

SHEPPARTON & DISTRICT OBEDIENCE DOG CLUB INC.

CURRENT BY-LAWS AS OF Dec 2019

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BY-LAW NO. 1 ANNUAL SUBSCRIPTION AND FEES

1. The Annual Subscription shall be determined in accordance with the Constitution Part 3 Rule 13 (3)(c)&Part 4, Rule 30 (4)(d) of the Constitution and shall be in respect of the period 01January to the 31December, subject to a period of grace as defined in the Constitution Rule 18 (2)(iii).
2. Membership renewals will be available from 01November each year for the following year.
3. Memberships not renewed by the last Sunday in February will incur a re-joining fee.

BY-LAW NO. 2 POSITIONS

Positions available here under may be held by any Member of the Club as accepted by the Committee.

- Training Supervisor
- Property Steward
- Public Relations Officer
- Trial Secretary
- Trial Manager

BY-LAW NO. 3 DUTIES OF SECONDARY OFFICERS OF THE CLUB

1. CHIEF INSTRUCTOR/TRAINING SUPERVISOR: shall be appointed by the Club Committee and shall therefore issue direction to appointed instructor Members using the training methods approved by the Club Committee.
2. PUBLIC RELATIONS OFFICER: shall be responsible for the Clubs Newsletter, also for contact with any media regarding the Clubs activities, this role is separate to the secretary.
3. PROPERTY STEWARD: subject to such direction as the Committee may from time to time give, the Property Steward shall control all Property owned, hired, leased or which at any time is the responsibility of the Club (herein call the Property). The Property Steward shall keep a true and up to date record of all property, its location, condition and in any event of occasion which is detrimental to such property. The Property Steward shall undertake a physical check of all property and submit a written report to a General Meeting one (1) month prior to a Trial and to the Annual General Meeting.

BY-LAW NO. 4 MEMBERSHIP

Membership of the Club shall consist of:

- a) **Single Membership**
- b) **Family Membership** (includes two (2) adults, being husband/wife/defacto and children age and between 10 and 16 years from one household).
- c) **Junior Membership** – any person from the age of ten (10) but under the age of sixteen (16) years of age may be admitted as a Junior Member of the Club, but shall cease to be a Junior Member at the end of the financial year in which he or she attains their 16th year.
- d) **Life Member** – any person may be nominated as a Life Member of the Club in recognition of services rendered towards any of the objectives of the Club, however, not more than two (2) persons may be appointed as Life Members of the Club in any one year.
- e) **Honorary Member** – any person may be nominated as an Honorary Member but such nomination shall not exceed two (2) in any one year.
- f) **Insurance fee** - Members that are not current financial Members of Dogs Victoria/VCA may incur an additional insurance fee in addition to their Membership depending on the affiliation status of the Club.
- g) Club joining fees and Membership fees are non-refundable except within the first 14 days of application to become a new Member/initial application (cooling off period).

- h) All Junior Members shall have a parent/guardian present and supervising the Junior Member, until such time as an appointed instructor directs that the Junior Member has the capability to handle that particular dog.
- i) Name tags shall always be worn by all Members during training . No name tag, No training that day.
- j) All children either training or visiting the Club are the responsibility of their parents/guardians at all times while at the Club, this means;
 - a. A parent/guardian must be present with the child at all times, any visiting children are not to be left unattended at any time while at the Club.
 - b. No visiting child is allowed to be on the training ground at all while training is being conducted. They will be required to stay on the veranda, shade shelter area or strip between the parking lot and training grounds only.
 - c. Committee Members and instructors are not to be held responsible for the supervision of any children at the Club

BY-LAW NO. 5 HIRE OF EQUIPMENT

No Property shall be loaned, hired or leased to any person/s for their private use, unless that person be a Club Member with at least two (2) passes in Novice Class and/or in a grade requiring such equipment. Authority to use equipment can only be given by a three-quarter majority vote of the Committee and shall be subject to any conditions laid down by the Committee. Any damage caused to Club equipment when in use by private persons/s shall be made good at the person/s own expense.

