direct.

18.3.3 Make payments from the funds of the Club with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised by the Committee.

18.3.4 Comply on behalf of the Club with sections 25 and 26 of the Act with respect to the accounting records of the Club by:-

a) keeping such accounting records as correctly recorded and explain the financial transactions and financial position of the Club;

- b) keeping its accounting records in such a manner as will enable true and fair accounts of the Club to be prepared from time to time;
- c) keeping its accounting records in such manner as will enable true and fair accounts of the Club to be conveniently and properly audited;
and
- d) submitting to members at each annual general meeting of the Club accounts of the Club showing the financial position of the Club at the end of the immediately preceding financial year.

18.3.5 Whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in accordance with that direction.

18.3.6 Perform such other duties as are imposed by these Rules on the Treasurer.

18.4 In the event of surplus funds becoming available such funds may be invested in any investment from time to time sanctioned by law for the investment of Trust Funds in such manner as shall be decided by the committee in the case of Club Funds.

19 SUBSCRIPTIONS

19.1 The annual subscription shall be fixed by the members at a properly constituted General Meeting and shall be recorded in the Annual General Meeting minutes, held by the Secretary, and shall continue to be payable until altered by any subsequent General Meeting. Notice to change the subscription shall appear on the notice paper convening the meeting.

19.2 The date of payment thereof shall also be fixed at a properly constituted general meeting of members and may be altered from time to time as the members think fit.

19.3 Any person whose subscriptions shall be unpaid for two (2) calendar months from the commencement of the financial year shall be deemed an unfinancial member and shall not be entitled to any privileges of membership.

19.4 Any person whose subscription shall be unpaid for twelve (12) calendar months from the beginning of the financial year shall cease to be a member of the club.

20 FINANCIAL YEAR

The Club's financial year shall end on the 30th June

21 AUDITOR

The Auditor shall hold office from and including the first day of the month following the date of the meeting at which such election takes place.

22 PROPERTY

22.1 **The Secretary** must, unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in Rule 14.2.3 but other than those required by Rule 18.3 to be kept and maintained by, or in the custody of, the Treasurer.

22.2 **The Treasurer** must unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Club, including those referred to in Rule 18.3.4 and 18.3.5.

Reserved 23, 24

ELECTIONS

25 NOMINATION AND METHOD OF ELECTION OF OFFICE BEARERS:

Office Bearers of the Club shall be nominated in writing on the Club's nomination form prior to the commencement of the Annual General Meeting. No unfinancial members shall be nominated as an office bearer. Office bearers shall be elected at the Annual General Meeting of the Club.

25.1 Should the number required and no more be so nominated the Chairman of the meeting shall declare all candidates elected.

25.2 Should the number nominated exceed the number required, a ballot shall be taken to decide who shall fill the vacancies.

25.3 Should a less number than required be nominated prior to the commencement of the meeting, the vacancy shall be filled:

25.3.1 All positions not nominated for prior to the Annual General Meeting shall be filled by nominations from the floor at the Annual General meeting and decided on the night by the members present.

25.3.2 If insufficient nominations are received then the Chairman of the meeting shall declare those candidates elected and the remaining position/s may be filled by the committee or at a subsequent general meeting. (Domestic rule 7.4)

25.3.3 Nominations for members in absence shall only be valid if provided formally, in writing, with the nominees consent. (Domestic rule 7.1)

25.4 A returning officer who shall be a financial member of the Club shall be appointed at a Committee Meeting, prior to the General Meeting, and two scrutineers shall be appointed at the meeting to assist the Returning Officer.

25.5 During the election of officers, the Returning Officer shall control the meeting, supervise the voting and may exercise a deliberative vote. In the event of a drawn ballot he shall exercise a casting vote and announce the final voting figures.

26 VOTING FOR OFFICE BEARERS:

Each office shall be voted for individually and shall be decided by closed ballot on a simple majority method.

27 TERM OF OFFICE:

27.1 Office bearers shall commence to hold office upon the day following the meeting at which they are elected.

27.2 The President, at least one Vice President, Secretary, Treasurer and any other office bearer shall retire annually but shall be eligible for re-election subject to nomination.

27.3 One third of the remainder of the Committee or such number being not less than one third, as the members of the Club at a properly constituted General Meeting shall decide, shall retire each year and shall be eligible for re-election.

27.4 Any Committee member being absent from three consecutive committee meetings without reasonable cause may have his or her position declared vacant. The Committee shall be the sole judge as to whether the excuse rendered shall be considered reasonable.

27.5 No person shall hold office as a Committee Member for longer than three consecutive years without standing for re-election.

- 27.6 The Patron(s), Vice Patron(s) and Auditor shall be appointed annually at the Annual General Meeting.
- 27.7 Resignation from Office shall be made in writing, and shall not be effective until its formal acceptance at a properly constituted Committee Meeting.

