SHEPPARTON and DISTRICT OBEDIENCE DOG CLUB INC.

CLUB BY-LAWS

Document History

Version 1

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

* *Amendment of Bylaw No 17.8 Top Agility Dog*
* *Inclusion of Bylaw No 26 Life Membership*

Version 2

By-laws as amended and approved by Committee 11th February 2024

* *Reiterations of Constitution Rules removed*
* *Duplications within By-Laws removed*
* *Note added to By-Law #15 (Unattended Animals)*

Interpretation

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 Constitution of the Shepparton & District Obedience Dog Club Inc., as amended

*Table of Contents*

By-Law #1 ANNUAL SUBSCRIPTION AND FEES 3

By-Law #2 SECONDARY OFFICER POSITIONS 3

By-Law #3 DUTIES OF SECONDARY OFFICERS OF THE CLUB 3

By-Law #4 MEMBERSHIP 3

By-Law #5 HIRE OF EQUIPMENT 3

By-Law #6 REQUIREMENT FOR DOGS TO BE UNDER EFFECTIVE CONTROL 4

By-Law #7 CLUB AND OFFICE HOURS 4

By-Law #8 TRAINING FEES 4

By-Law #9 CLUB RECORDS 4

By-Law #10 INTOXICATION 4

By-Law #11 BITCHES IN SEASON 4

By-Law #12 CLUB ROOMS 4

By-Law #13 FOULING THE GROUNDS 5

By-Law #14 CORRECT EQUIPMENT / CLOTHING 5

By-Law #15 UNATTENDED ANIMALS 5

By-Law #16 VACCINATION REQUIREMENTS 5

By-Law #17 TROPHIES, HONORARIUMS AND AWARDS 6

By-Law #18 HEAT PROCEDURE / INCLEMENT WEATHER / FIRE RISK 8

By-Law #19 TRAINING OBJECTIVES 9

By-Law #20 CODE OF CONDUCT 11

By-Law #21 PRIVACY COLLECTION 12

By-Law #22 SOCIAL MEDIA 14

By-Law #23 USE IN PROMOTION 15

By-Law #24 TREASURER’S AUTHORITY 15

By-Law #25 MEETING ETTIQUETTE AND PROCEDURE 15

By-Law #26 LIFE MEMBER CRITERIA 16

BY-LAW NO. 1 ANNUAL SUBSCRIPTION AND FEES

1. The Annual Subscription shall be in respect of the period 01 January to 31 December.
2. Membership renewals will be available from 01 November each year for the following year.
3. Memberships renewed after the last Sunday in February will incur a re-joining fee.
4. Members that are not current financial Members of Dogs Victoria / VCA will incur an insurance fee in addition to their Membership fee.
5. Club joining fees and Membership fees are non-refundable except within the first fourteen (14) days of the initial application to become a new Member (cooling off period).

BY-LAW NO. 2 SECONDARY OFFICER POSITIONS

The Committee may appoint Secondary Officer Positions as and when the Committee considers such positions are required. Secondary Officer Positions include roles such as Awards Coordinator, Assistant Secretary and Newsletter Editor.

The Committee will define the duties of any Secondary Officer Position that it appoints at the time that the appointment is made.

The Committee may, in writing, revoke the appointment of a Secondary Officer position if the position is no longer required.

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

Withdrawn

BY-LAW NO. 4 MEMBERSHIP

Membership of the Club shall be as defined in Rule 8 of the Club’s Constitution.

1. **Junior Membership** –Junior Members shall have a parent or guardian present and supervising the Junior Member until such time as an experienced Instructor directs that the Junior Member has the capability to handle that particular dog.
2. **Life Member** –not more than two (2) persons may be appointed as Life Members of the Club in any one financial year.
3. **Honorary Member** – not more than two (2) persons may be nominated and elected as Honorary Members of the Club in any one financial year.

BY-LAW NO. 5 HIRE OF EQUIPMENT

No Club property shall be loaned, hired or leased to any person(s) for their private use, unless that person is a financial 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 Executive Committee and shall be subject to any conditions laid down by the Committee. Any damage caused to Club equipment when in use by private person(s) shall be made good at that 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 the club or body.

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

No Member's dog(s) shall be off lead at the Club grounds during training unless under the direction of an Instructor. 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.

BY-LAW NO. 7 CLUB AND OFFICE HOURS

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

1. Saturday 8:30am to 5:00pm
2. Sunday 8:30am to 5:00pm
3. Wednesday 5:00pm to 8:00pm
4. Office hours are 8:30am to 9:00am and from 10:45am onwards on Sundays only.