The forgoing does not prevent the Committee from approving the loan or hire of Club equipment to other Obedience Clubs or bodies requiring additional equipment for the purpose of conducting a Trial or a function of a charitable nature, so long as any damages occurring to the equipment are made good.

BY-LAW NO. 6 REQUIREMENT FOR DOGS TO BE UNDER EFFECTIVE CONTROL

No Member's dog or dogs shall be off lead during official training hours unless being trained and supervised by an Instructor or participating in ring work. Any Member not complying with a request to place their dog on lead, by a Committee Member or instructor shall be disciplined at the Committee's discretion. Suitable equipment must be in use for the restraint and handling of a dog. Double collars/chains are not permitted (ie: Flat collar and Chain fitted at same time).

BY-LAW NO. 7 CLUB AND OFFICE HOURS

The Official training hours for the Club are as listed below:

- a. Saturday 8:30am to 5:00pm
- b. Sunday 8:30am to 5:00pm
- c. Wednesday 5:00pm to 8:00pm
- d. Office hours are 8:30am to 9am and from 10:45am onwards on Sundays only.

The above (d) is to ensure that all Members of the Club have an opportunity to train their dog and are not disadvantaged by other duties that they perform.

BY-LAW NO. 8 TRAINING FEES

Training fees shall be paid by members prior to attending class and will be the amount as prescribed each year at the annual general meeting.

Instructors, Committee and Life Members are not required to pay the training fee in recognition of their services to the Club.

BY-LAW NO. 9 CLUB RECORDS

In line with best practice and Consumer Affairs Victoria requirements the below shall be available to all financial Member's,

- a) A list of current Financial Members (excluding addresses and contact information) shall be available from the secretary upon request.
- b) Minutes of General Meetings, Committee Meetings and Special/Annual General Meetings shall be held in the Club rooms for members review and transparency in Club operations.

BY-LAW NO. 10 INTOXICATION

No alcohol shall be consumed on the training ground during training, a person deemed to be intoxicated may not be allowed to train on the day.

BY-LAW NO. 11 BITCHES IN SEASON

Bitches in season are not permitted to attend the Club during official training hours or events/trials.

BY-LAW NO. 12 CLUB ROOMS

- 1. Dogs are not permitted inside the Club rooms (unless under the direction of a Member of the Management Committee – Definition of management Committee is office bearers).
- 2. The Club rooms are a no smoking area.

BY-LAW NO. 13 FOULING THE GROUNDS

If a Member's dog fouls the training ground or ring it is that members responsibility to clean it up. Bags and scoops are provided for this purpose.

BY-LAW NO. 14 CORRECT EQUIPMENT/CLOTHING

Proper footwear shall be worn whilst on the training ground, appropriate clothing should be worn whilst training. No thongs or slip on shoes, or clothing that may pose a handling hazard.

BY-LAW NO. 15 UNATTENDED ANIMALS

1. Dogs left on stakes are the owners/handler's responsibility. Any dog creating a nuisance may be requested to be removed.
2. Animals may be left unattended in vehicles so long as
 - a. Provision has been made for the animal/s to have access to water
 - b. There is adequate ventilation in place to minimise any risk of heat illness
 - c. The vehicle is parked in a shaded area whenever it is possible
 - d. Consideration is given to periodic exercise and toileting of the animal/s
 - e. Consideration is given to the provision of fans for forced ventilation.

BY-LAW NO. 16 VACCINATION REQUIREMENTS

1. Vaccination requirements: All dogs attending S&DODC events and classes shall provide evidence of vaccination upon initial registration, yearly upon renewal and or upon request of a Club official. The purpose of this is to provide "herd immunity" for puppies and to promote responsible pet ownership. The minimum age for attending class shall be 7 days following the dogs second vaccination (booster). The Club strongly encourages dogs are vaccinated to C5 level however will accept dogs, that have had a C3 vaccination.
2. Titre testing may be accepted provided it is done at the Member's expense and results are signed by a veterinarian.