28 CASUAL VACANCIES:

The method of dealing with casual vacancies shall be as follows:

- 28.1 **President:** vacancy in the office of President caused by death, resignation or ineligibility shall be automatically filled by the Senior Vice President who shall retain office for the remainder of the period for which his predecessor was appointed and the office of Senior Vice President will then be filled by the Junior Vice President, should the office of Junior Vice President be included on the committee, and that office declared vacant.
- 28.2 **Secretary/Treasurer:** vacancy in the office of Secretary/Treasurer caused by death, resignation or ineligibility, any office bearer of the Club may be appointed to the position of Secretary/Treasurer in which case the person so appointed shall be deemed to have resigned from the office previously held by him or her.
- 28.3 Vacancies in the number of Office Bearers or Committee (other than the President) caused by death, resignation, or ineligibility, and occurring at any time between two Annual General Meetings, shall be notified by the Secretary to the Committee prior to the first Committee Meeting held thereafter, and all such vacancies shall be filled by the Committee at that or a subsequent meeting. Any member so appointed shall retain office only for the remainder of the period for which his predecessor was appointed.
- 28.4 **Auditor:** in the case of the vacancy arising in the office of Auditor through any cause prior to the date of the Annual General Meeting, such vacancy shall be filled by the Committee immediately and such person or firm so appointed to fill such vacancy shall hold office until the first day of the month following the Annual General Meeting.

Reserved 29, 30.

MEETINGS

31 COMMITTEE MEETINGS:

- 31.1 Meetings of the Committee shall be held at such times as the President or a majority of the Committee considers necessary.
- 31.2 A meeting shall be held within one month of a Casual Vacancy occurring to deal with that and any other outstanding business.
- 31.3 A meeting shall be held prior to the Annual General Meeting to appoint the Returning Officer, to determine all other requirements for the conduct of the Annual General Meeting and to conduct any other outstanding business.
- 31.4 Meetings shall be held not less than twice annually.
- 31.5 At a Special Meeting of the Committee, no business shall be transacted other than that for which the meeting has been called, and of which Committee members have had due notice.

32 CONVENING OF COMMITTEE MEETINGS:

- 32.1 The Secretary shall convene meetings of the Committee by notifying each member of the Committee in such a manner as the Committee shall decide.
- 32.2 A meeting, once called, shall not be cancelled without the agreement of the majority of the Committee.

- 32.3 The President may convene a Special Meeting of the Committee at any time, and shall call a Special Meeting of the Committee on the written request of a majority of the members of the Committee.

33 GENERAL MEETINGS:

- 33.1 The Annual General Meeting of members shall be held each year within four calendar months of the end of the Club's previous financial year.
Such meetings shall:
- 33.1.1 Elect the office bearers and committee of the Club in accordance with these Rules.
 - 33.1.2 Elect the Auditor of the Club.
 - 33.1.3 Consider the annual report and yearly statements of accounts.
 - 33.1.4 Attend to any other business with which it is competent to deal under these Rules.
- 33.2 Other General Meetings shall be held from time to time as and when considered necessary by the Committee or in accordance with the Domestic Regulations.
- 33.3 The President of the Canine Association of Western Australia (Inc), or his Deputy, shall have the right to attend as an observer at any General or Special General Meeting of an affiliated Club.

34 SPECIAL GENERAL MEETINGS:

A Special General Meeting shall be called at any time by the Secretary, on the direction of the President, or on the requisition in writing of one-third of the financial members, but no business shall be transacted at any such meeting other than for that which it has been called.

(Note: Regulation 33.3 applies.)

35 NOTICES OF MEETING:

- 35.1 Notices of any General or Special General Meeting shall be posted or delivered to members at least ten days prior to the time fixed for such meetings.
- 35.2 Notices of any meeting may be published in the Canine News but the Club shall be responsible for posting notices to club members who are not financial members of the Association.
- 35.3 Notices published in the public press shall not be considered sufficient to comply with this rule.
- 35.4 The accidental omission to give notice to a member of any such meeting or the non-receipt of any such notice by a member shall not invalidate any resolution passed at any such meeting.

36 CHAIRPERSON and VICE-CHAIRPERSON:

Subject to this Rule, the President or in his absence the Vice President shall preside at all general meetings and Committee meetings and in their absence those present shall elect a chairman from among their number.

37 VOTING POWERS:

- 37.1 Each Committee member has a deliberative vote.
- 37.2 A question arising at a Committee meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.

38 QUORUM:

- 38.1 At all General Meetings a quorum shall consist of fifteen (15) financial members or one fifth of the number of financial members residing within a radius of 30km of the main Post Office of the town, city or area concerned, whichever is the lesser, except that the minimum number of members required to form a quorum at any general meeting shall be ten.
- 38.2 If within 30 minutes after the time specified for the holding of a General Meeting in a notice given under Rule 35.
- 38.2.1 a quorum is not present the general meeting lapses; or
- 38.2.2 the General Meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- 38.3 If within 30 minutes of the time appointed by Rule 38.2.2 for the resumption of an adjourned General Meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of that General Meeting as if a quorum were present.
- 38.4 When a General Meeting is adjourned for a period of 30 days or more the Secretary must give notice under Rule 35 of the adjourned General Meeting as if that General Meeting were a fresh General Meeting.
- 38.5 At all committee meetings a quorum shall consist of fifty percent (50%) of all members. In the event of a quorum not being reached within thirty (30) minutes of the appointed time for any meeting, such meeting shall be abandoned.

39 HOW QUESTIONS ARE TO BE DECIDED:

Subject to proviso hereinafter contained, all matters (except the election of office bearers) to be dealt with at any meeting shall be determined on the voices unless a division or ballot be called for, in which case the question shall be decided by a simple majority of those present and eligible to vote.

40 RESCINDING RESOLUTIONS:

- 40.1 No motion, the effect of which, if carried, would be to rescind any resolution previously determined at any meeting held for the preceding twelve months shall be entertained unless notice of intention to move the same shall have been given to the Secretary in writing at least fourteen days prior to the holding of the meeting at which it is proposed to move such resolution.
- 40.2 For the purposes of this Rule, in the case of equality of voting the motion shall be deemed to be lost.
- 40.3 All Notices of Motion must be circulated to members at least ten days prior to the meeting at which the motions are to be dealt with.