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.

BY-LAW NO. 9 CLUB RECORDS

Club records will be made available to all financial Club Members as per the requirements of Rule 76 of the Club’s Constitution.

BY-LAW NO. 10 INTOXICATION

No alcohol shall be consumed on the training ground. A person deemed to be intoxicated will 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 training hours or events / trials.

BY-LAW NO. 12 CLUB ROOMS

1. Dogs are not permitted inside the clubrooms.
2. The clubrooms are a no smoking area at all times.

BY-LAW NO. 13 FOULING THE GROUNDS

If a Member’s dog fouls the training ground or ring it is that Member’s responsibility to clean it up. Scoops are provided for this purpose.

BY-LAW NO. 14 CORRECT EQUIPMENT / CLOTHING

Proper footwear is to be worn whilst on the training ground. Open toe shoes are not permitted. Appropriate clothing must be worn whilst training.

BY-LAW NO. 15 UNATTENDED ANIMALS

1. Dogs left on stakes are the owner’s or handler’s responsibility. Owners or handlers may be requested to remove any dog that is creating a nuisance.
2. Animals may be left unattended in vehicles provided:
3. Provision has been made for the animal(s) to have access to water;
4. There is adequate ventilation in place to minimise any risk of heat illness;
5. The vehicle is parked in a shaded area whenever it is possible;
6. Consideration is given to periodic exercise and toileting of the animal(s); and
7. Consideration is given to the provision of fans for forced ventilation.

Note:

*It is illegal to put dogs in the boot of a sedan type car or to leave an animal unattended inside a car for more than 10 minutes when outside temperatures are at or above 28o Celsius.*

BY-LAW NO. 16 VACCINATION REQUIREMENTS

1. All dogs attending S&DODC events and classes shall provide evidence of vaccination:
2. upon initial registration;
3. yearly upon membership renewal;
4. upon vaccination renewal;
5. upon request of a Club official.

The purpose of this is to provide “herd immunity” for puppies and to promote responsible pet ownership. The Club strongly encourages dogs be vaccinated to C5 level however will accept dogs that have had a C3 vaccination.

1. Titre testing may be accepted provided the 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 clubhouse shall show a photo and list the titles that a Member’s dog has achieved, provided the dog’s owner consents.
2. The Club shall present awards at the end-of-year function to Members that have qualified and have submitted a “Notification of Title” form.
3. In respect to perpetual trophies, the Member’s name shall be affixed to the trophy and retained at the Club. A memento trophy shall be presented 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 Award Coordinator shall determine the winner(s) following the last graduation of the year. All classes are scored from 200 points except CCD which is scored from 100 points. To allow calculation the CCD scores shall be multiplied by 2 to give a score from an equivalent 200 points.
5. For trials, graduations and other activities that the Club may hold, placing ribbons, title sashes, score cards and prizes may be offered by the Club or as required by Dogs Victoria.
6. “**Mia Perpetual Trophy**” for Non-trialling Agility Dog of the Year. Donated by Sharon Allen.

Rules and Conditions:

1. This engraved trophy is awarded to a non-trialling agility dog and held on display at the clubrooms. The handler is given an engraved medal.
2. 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.
3. Only scores attained in the calendar year count towards this trophy.
4. An individual’s three (3) best scores attained at Graduations will be used to determine this trophy; the fastest time and least faults wins.
5. The handler may have officially trialled; however, the dog is not to have officially trialled in Agility and Jumping but may have participated in other aspects of trialling.
6. Sharon Allen will keep tally of the scores and will donate the medallion so long as she is a Member of the Club.
7. “**Jip Perpetual Trophy**” for Rally O Dog of the Year. Donated by Helen Vernon.

Rules and Conditions:

1. An engraved medallion is to be given to the handler of this award. Passes and scores must be recorded at our Club as soon as possible after each trial.
2. 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 considered.
3. There are five (5) levels of Rally O Trials; Novice, Advanced, Excellent, Masters, and Championship.
4. Any dog gaining a title at a higher level than any other dog(s) will automatically be the sole contender for “Rally O Dog of the Year”, irrespective of the scoring passes of any dog(s) at any lower level.
5. 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 determined on a count back.
6. 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.
7. Helen Vernon will keep tally of scores and supply a medallion so long as she is a Member of the Club.
8. “**Top Agility Dog Perpetual Trophy**” (formerly known as Jean Riddell Perpetual Trophy)

Rules and Conditions:

1. This trophy is awarded to the best agility dog for the year and held on display in the clubrooms. The handler is given an engraved plaque.
2. 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.
3. Only scores attained in the calendar year count towards this trophy.
4. The dog’s 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.
5. The Award Coordinator will keep tally of the scores and the Club will donate the medallion.
6. “**Obywan Perpetual Tracking Trophy**”. Donated by Paul O’Bryan.