BY-LAW NO. 17 TROPHIES, HONORARIUMS AND AWARDS

1. The Club shall endeavour to recognise the achievements of all Members in performance activities/titles as recognised by the Australian National Kennel Council (ANKC) with the exception of confirmation titles. An honorarium board in the Club house shall show a photo and list the titles a Member's dog has achieved, only if the owner of the dog wishes.
2. The Club shall present awards at the end of year function to Members that have qualified and applied.
3. In respect to perpetual trophies, the Members name shall be affixed to the trophy and retained at the Club. A memento trophy shall be supplied to the Member to take home.
4. For clarity the award of best male/female/junior handler team shall be awarded on the basis of all graduations attended throughout the year and is based upon the total of points awarded in the three (3) highest scoring attempts. The Club Secretary shall determine the winner/s following the last graduation of the year. All classes are scored from 200 points except CCD which is 100 points, to allow calculation the CCD scores shall be multiplied by 2x to give a score from an equivalent 200 points.
5. For trials, graduations and other activities that may be held placing ribbons, title sashes, score cards and prizes may be offered by the Club or as required.
6. "Mia Perpetual Trophy" for Non-trialling Agility Dog of the year. Donated by Sharon Allen
 - a. This engraved trophy is awarded to a non-trialling agility dog and held on display at the Club rooms, the handler is given an engraved medal.
 - b. At graduation, dogs are to complete two (2) rounds, with both the times and faults being added together. The fastest time, with the least faults will be the winner on the day.
 - c. Only scores attained in the calendar year count towards this trophy.

- d. An individual's 3 best scores attained at Graduations will be used to determine this trophy; with the fastest time and least faults winning.
 - e. The handler may have officially trialed; however, the dog is not to have officially trialed in Agility and Jumping but may have trialed in other aspects of trialling.
 - f. Sharon will keep tally of the scores and will donate the medallion, while she is at the Club.
7. "Jip Perpetual Trophy" The Rules & Conditions for "Rally O Dog of the year" award. Donated by Helen Vernon.
- a. An engraved Medallion is to be given to the handler of this award. Passes and scores should be recorded at our Club soon after each trial.
 - b. To be eligible for the award, the dog must have gained passes in one or more trials in the calendar year. Only passes gained in the calendar year are to be taken into account.
 - c. There are five (5) levels of Rally O Trials; Novice, Advanced, Excellent, Masters, and Championship.
 - d. Any dog or dogs gaining a title at a higher level of any other dog(s) will automatically be the sole contender(s) for "Rally O Dog of the Year" – irrespective of the scoring passes of any dog at any level.
 - e. If two or more dogs gain a title in that higher level, the dog with the highest scoring pass will be awarded "Rally O Dog of the Year". If two or more dogs get the same highest scoring pass, the award will be taken on a count back.
 - f. If no dog gains a title at any level in the calendar year, the award will go to the highest scoring pass for any dog at any level.
 - g. Helen Vernon will keep tally of scores and supply a Medallion while still at the Club
8. "Top Agility Dog perpetual trophy" (formerly known as Jean Riddell Perpetual Trophy)
- a) This trophy is awarded to the best agility dog for the year and held on display in the club rooms, the handler is given an engraved plaque.
 - b) At graduation, dogs are to complete two (2) rounds off lead, with both the times and faults being added together and divided by two (2) for a result. The fastest time, with the least faults will be the winner on the day.
 - c) Only scores attained in the calendar year count towards this trophy.
 - d) The dogs three (3) best scores attained at graduations in that year will be added together and used to determine this trophy with the fastest time and least faults winning".
9. "Obywan perpetual tracking trophy" - Donated by Paul O'Bryan
- a) This trophy is awarded to the handler and dog team who during the club year excels in tracking.
 - b) It is awarded on the basis of handlers who submit the clubs "title notification form" and have the most passes within that club year.
 - c) Copies of qualifying ANKC passes within that year shall be submitted with notification form to validate application.
 - d) In the event of a tied score, the award will be issued on countback of gradings received.
 - e) The secretary will notify Paul O'Bryan of the winner and a perpetual plaque will be provided by Paul for so long as he is a member of the club to the winner, with the main trophy to be kept on site.
10. "Freya perpetual track & search trophy" – Donated by Paul O'Bryan
- a) This trophy is awarded to the handler and dog team who during the club year excels in track & search.
 - b) It is awarded on the basis of handlers who submit the clubs "title notification form" and have the most passes within that club year.