Reserved 41 – 44

DISCIPLINARY

45 MISCONDUCT

Any member violating the rules of the Club may be disqualified, fined or otherwise penalised by the Committee, and any member who shall be proved to the satisfaction of the Committee to have conducted himself in connection with dogs or shows or in any way which would make it undesirable that he should continue to be a member, may be penalised provided that the member has been granted a hearing in accordance with Regulation 9.

46 NOTIFICATION OF PENALTY

A person who has been penalised under Rule 45 shall have the right to appeal must be notified in writing forthwith by officially recorded mail and shall have the right to appeal to a General Meeting. The notification of any finding against a member/s shall be accompanied by the Regulations covering the lodgement and hearing of an Appeal.

APPEALS

47 RIGHT OF APPEAL

- 47.1 Notice of Intent to Appeal must be received by the Secretary of the Club within seven days of receipt of notification by officially recorded mail of the determination against which an appeal is to be made
- 47.2 A date for an Appeal shall be set insofar as is possible between the Club and the appellant but shall be at least four weeks and not more than ninety days after the Notice of Intent to Appeal has been received. It shall be the responsibility of the President to finally set the date and call a General Meeting to deal with an appeal.
- 47.3 Grounds for an appeal must be precise and stipulate in detail each of the grounds on which it is based and must be submitted to the Club at least fourteen days prior to the date set for the appeal to be heard. Should the grounds for appeal not be received by the Club Secretary at least fourteen days prior to the date set for the appeal to be heard then the appeal shall lapse.
- 47.4 No new evidence may be permitted in an appeal.
- 47.5 Should sufficient new evidence be raised in the grounds for an appeal and adequate reasons given why it was not raised at the original hearing, the Club's Executive comprising any two of the President, Vice President/s or Club Secretary may if they see fit order a new hearing by the Club Committee.
- 47.6 The appellant shall have the right to personally present his/her appeal or he/she may be represented provided that such representative shall not be a legal practitioner.

Reserved 48,49.

PROCEDURE FOR APPEALS TO A GENERAL MEETING:

50 PRELIMINARY

- 50.1 An impartial adjudicator acceptable to both parties shall be appointed to chair the Special General Meeting. Where agreement cannot be reached, an adjudicator shall be appointed by the President of the CAWA.
- 50.2 Only financial members may attend a Special General Meeting to hear an Appeal, with the sole exception of the appellant's representative, if he/she is to be represented.
- 50.3 All financial members attending to be issued with voting papers.
- 50.4 Copies of appropriate documents may be distributed to all members as they are signed in to the meeting. Such documents should carry the following notice at the top of every page "This document is circulated for the sole purpose of enabling an informed decision to be reached in this appeal and may not be used for any other purpose and must be handed back at the conclusion of the meeting."

51 REPRESENTATION

- 51.1 The appellant may be represented by a person who is not, nor has been, a legal practitioner.
- 51.2 If the appellant is to be represented, the person representing the appellant shall give his/her name and profession, in writing, to the Adjudicator prior to the commencement of proceedings. If the appellant is represented, only the representative may speak on his behalf during the hearing.

52 CHAIRING THE APPEAL

- 52.1 The Club President or his deputy shall open the Meeting, introduce the appointed adjudicator and relinquish the Chair.
- 52.2 The adjudicator shall take the Chair and explain the reasons for the meeting and that the proceedings are being recorded in the interest of justice for both parties. He will then explain the procedures to be followed.

53 VOTING

- 53.1 A simple majority will carry or defeat any Motion.
- 53.2 The Adjudicator will not exercise a vote.
- 53.3 All voting on the charges to be by secret ballot.
- 53.4 Equality of voting means the status quo remains; i.e. the appeal is lost.
- 53.5 Each charge will be dealt with in turn and either upheld or rescinded.
- 53.6 Should all charges against the appellant be rescinded all penalties imposed on him/her shall be automatically lifted.
- 53.7 Should one or more, but less than all of the charges be rescinded, it is open to the meeting to move either of the following.
 - 53.7.1 That the penalties imposed be ratified.
 - 53.7.2 That the penalties imposed be rescinded.
 - 53.7.3 That the penalties be varied as specified by the meeting.

54 APPEAL PROCEDURE

- 54.1 The appellant or his representative to move that the determination/s against him/her be rescinded and present the grounds for appeal and call witnesses if desired. The appellant may say why the Committee's decision is thought to be wrong or set out grounds for showing why the Committee's decision should not be put into effect.
- 54.2 The Committee representative may question the appellant/representative and/or witness.
- 54.3 The appellant or his representative may question the Committee representative and/or witnesses.
- 54.4 The Committee may question the Committee representative the appellant or representative or witnesses.
- 54.5 Members may question the Committee or the appellant or his representative or witnesses.

Reserved 55 – 59

60 COMMON SEAL

“This Regulation must be adopted by Incorporated Bodies.”

- 60.1 The Club shall have a common seal on which its corporate name shall appear in legible letters.

- 60.2 The common seal of the Club shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the Club Minute Book.
- 60.3 The affixing of the common seal of the club shall be witnessed by any two of the President, Secretary and the Treasurer or other nominated office bearer.
- 60.4 The common seal of the Club shall be kept in the custody of the Secretary or such other person as the Committee from time to time decides.