Rules and Conditions:

* 1. This trophy is awarded to the handler and dog team who during the Club year excels in tracking.
1. It is awarded on the basis of handlers who submit the Club’s “Notification of Title” form and have the most passes within that Club year.
2. Copies of qualifying ANKC passes within that year shall be submitted with the Notification Form to validate application.
3. In the event of a tied score, the award will be issued on countback of gradings received.
4. The Award Coordinator 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 in the clubrooms.
5. “**Freya Perpetual Track & Search Trophy**”. Donated by Paul O’Bryan.

Rules and Conditions:

* 1. This trophy is awarded to the handler and dog team who during the Club year excel in track & search.
	2. It is awarded on the basis of handlers who submit the clubs “Notification of Title” form and have the most passes within that Club year.
	3. Copies of qualifying ANKC passes within that year shall be submitted with the Notification Form to validate application.
	4. In the event of a tied score, the award will be issued on countback of gradings received.
	5. The Award Coordinator 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 in the clubrooms.

BY-LAW NO. 18 HEAT PROCEDURE / INCLEMENT WEATHER / FIRE RISK

HEAT:

When the forecast temperature for Shepparton (or other location where Club activities may be conducted e.g. a trial location) is 36o Celsius 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:

1. a suitable outdoor thermometer is to be provided by the Club and is to be suspended in a location that is open, shaded and no more than ten (10) metres from the judging rings; and
2. when the temperature reaches 35o Celsius this shall be the “trigger” for the following actions:
3. Judging in all rings shall be suspended immediately.
4. The Club will then monitor the temperature at 15-minute intervals from the time that the judging was suspended.
5. Should the temperature drop and stay below the “trigger” for a period of 15 minutes, the trial shall resume.
6. If, however after 90 minutes has elapsed since the suspension of i. judging (i.e. after the 6th temperature check) the temperature is still above the “trigger”, the Club shall abandon the balance of the trial.
7. Should the balance of the trial be abandoned, no refund of entry fees will apply.
8. Should any competitor have completed all relevant class exercises prior to a trial being suspended and subsequently being abandoned then any qualifying scores attained will stand.

INCLEMENT WEATHER:

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 RISK:

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

BY-LAW NO. 19 TRAINING DIRECTIVES

1. The minimum age for a dog to attend class shall be seven (7) days following the dog’s second vaccination (booster).
2. Class times are as listed in **BY-LAW NO. 7** or as advised via Facebook/Newsletter.
3. Dogs and handlers joining Shepparton & District Obedience Dog Club Inc. (S&DODC) from other obedience Clubs will be assessed by an experienced instructor, then passed to train in the appropriate class at S&DODC.
4. Progression through the obedience classes is as follows:
	1. Beginners: Automatic graduation to Intermediate A following completion of this course.
	2. Intermediate A: Automatic graduation to Intermediate B following completion of this course.
	3. Intermediate B: Until such time as a passing score is achieved via a Club Graduation OR upon instruction by an Instructor OR upon furnishing the Club with a pass card from a sanctioned trial in the class level above (CCD).
5. CCD (Community Companion Dog): Until such time as a passing score is achieved via a Club Graduation OR upon instruction by an Instructor OR upon furnishing the Club with a pass card from a sanctioned trial in the class level above (CD).
6. Novice +: Instruction on classes above CD (CDX, UD and UDX) may be run at the discretion of an Instructor.
7. Irrespective of the above, a dog passed to a higher level shall still be required to attend and pass a Club Graduation.
8. Rally and Agility classes, Scent Work classes or Tricks Classes may be run 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.

NOTE: To train a dog in Jumping or Agility the dog must be at least 12 months of age, must currently be training in Intermediate B obedience class or above and have passed assessment by the relevant instructor as suitable for the class.