- c) Copies of qualifying ANKC passes within that year shall be submitted with notification form to validate application.
- d) In the event of a tied score, the award will be issued on countback of gradings received.
- e) The secretary will notify Paul O'Bryan of the winner and a perpetual plaque will be provided by Paul for so long as he is a member of the club to the winner, with the main trophy to be kept on site.

BY-LAW NO. 18

HEAT PROCEDURE – INCLEMENT WEATHER – FIRE RISK

HEAT: In applying this By-Law, it must be remembered that both people and dogs are affected in similar ways by hot weather conditions such as high temperatures, high humidity and hot winds. Depending on the individual physical condition of both people and dogs, high temperatures can result in the body's natural cooling system not being able to cope and a person and/or dog becoming dehydrated.

It is the Club's By-Law that when the forecast temperature for Shepparton (or other location where activities may be conducted by the Club e.g. trial location) is 36 degrees or above the night before, no classes or trials shall be conducted. Weather information used to determine this shall be sourced from the Bureau of Meteorology (www.bom.gov.au).

Where a trial or event is in progress a suitable outdoor thermometer is to be provided by the Club and will be suspended in a location that is open, shaded and no more than ten (10)metres away from the judging rings, and(b) when the temperature reaches 35 degrees Celsius that this shall be the "trigger" for the following actions.

- a. Judging in all rings shall be suspended immediately.
- b. The Club will then monitor the temperature at 15-minute intervals
 - i. from the time that the judging was suspended.
- c. Should the temperature drop and stay below the "trigger" for a
 - i. period of 15 minutes, the trial shall resume.
- d. If, however after 90 minutes has elapsed since the suspension of
 - i. judging (i.e. after the 6th temperature check) the temperature is still
 - ii. above the "trigger", the Club shall abandon the balance of the
 - iii. trial.
- e. Should the balance of the trial be abandoned, no refund of entry
 - i. fees will apply.
- f. Should any competitor have completed all relevant class exercises
 - i. prior to a trial being suspended and subsequently being abandoned then any qualifying scores attained will still stand.

Lightning and storm activity can be dangerous. In the event of an approaching storm the Club may direct persons to make areas safe and seek shelter. If the grounds are affected by storm activity Committee Members shall assess the grounds and determine if it is safe to continue any activities.

FIRE DANGER. The Club shall not open or operate any activity on days rated "Code RED or catastrophic" by the Country Fire Authority (CFA).

It is the Members responsibility to check CFA and Bureau of Meteorology information prior to attending Club activities. The Committee shall endeavour to have information regarding the above Heat/Weather & Fire issues made public via its Facebook page.