61 DISSOLUTION CLAUSE:

- 61.1 The Club shall be deemed to have been dissolved if and when a special resolution to that effect be carried by the affirmative vote of not less than seventy-five per cent (75%) of the members of the Club on a poll taken in such manner as the Committee shall arrange to determine whether or not the Club shall be wound up Club shall be wound up.
- 61.2 In the event of the dissolution of the Club the Canine Association of WA Inc. will be advised in writing within 14 days.
- 61.3 If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same must not be paid to or distributed among the members, or former members of the Club.
Any surplus property must be given or transferred to some other Club incorporated under the Act which has similar objects, wholly or in part, to the objects of the Club and which is not carried out for the purposes of profit or gain to its individual members and prohibits the distribution of its or their income and property among its or their members, or charitable purposes.
The Club to which any surplus property is to be given or transferred to shall be determined by a special resolution of the members at or before the time of dissolution or winding up and in default thereof or if and insofar as effect cannot be given to such determination then such payment or distribution shall be determined by a Judge of the Supreme Court.

GERMAN SHEPHERD DOG ASSOCIATION of WA (Inc)
DOMESTIC REGULATIONS

D.1 MANAGEMENT OBJECTS

- 1.1 To purchase or take on lease or in exchange or otherwise acquire any real or personal property, rights or privileges which the Association may consider necessary or desirable in order to effectuate any of its objects.
- 1.2 To construct, improve, maintain or alter any building or works necessary or convenient for the purpose of the Association.
- 1.3 To take any gift or property, whether subject to any special trust or not, for any of the objects of the Association.
- 1.4 To deposit any monies of the Association, not immediately required, in any Bank or to invest in any of the following investments.
- 1.5 Any investments in which, by the laws of Western Australia, the Association is authorised to invest.
- 1.6 The purchase upon mortgage of any land of any tenure, improved or unimproved.
- 1.7 To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the form of donations, subscriptions or otherwise.
- 1.8 To sell, manage, lease, mortgage, dispose of or otherwise deal with, all or part of the real or personal property of the Association, upon approval of the members of the Association.
- 1.9 To undertake and execute any trusts which may seem directly or indirectly conducive to the objects of the Association.
- 1.10 To borrow or raise money, in such manner as the Association may think fit, with power to give mortgage, bonds, debentures, promissory notes, guarantees or other securities for any money and for the interest thereon charged upon all of the property of the Association.
- 1.11 To print or cause to have printed and published any newspaper/s, periodical/s, book/s or leaflet/s that the Association may think desirable for the promotion and furthering or effectuating any of the objects of the Association.
- 1.12 To become the proprietor of, and to register as the proprietor of any newspaper/s, journal/s or publication/s which may be deemed necessary for the furthering or effectuating any of the objects of the Association.
- 1.13 To establish and support and to aid the establishment and support of any other association or club formed for all or any of the objects of this Association.
- 1.14 To amalgamate with any companies, institutions, clubs or associations having objects altogether or in part similar to those of this Association.
- 1.15 To use and exercise all the powers, privileges and authorities conferred by the Associations Incorporation Act or any amendment or re-enactment thereof.
- 1.16 To grant affiliation with this Association, to any other institution, club or association having objects altogether or in part similar to those of this Association.
- 1.17 To establish and support the formation of training grounds of this Association which may be formed in accordance with this constitution and the rules.
- 1.18 To do any or all such acts, matters of things as are conducive to or

incidental to the attainment of the above objects. Provided that none of the said objects shall be done or effected for the purpose of trading or for the purpose of securing pecuniary profit to the members of the association. Provided that nothing herein before contained shall prevent the payment in good faith or remuneration or reimbursement to any officer, member or servant of the Association in return for any services actually rendered to the Association, nor prevent the payment of interest at the rate not exceeding current bank interest per annum in money lent, or prevent the payment of reasonable and proper rent for premises demised or let by any member of the Association, or repayment of out of pocket expenses and interest as aforesaid on money lent, or reasonable and proper rent for property or premises rented to the Association.

D.2 AFFILIATION

- 2.1 The Association may apply for, or affiliate with, any body recognized by the Canine Association of W.A. and the ANKC as may be decided by a General Meeting or a Special General Meeting of the Association.
- 2.2 Notice of intention to propose such new rule, alteration or amendment shall have been circulated to members at least 10 days prior to the meeting in accordance with Constitution rule 17.1.1.

D.3 OFFICE BEARERS

See Constitution rule 15

D.4 DUTIES OF THE OFFICE BEARERS OF THE MANAGEMENT COMMITTEE

4.1 PRESIDENT

The President shall be the recognised head of the Association. He shall preside at all meetings in connection with the business of the Association and see that such meetings are conducted in a proper manner in accordance with standing orders and the rules of debate. He shall sign all documents requiring his signature as head of the Association and shall ensure the well-being and objects of the Association. He shall be empowered to instruct the Honorary Secretary to call Committee Meetings or Special Meetings of members in the case of emergency. Notwithstanding anything herein contained, the President may for the purpose of presenting, supporting or moving against any motion or notices of motion, decline to preside at such meetings for the purpose of speaking or voting for or against such motions, whereupon he shall be entitled to speak from the floor, and vote for or against such motion as if he were an ordinary member.

4.2 VICE-PRESIDENT

The Vice-President shall be responsible for the following positions – Webmaster, Magazine Editor, Public Relations Officer and Ground Managers. He shall also assist the President at all meetings relating to the Association, to assist the President at all meetings in connection with the business of the Association, to take the chair and conduct all meetings with the full presiding powers, in the absence, inability or deference of the President to preside over such meetings. Notwithstanding anything herein before contained, the Vice-President in the absence, inability or deference of the President to preside a meeting, may decline to preside over such meeting for the purpose of

presenting, supporting or moving for or against any motion or notice of motion from the floor and vote for or against those motions as if he were an ordinary member. In such cases a Chairman shall be elected by the members entitled to vote. The Vice-President shall sign all confirmed minutes which are confirmed at any meeting over which he presides. The Vice-President shall carry out any other duties which may from time to time be designated by the Management Committee of the Association.

4. HONORARY SECRETARY

The Honorary Secretary shall be responsible for the following positions – Minute Secretary and Membership Officer. The Secretary shall also be responsible for the custody of, the entering and maintaining of all of the Association records. The Secretary shall convene all meetings, and arrange for a Minute Secretary to take minutes of all meetings. The Secretary shall attend to all correspondence, produce when required all documents, books and records in his possession, prepare returns and registers. The Secretary shall keep an up to date register of members and associate members, in which he shall record the names and addresses of each respective class of members of the Association, and shall also enter the date each member is admitted to the Association and record therein payment of all subscriptions by those members. Notwithstanding anything contained herein, the Secretary may delegate any of the above duties to the Minute Secretary or the Membership Officer, whilst maintaining overall responsibility thereof. The Secretary shall at all meetings be allowed the right to speak on any motion and allowed to vote thereon. The Honorary Secretary shall carry out any other duties which may from time to time be designated by the Management Committee of the Association.

4.4 HONORARY TREASURER

4.4.1 The Treasurer shall be responsible for the following positions – treasurers of the Trials, Show and SBE sub-committee, the Shop and the Canteen. The duties of the Treasurer shall be to keep a detailed account of all monies and expenditure by the Association, produce when required all books and records in his possession, prepare a balance sheet to be presented at the Annual General Meeting together with a list of Association property, and their valuation, attend and assist the Auditor when auditing, pay all monies into the Association's bank accounts at the bank as soon as possible after receiving same. Produce all books for inspection when required, prepare and present at each meeting of the Association, a statement of receipts and expenditure since the last preceding meeting of the Association, and read the state of the financial position of the Association. In addition the Treasurer shall carry out such other duties as the Management Committee shall from time to time delegate to the Treasurer. The Treasurer shall at all meetings be allowed the right to speak on any motion and vote thereon.

4.4.2 The Treasurer shall be responsible for ensuring that any recommended change of membership subscriptions appears on the notice paper of the next appropriate meeting.

4.4.3 The Treasurer shall receive all financial statements from the appropriate subcommittees within 7 days of receipt.

4.5 BREED AFFAIRS CHAIRPERSON

The Breed Affairs Chairperson shall be responsible for the following positions – Tattoo Registrar, Club Registrar (Surveys), HD/ED Registrar. He shall have experience and knowledge of the German Shepherd Breed, the Recommended Breed Practices and the National Council Breed Schemes. In the event where nobody nominates for the position, the members at the Annual General Meeting shall nominate the most suitable person for the position. He shall be responsible for all breed matters pertaining to the GSD. He shall chair meetings such as Breed Forums / Breeders Forums. He shall prepare reports for the GSDCA. The Chair of the Judges sub-committee shall be voted on by the members of the Judges sub-committee at the first Judges meeting after the Annual General meeting. The Breed Affairs Chair shall carry out any other duties which may from time to time be designated by the Management Committee of the Association.

4.6 OBEDIENCE CHAIRPERSON

The Obedience Chairperson shall be responsible for the following positions – Trials including the SBE, Obedience Training, Agility/Jumping and E.T. The Obedience Chairperson shall be an experience Obedience Trainer / Instructor. In the event of no nominee, a General Meeting shall have the power to fill the resulting vacant position with any member according to the criteria, which it shall determine as suitable for an “Interim Obedience Chairperson”. The Obedience Chairperson shall be responsible for all GSD obedience training matters of the Association, including the conduct and co-ordination of the training classes, instructors’ courses, graduation events. The Chair of the Instructors sub-committee shall be voted on by the Instructors at the first meeting of the Instructors sub-committee after the Annual General meeting. Potential instructors shall be selected by the sub-committee and be invited to complete the Instructors course. The Obedience Chairperson shall carry out any other duties which may from time to time be designated by the Management Committee of the Association.

4.7 SHOW CHAIRPERSON

The Show Chairperson shall be responsible for the following positions – Members Competitions, Open Shows, Championship Shows and the SBE. This is a new position and further duties may be added to this at a future time. The Show Chairperson shall carry out any other duties which may from time to time be designated by the Management Committee of the Association.