BY-LAW NO. 19 TRAINING DIRECTIVES

1. Class times are as listed in **BY-LAW NO. 7** or as advised via Facebook/Newsletter.
2. Dogs and handlers joining Shepparton & District Obedience Dog Club Inc. (S&DODC) from other obedience Clubs will be assessed by the Chief Instructor or an experienced instructor, then passed to train in the appropriate class at S&DODC. This assessment will include a dog association test if placed in Classes CCD or above.
3. Progression through the obedience classes is as follows,
 - a. Beginners – Automatic graduation to intermediate following completion of this course.
 - b. Intermediate, until such time as a passing score is achieved via a Club graduation OR upon instruction by the Chief Instructor OR upon furnishing the Club with a pass card from a sanctioned trial in the class level above (CCD).
 - c. CCD (Community Companion Dog) until such time as a passing score is achieved via a Club graduation OR upon instruction by the Chief Instructor OR upon furnishing the Club with a pass card from a sanctioned trial in the class level above (CD).
 - d. CD (Novice) until such time as a passing score is achieved via a Club graduation OR upon instruction by the Chief Instructor OR upon furnishing the Club with a pass card from a sanctioned trial in the class level above (CDX).
 - e. CDX (Companion Dog Excellent) until such time as a passing score is achieved via a Club graduation OR upon instruction by the Chief Instructor OR upon furnishing the Club with a pass card from a sanctioned trial in the class level above (UD & UDX).
 - f. UD/UDX (Utility Dog/Utility Dog Excellent) This class may be ran upon request
 - g. Irrespective of the above, a dog passed to a higher level shall still be required to attend and pass a Club graduation at the handlers/owner's discretion.
4. For Rally and Agility classes these classes shall be ran at the discretion of an instructor and may include stations above the current level of some dogs to ensure that all have an opportunity to practice, it is the owner/handler's responsibility to ensure they do not cause harm to themselves, their dog or equipment by attempting activities they are not trained or ready for unless under DIRECT supervision.

NB: To train a dog in Jumping or Agility the dog must be: at least 12 months of age; must currently be training in intermediate obedience class or above and have passed assessment by the relevant instructor as suitable for the class
5. For tracking and track and search training conducted by the Club, a suitable length lead and harness must be worn by the dog.
6. Dogs and handlers from others Clubs who have gained an obedience title can be given a verbal induction on the Club Rules etc. of S&DODC before being able to train or they can attend an induction class if they wish. Proof of Title to be viewed upon joining.
7. Members with an additional dog or taking over the training of another Member's dog will be assessed by the Chief Instructor or an experienced instructor, at the current class level of either the dog or handler whichever is the lower.
8. Members may train in a Class lower than they are currently at after consultation with the instructor of that class, providing that they adhere to that particular classes exercises and requirements. This does not apply to Fundays.
 - a. The recommended training equipment to be used at S&DODC is either a correction chain, fixed/buckle collar, martingale, lead. No double collars allowed. Harnesses are not encouraged except for tracking activities as it can encourage the dog to pull.

- a. Spiked/studded/electric collars are not to be worn at S&DODC. No other form of collars are allowed unless approved prior to use, by the Chief Instructor and/or an experienced instructor.
 - b. The use of any other types of training equipment at S&DODC to be approved prior to use, by the Chief Instructor and/or an experienced instructor.
 - c. The Club will not tolerate physical or verbal abuse towards dogs or other Members or Committee or Instructors.
9. S&DODC Instructors and Committee Members who have been involved in instructor or administration work on the day are permitted to train their dogs in an alternate class time to their own, irrespective of the current level of the team. The Instructor taking this Class will be advised by the handler at which level the team is training at and they will be instructed accordingly.
 10. Members instructing classes on the day shall not have to pay any training fee for that day. Training fees shall be paid by instructors/Committee Members at all other times.
 11. Handlers arriving late for their class are to check with their instructor before joining the class and may be refused entry to the class;
 12. Members must wear their identification badges during training sessions.
 13. The handler of any dog that an instructor considers is excessively aggressive or that bites may be required to muzzle their dog until such time as the Committee advises otherwise. Failing to do so may incur disciplinary proceedings.
 14. "Give me space" - The Club may require a handler to wear this vest it is not intended nor should a social stigma be attached to the wearing of the vest. The Handler may have an issue we are trying to overcome, their dog may be reactive or in recovery, the dog may have a deficit like blindness. Instructors are to be advised if the vest is needed or make a decision with a Committee Member to ask a Member to wear it. For all other Members, ask to approach first like any other dog, and ONLY with permission and after hearing how they want to proceed should you approach (they know their dogs attitude, body language and signs best), some dogs may be put back substantially and months of good work can be lost with just one poor encounter.
 15. Instructors are to endeavour to attend any generalist special instructor training as hosted by the Club to the betterment of their knowledge and the Club.

BY-LAW NO. 20 CODE OF CONDUCT

This Code of Conduct clarifies the standard of behaviour that is required of Members of the Shepparton & District Obedience Dog Club Inc.