For reference:

Minute Secretary, Ground Manager/s (Metro), Ground Manager/s (Country), Public Relations Officer. Will no longer be part of the Management Committee of the GSDA of WA but will continue to be Officers of the Association

D.5 NOMINATION AND METHOD OF ELECTION OF OFFICE BEARERS OF THE MANAGEMENT COMMITTEE AND OFFICERS OF THE ASSOCIATION

5.1.1 Nomination and Election of Office Bearers of the Management Committee and Officers of the Association shall be in accordance with Constitution rule 6 with the exception of Country Ground

- Manager/s who shall be elected at the Country Training Grounds General Meeting.
- 5.1.2 The nomination paper shall include
The Office Bearers of the Management Committee i.e. President, Vice President, Secretary, Treasurer, Show Chairperson, Obedience Chairperson, Breed Affairs Chairperson.
And the Officers of the Association i.e. Minute Secretary, Ground Manager/s (Metro), Ground Manager/s (Country), Public Relations Officer.
- 5.2 Office Bearers of the Management Committee and Officers of the Association shall be in accordance with regulation D. 3.
- 5.3 All nominations shall be lodged with the Returning Officer not less than twenty eight (28) days prior to the date of the Annual General Meeting, such closing date and time shall be clearly defined in the notice calling for nominations, each nomination shall be signed on the prescribed form by the proposer and seconder, and must be signed by the person nominated, all of whom must be financial members of the Association at the time such nomination is completed.
Such nominations shall be lodged with the Returning Officer as herein provides, and shall be contained in a sealed envelope endorsed "NOMINATION PAPER". All such papers shall remain sealed until authorized to be opened by the Returning Officer at a Committee Meeting which shall convene within seven (7) days from the closing date for the lodging of nominations as aforesaid.
Nominations received after the date and time specified shall not be accepted irrespective of any cause or delay whatsoever. All positions not nominated for prior to the Annual General Meeting shall be filled by nomination from the floor at the Annual General Meeting and decided by the members present.
- 5.4 A candidate may withdraw his nomination by written notice to the Returning Officer, or to the Chairman at the Annual General Meeting, provided such withdrawal is made prior to the distribution of the ballot papers at the said meeting, such withdrawal may be made without the consent of the proposer and/or seconder.
- 5.5 Any member may nominate for not more than two (2) positions as Office Bearers of the Management Committee but if elected to one position, his nomination for the other shall automatically lapse.
- 5.6 Members must submit postal votes on the official ballot papers for the election of Office Bearers of the Management Committee and Officers of the Association and votes must reach the Returning Officer at least forty eight (48) hours prior to the advertised commencement time of the Annual General Meeting. Ballot papers, Ballot envelope, Counterfoil and Counterfoil envelope will be posted to financial members after nominations for Office Bearers of the Management Committee and Officers of the Association have closed. Ballot papers are to be filled in and sealed inside the Ballot Envelope, the Counterfoil is to be filled in with member's name, address, membership number and signature which is then placed inside the Counterfoil envelope. The Ballot envelope and the Counterfoil envelope are then placed into an envelope that is addressed to the Returning Officer.

Any votes that are not strictly in accordance with the aforesaid will be declared invalid.

- 5.7 Country Ground Managers shall be elected by members of their training grounds at a properly constituted meeting at that ground, to be conducted on or about the same time as the scheduled AGM of the Association. Nominations for the position of Country Ground Manager shall be called for at the General Meeting. Should no more than one member be nominated the Chairman shall declare that candidate elected. Should there be more than one member nominated, a ballot of those present and eligible to vote shall be taken to decide who shall fill the vacancy.

D.6 SUB-COMMITTEES, CO-ORDINATORS AND SPECIAL OFFICERS

- 6.1 Sub-committees of the Association shall be:- TRIALS (Obedience, Agility, Tracking and Endurance) SHOWS (Championship shows, Members Competitions, Open Shows & the State Breed Exhibition) Judges, Breed Affairs, Training Grounds (Metro and Country), Obedience Instructors, Property and Social
- 6.2 The sub-committee of Judges, Training Grounds Working Party and Obedience Instructors shall be chaired by the elected Judges' Chair, Ground Managers and the Obedience Chair respectively. The other sub-committees shall be chaired by a separate co-ordinator who shall report those sub-committees activities to the designated Office Bearer on the Management Committee
- 6.3.1 Sub-committees other than those named in D6.2, shall be elected in accordance with Regulation D7 notwithstanding vacancies and new positions being filled by the Committee or at a General Meeting during intervening times. Each sub-committee shall hold a meeting within 2 months following the ratification by the members of the Association of that sub-committee. The co-ordinators and a structured committee shall be elected from within the relevant sub-committee at this first meeting.
- 6.3.2 Registrars - nominations for these positions will be called from the floor at the November/December quarterly meeting.
- 6.3.3 Special Officers – nominations for these positions shall be called for from the floor at the Annual General Meeting
- 6.4 All activities of a non-routine nature to be conducted by sub-committees, coordinators or special officers shall be approved by the Management Committee prior to being commenced.

D.7 NOMINATIONS AND METHOD OF ELECTION OF SUB-COMMITTEES

- 7.1 Nominations for sub-committee members shall be called for at the November/December Quarterly Meeting. Nominations for members in absence shall only be valid if provided formally in writing with the nominees consent
- 7.2 Should the number required and no more be so nominated, the Chairman shall declare all Candidates elected
- 7.3 Should the number nominated exceed the number required, a secret ballot shall be taken to decide who shall fill the vacancies.

- 7.4 Should the number of members nominated be less than the number of members required, the Chairman of the meeting shall declare those candidates elected and the remaining position may be filled by the Committee or at a subsequent General Meeting.
- 7.5 To be eligible for nomination to the Judges sub-committee, a member shall have one of the following pre-requisite qualifications. GSDCA Breed Surveyor, GSD Specialist Judge, Group 5 Judge, Trainee GSD Judge or any special qualification deemed by Committee to be of value to the breed.
- 7.6 To be eligible for nomination to the Obedience Instructors sub-committee a member shall have at least one of the following pre-requisite qualifications, Licensed Obedience Judge, Licensed Tracking Judge or qualified Obedience Instructor.
- 7.7 Pre-requisite qualifications for the Judges sub-committee and the Obedience Instructors sub-committee shall be published in the Association's Newsletter at the time of calling for nominations for sub-committees.

D.8 QUORUM See Constitution rule 38

D.9 MAGAZINE EDITOR

- 9.1 Nomination for the position of Magazine Editor shall be called for at the Annual General Meeting. Should there be no more than one member nominated, the Chairman of the meeting shall declare the nominee elected. Should there be more than one member nominated, a ballot of those present and eligible to vote shall be taken to decide who shall fill the vacancy.
- 9.2 The holder of this position shall have the right, ex officio, to attend the Association's Committee Meetings and speak to his portfolio at such meetings but shall not have the right to vote.

D.10 TERMS OF OFFICE

- 10.1 The Patron/s, The Honorary Veterinary Surgeon and the Auditor shall be appointed annually at the Annual General Meeting.
- 10.2 The Office Bearers of the Management Committee or Officer of the Association may be removed on the vote of a majority of members entitled to vote at a Special General Meeting called for this purpose.
- 10.3 Should the Management Committee resign, or be removed from office, the members present, entitled to vote at such Special General Meeting, shall elect a new Management Committee who shall hold office for the remainder of the current year.
- 10.4 All Office Bearers of the Management Committee and Officers of the Association shall retire annually but shall be eligible for re-election.

D.11 TYPES OF MEMBERSHIP

- 11.1 Single Membership:- Any person sixteen (16) years or over shall be eligible for single membership.
- 11.2 Double Membership:- Any person and their spouse or de facto

partner shall be eligible for Double Membership.

- 11.3 Family Membership:- A Family membership shall be for Parent/s and bona fide dependent children up to eighteen (18) years of age, Grandparents and bona fide grandchildren up to eighteen (18) years of age and Official Guardians and children under the guardianship up to eighteen (18) years of age, such children shall be eligible for all the privileges of junior membership.
- 11.4 All other partnerships or individuals are excluded from the Double or Family membership.
- 11.5 Junior Membership:- The Association may admit as a Junior Member any person under eighteen (18) years of age, who owns or part owns a German Shepherd Dog, on payment of such subscription as the members at a properly constituted General Meeting shall decide. Junior Members may not hold office nor vote at any General Meeting but may exercise such other privileges as are from time to time decided by the members at a properly constituted General Meeting.
- 11.6 Country Membership:- Any person/s residing in excess of 50 kms from the GPO Perth. The Club may admit as a Country Member any person on payment of such subscription as the members at a properly constituted General meeting may decide.
- 11.7 Life Membership:- The Office Bearers of the Management Committee may, with the consent of a General Meeting, confer Life Membership upon any member in recognition of valuable service rendered to the Association provided the following conditions are met.
- 11.7.1 That nomination of life membership of the GSDA of WA first be presented to the Committee, together with the rationale for awarding such honour, for general discussion at a Committee Meeting. Their recommendations to go to a General Meeting.
- 11.7.2 The member nominated for life membership to have been a continuous member of the Association for at least seven (7) years.
- 11.7.3 A majority of persons at the General Meeting who are eligible to vote must vote in the affirmative for the life membership to be confirmed. For the purpose of granting life membership, abstaining votes will count as negative.
- 11.7.4 a Where one member of a Family membership, Double membership or de facto relationship is honoured with life membership by the Association, the spouse will also receive the privilege of membership (whilst there is no change in the relationship).
- 11.7.4 b Where a single member is honoured with life membership by the Association the spouse does not receive any privileges of membership.
- 11.7.4 c Where a member marries or enters a de facto relationship after being honoured with life membership by the Association, the spouse is not entitled to the privileges of membership and must be an ordinary member in their own right.
- 11.7.5 Life Members shall pay for the National Review if they wish to receive it.

11.8 Honorary Membership:- -Any person visiting this state,-who is a bona fide financial member of any other German Shepherd Association or Club or Council may be made an Honorary Member of the Association and shall during such visit be granted all rights and privileges of a member except the right to hold office or vote at any Association meetings, provided that such membership be limited to eight (8) weeks. (approval by any member of the Executive.)

11.9 Associate Membership
Any person may become an Associate Member on payment of such subscription as the members at a properly constituted General Meeting shall decide.
The privileges of Associate membership of the GSDA of WA (Inc) shall consist of the right to attend any General Meeting, as an observer only, and, subject to age constraints, (under eighteen (18) years of age), the right to compete as a junior handler in GSDA of WA (Inc) point score competitions.

D.12 TRAINING

Obedience and show training classes shall be conducted by the Association at such places and such times as may from time to time be designated by the Management Committee. To be eligible to attend such training classes with a dog other than a German Shepherd, it is a pre-requisite that the member must own a German Shepherd Dog. Training programs, methods and rules shall be laid down by the Management Committee in conjunction with the Instructors. These rules are not to contravene those of the Australian National Kennel Council.

D.13 RIGHT TO REFUSE ENTRY See CAWA Regulation B19

D.14 MISCONDUCT

14.1 Any member of the Association violating the rules of the Association shall be liable to be penalised by the Management Committee in accordance with Constitution rule.45 and Constitution rule.46.