ALL MEMBERS SHALL:

- a. respect the intent and comply to the Constitution and By-Laws of the Club
- b. treat others with respect, courtesy, fairness and equity
- c. respect the rights, dignity and worth of all Members regardless of their gender, ability, cultural background or religion
- d. not harass, intimidate, bully, threaten (emotionally or physically), verbally abuse or publicly criticise other Members
- e. follow the relevant procedures if there are any issues or concerns of a training, administrative or personal nature.
- f. house and treat their animals with respect, provide adequate food, water, shelter, environmental/mental enrichment and medical treatment for their animals.
- g. not bring the Club reputation into disrepute

- h. not act or misrepresent the Club, Committee or Members in a manner contrary to the Club's interests.

Note: Members found to be in breach of the above may be subject to disciplinary proceeding as outline in the Associations Constitution "Part 3, Division 2".

COMMITTEE MEMBERS AND INSTRUCTORS SHOULD ALSO:

- a. carry out their duties in a professional, responsible, honest, conscientious and timely manner
- b. carry out official directions and policies in a faithful, impartial and transparent manner
- c. lead by example promoting the interests of dog training, in any discipline
- d. be an ambassador for the Club in particular and dog training in general
- e. provide guidance to handlers and volunteers through positive role modelling and clear and respectful directions
- f. not misuse authority or office for the advantage of oneself or other person
- g. Recuse their self; if a conflict of interest arises or grievance is held with respect to Disciplinary Committee or other potential issues.

BY-LAW NO. 21 PRIVACY COLLECTION

PRIVACY STATEMENT, to fulfil our aim, the Shepparton & District Obedience Dog Club Inc. (S&DODC) collects personal information from Members, applicants for Membership and non-Members participating in trials, exhibitions or competitions in line with the requirements of the Privacy Act 2001.

COLLECTION: This includes, without limitation:

- name, address and contact details
- date of birth (for juniors)
- dog details including breed, VCA registration details, previous history and vaccination evidence

Only authorised Membership Officers or S&DODC Committee Members may collect this information on an "Application for Membership" or "Membership Renewal" or a trial/exhibition/competition entry form signed by the applicant or Member.

Other information, such as details of incidents, may be required by our constitution and formal procedures, or by the VCA regulations.

USE AND DISCLOSURE

Personal information will not be:

- made available to any other organisation or person unless required by law
- on sold as a data base of contacts

The Shepparton & District Obedience Dog Club Inc. may:

- use personal information for statistical purposes
- provide information to the VCA when required by VCA regulations

The 'Register of Members', as required by our constitution, is confidential.

Members may have access to their personal information, upon application in writing, provided that such access does not infringe on the privacy of other Members or persons.

ACCURACY AND SECURITY

The Shepparton & District Obedience Dog Club Inc. will take all reasonable steps to ensure information that is collected is accurate, complete, up to date, stored in a secure environment and accessed only by authorised personnel.

However, the accuracy of that information depends on the information provided to us. If notified that the information is not accurate or complete then we will take action to correct it as soon as practicable.

CONCERNS

If you have any concerns regarding the way your personal information is being managed please discuss them with the President or Secretary.

Note:

1. *“we”, “us”, “our”, “S&DODC” and “Club” are references to the “Shepparton & District Obedience Dog Club Inc.”*
2. *VCA is the Victorian Canine Association Inc.*
3. *“constitution” is the “Statement of Purposes, Rules and Bylaws of the Shepparton & District Obedience Dog Club Inc”, as amended.*

BY-LAW NO. 22 SOCIAL MEDIA

Background

Social Media has become an integral part of day to day communication for individuals as well as businesses and Clubs.

Social Media is defined as the social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks.

Social Media may include but is not limited to magazines, Internet forums, weblogs, social blogs, microblogging, wikis, social networks, podcasts, photographs or pictures, video, rating and social bookmarking. Technologies include blogging, picture-sharing, blogs, wall-posting, music-sharing, crowdsourcing and voice over IP.

Its ability to capture community sentiment and shape opinions is driven by its dynamic and immediate nature.

What constitutes ethical behaviour can be somewhat ambiguous when engaging in social forums, however S&DODC believes its Members should uphold the highest ethical standards displaying respect, honesty and integrity.

This Social Media Code of Conduct aims to provide guidelines on best practice behaviour when using social media.

1. Guidelines
 - Abide by S&DODC Constitution, By laws and other applicable regulations & laws
 - Be reasonable and respectful – do not post malicious, misleading or unfair content in relation to S&DODC, Members or Members of other ANKC affiliated bodies or indeed of Members' dogs.
 - Be accurate – any comment posted as fact should be able to be substantiated
 - Act in manner that is consistent with good community expectations

The same values that apply in the real world also apply in the virtual world and in social media exchanges.

Despite the seemingly unregulated nature of social media, the law is applicable to online content. Postings online (and similarly in email or text messages) are subject to the law in areas such as defamation, racial discrimination, intimidation and bullying.

2. Breach of the Social Media Code of Conduct

S&DODC continually monitors activity in relation to the organisation and its Members.

S&DODC takes compliance with this By-Law seriously. Where Members believe that behaviour is in breach of our Rules or Codes and is reported, the disciplinary process may be initiated by S&DODC. Where proven, either formal warnings or other penalties may apply or if it is of a serious nature the offending Member may be considered liable under the law

BY-LAW NO. 23 USE IN PROMOTION

Unless advised in writing to the contrary, the Club has authority to use details, image and likeness for promotion, broadcasting or reporting in any media form.

BY-LAW NO. 24 TREASURERS AUTHORITY

The Committee authorises the Treasurer to expend Club funds to the value of \$250.00 for payment of normal operating costs incurred by the Club (Utility bills). Receipts shall be furnished to the Club as evidence of payments. Payments above this amount shall require approval from the Committee.

BY-LAW NO. 25 MEETING ETTIQUETTE AND PROCEDURE

Items for "General business" in the Agenda are to be forwarded to the Secretary for inclusion in the discussion a minimum of seven (7) days prior to a scheduled General Meeting outlining any items or motions needing to be raised and members to familiarise themselves with the issues to be discussed.

Only items on the Agenda shall be discussed. Members are reminded to be courteous of others views that may differ from their own and be mindful of the Code of Conduct. A time limit may be placed upon items, it may be referred to a Subcommittee or later meeting if detailed discussion is required on a topic.

If a Member wishes to place an item on the Agenda with less than 7 days this may be done by contacting the President and if in their opinion it is of an urgent nature the President has discretion to advise the Secretary to include the matter.

Members of the Management Committee are directly responsible for the good conduct and day to day operation of the Club.

Standing Orders for Meetings

Items are to be advised to the secretary for inclusion a minimum of seven (7) days ahead and Agenda posted.

With respect to the operation of the Meeting it shall follow the format set out below.

1. Meeting opened
2. Attendance

3. Apologies
4. Minutes of previous meeting confirmed
5. Business arising from previous minutes
6. Treasurers report
7. Correspondence in/out listed
8. Business arising from correspondence
9. New members for month
10. General business
11. Next meeting date
12. Meeting close
13. Other items relating to managing a meeting are covered in the constitution.

BY-LAW NO. 26

LIFE MEMBERSHIP CRITERIA

1. In order to be a life member of the Shepparton & District Obedience Dog Club Inc, the member shall be nominated, and the nomination seconded by club members with at least five (5) years financial membership and or a financial member approved by the committee.
2. The nominee shall have a minimum of five (5) years continuous financial membership and have served a minimum of three (3) years on the committee, OR
3. Be a financial member approved by the committee.
4. The final decision shall rest with the committee of the day, after the nominator personally puts forth reasons for the life membership nomination to the committee.

By-laws as amended and approved by Committee 9 June 2019

Amendment of Bylaw No 17.8 Top Agility Dog 9/6/19

Inclusion of Bylaw No 26 Life membership 9/6/19