14.2 Any member of the Association whose action is deemed by the Management Committee to be of a disruptive nature and is likely to place the good name of the Association or its members in disrepute may be reprimanded and/or advised that their membership has been suspended.

14.3 Members shall have the right to appeal in accordance with Constitution rule.47.

D.15 MONIES AND ASSETS

Any monies or material assets raised by any member of the Association in connection with any Club, committee or sub-committee activity, before, during or after that activity, formal or otherwise shall be deemed as monies and/or assets of the Association and shall be paid or accounted for to the Honorary Treasurer as soon as possible, but under no circumstances later than one (1) month after completion of the activity.

D.16 ACCEPTANCE OF RULES

At any Show, Exhibition, Competition etc. conducted by the Association, entrants shall be bound by the rules and regulations of the Canine Association of Western Australia and the rules and regulations of the GSDA of WA (Inc).

D.17 STANDING ORDERS

- 17.1 These Standing Orders shall be applicable to all General Meetings and shall be construed subject to the Constitution.
- 17.2 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- 17.3 If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.
- 17.4 The following order shall be strictly adhered to at all General Meetings except that a majority vote of members present at a meeting may suspend Standing Orders to allow disposal of urgent or special business:-
Open the Meeting
Confirmation of the minutes of the previous General Meeting
Business Arising from the previous Minutes
Correspondence
Proposal of New Members
Reports
Finance
Motions on Notice
General Business
- 17.5 Motions on Notice:-
- 17.5.1 No Motion on Notice shall be proceeded with unless the member who gave such Notice, or another member authorised by him to present the Motion on Notice, is present when the business is called to order in which case the Motion shall lapse.
- 17.5.2 A Motion may be placed on Notice at any time during a General Meeting.
- 17.5.3 Due Notice of Motion must be given when the purpose of the Motion is to rescind or amend any rule, regulation or previous resolutions of the Association or for the purpose of introducing new Rules or Regulations.
- 17.5.4 A member giving Notice of Motion shall read it aloud and hand to the Secretary a signed copy of such notice together with his full name and date it is proposed to bring on such Notice.
- 17.5.5 A Motion on Notice may validly be amended but such amendment must not go beyond the scope of the Notice convening the meeting.
- 17.6 Any member desiring to move a Motion or move an amendment or discuss anything under consideration, must rise and address the

Chair. No member, so speaking, shall be interrupted unless called to order and the member so calling order shall be heard in preference to any other speaker.

17.7 Points of Order:-

17.7.1 The person drawing attention to the alleged irregularity shall rise and say "Point of Order", and then state the incident objected to and his reasons for the objection.

17.7.2 A point of order must be taken as soon as the alleged irregularity occurs and cannot be taken at any other time. A speaker who has the floor at the time will thus be interrupted.

17.7.3 A point of order takes precedence over all other business, including procedural motions, but not over a call for a quorum.

17.7.4 The point of order is open to discussion, and other speakers can give their reasons why it should be upheld or overruled. Such discussion must take place before the Chairman gives his ruling.

17.7.5 When all who desire to speak on the point of order have done so (only one speech per person, including the person talking the point of order, is permissible), the Chairman shall give his decision, with his explanation. The Chairman's ruling shall be final.

17.8 When the Chairman rises to speak any member on his feet shall resume his seat.

17.9 Any Motion not Seconded shall not be debated.

17.10 All Motions shall be read from the Chair before being debated.

17.11 Where two or more members rise simultaneously, the Chairman shall adjudicate as to who will speak first.

17.12 Dissent from a Chairman's Ruling

17.12.1. Any person disagreeing with a ruling from the Chair, other than on a point of order, may move "That the Chairman's ruling be dissented from". There should be no discussion and, accordingly, no seconder is needed. A Deputy Chairman should take the Chair although this is not essential.

17.12.2. The question is put in a positive form "That the Chairman's ruling be upheld". Thus those disagreeing with the ruling vote "No". [Note: A dissent motion is not a vote of no confidence. It is used either to correct a bona fide mistake on the Chairman's part, or to give legitimate effect to the will of the meeting].

17.13 A member may only speak once to any Motion or any amendment. Thereto provided the proposer of the Motion shall have the right of reply, and any member may, with the permission of the Chairman, speak in explanation only.

- 17.14 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
- 17.15 The Chairman may at any time interrupt a member then speaking and such person shall not proceed until given permission to do so by the Chairman.
- 17.16 An amendment proposed and not seconded cannot be debated nor placed in the Minutes.
- 17.17 Amendments shall be considered one at a time until the matter has finally been dealt with. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
- 17.18 An amendment must not amount to a direct contradiction of a motion, nor must an amendment so alter the substantial nature of the motion that it results in a motion relating to an entirely different subject.
- 17.19 As soon as debate is concluded on any question, the Chairman shall put the question to the meeting in an audible manner. No member may speak on any motion after it has been put by the Chairman.
- 17.20 During discussion any member entitled to vote may move that the question be now put.
- 17.21 The question having been put shall be resolved in accordance with Constitution rule.39. On an equality of voting, the Chairman shall declare the question resolved so as to maintain the status quo.
- 17.22 A motion being lost cannot be represented again at that meeting but may be resubmitted at a subsequent meeting.
- 17.23 Any member persistently ignoring the Chairman's direction shall be asked to vacate the meeting and, if necessary, be removed.
- 17.24 Any procedural matters not dealt with in these Standing Orders shall be governed by the principles set out in 'Guide for Meetings and Organizations' by N.E.Renton.