1. For tracking and track and search training conducted by the Club, a suitable length lead and harness must be worn by the dog.
2. Dogs and handlers from other 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 is to be viewed upon joining.
3. Members with an additional dog or taking over the training of another Member’s dog will be assessed by an experienced Instructor at the current class level of either the dog or handler, whichever is the lower.
4. 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 the exercises and requirements of that class.
5. Recommended training equipment to be used at S&DODC is either a martingale, flat collar or correction chain. Leads are to be either material or leather.
6. The use of double collars and chain leads is not permitted. Harnesses are not encouraged except for tracking activities as it can encourage the dog to pull.
7. Spiked / studded / electric collars are not to be worn at S&DODC. No other form of collar is permitted unless approved prior to use.
8. The use of any other types of training equipment at S&DODC is to be approved prior.
9. S&DODC Instructors and Committee Members who have been involved in instruction 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. Instructors, Committee Members and Life Members are not required to pay the training fee in recognition of their services to the Club.
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. Name tags must always be worn by all Members during training sessions. No name tag; no training that day.
13. The handler of any dog that an Instructor considers to be 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. The Club may require a handler to wear “Give me space” vest. The handler may have an issue the Club is trying to overcome; the dog may be reactive, in recovery, or may have a deficit such as blindness. Instructors are to be advised if the vest is needed or decide 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 the handler wants to proceed should you approach (they know their dog’s 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 defines the standard of behaviour that is required of Members of the Shepparton & District Obedience Dog Club Inc.

ALL MEMBERS SHALL:

* 1. comply with and respect the intent of the Club’s Constitution and By-Laws;
	2. treat others with respect, courtesy, fairness and equity;
	3. respect the rights, dignity and worth of all Members regardless of their gender, ability, cultural background or religion;
	4. not harass, intimidate, bully, threaten (emotionally or physically), verbally abuse (verbally of physically) or publicly criticise other Members, other Members’ dogs, Committee Members or Instructors;
	5. follow the relevant procedures if there are any issues or concerns of a training, administrative or personal nature;
	6. house and treat their animals with respect;
	7. provide adequate food, water, shelter, environmental / mental enrichment and medical treatment for their animals;
	8. not bring the Club’s reputation into disrepute; and
	9. not act or misrepresent the Club, Committee or Members in a manner contrary to the Club’s interests.
	10. all children either training or visiting the Club are the responsibility of their parents or guardians at all times while at the Club, this means:
1. A parent or guardian must be present with the child at all times. Any visiting child is not to be left unattended at any time while at the Club.
2. No visiting child is allowed to be on the training ground while training is being conducted. They will be required to stay on the veranda, in the shade shelter area or on the strip between the parking lot and the training grounds.
3. Committee Members and instructors are not to be held responsible for the supervision of any children at the Club.

Note: Members found to be in breach of the above may be subject to disciplinary proceedings as outline in the Club’s Constitution “Part 3, Division 2, Disciplinary Action”.

COMMITTEE MEMBERS AND INSTRUCTORS SHOULD ALSO:

* 1. carry out their duties in a professional, responsible, honest, conscientious and timely manner;
	2. carry out official directions and policies in a faithful, impartial and transparent manner;
	3. lead by example, promoting the interests of dog training in any discipline;
	4. be an ambassador for the Club in particular and dog training in general;
	5. provide guidance to handlers and volunteers through positive role modelling and clear and respectful directions;
	6. not misuse authority or office for the advantage of them self or any other person; and
	7. recuse them self if a conflict of interest arises or a grievance is held with respect to the 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 form”, “Membership Renewal form”, “Membership Update form” or a trial / exhibition / competition entry (either on-line or hard copy).

Other information, such as details of incidents, may be required by our Constitution, our 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; or
* on sold as a database of contacts.

The Shepparton & District Obedience Dog Club Inc. may:

* use personal information for statistical purposes; and
* 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 Club’s President or Secretary.

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 the S&DODC Constitution, By laws and other applicable regulations and laws.
* Be reasonable and respectful – do not post malicious, misleading or unfair content in relation to S&DODC, Members, Members’ dogs or Members of other ANKC affiliated bodies.
* 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.

1. 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 TREASURER’S 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 allowing 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 to be mindful of the Code of Conduct. A time limit may be placed upon items; the item may be referred to a Subcommittee or to a later meeting if detailed discussion is required on a topic.

If a Member wishes to place an item on the Agenda with less than seven (7) days’ notice this may be done by contacting the President. If, in the President’s opinion it is of an urgent nature, the President has discretion to advise the Secretary to include the matter.

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

Standing Orders for Meetings

The Secretary is to provide Committee members with details of the date, time and place of the meeting plus a copy of the Agenda no later than seven (7) days before the date of the meeting.

The operation of the Meeting 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
		8. Business arising from correspondence
		9. New members for month
		10. General business
		11. Next meeting date
		12. Meeting close

Other items relating to managing a meeting are covered in the Club’s 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. The nomination must be in accordance with the requirements of Rule 8(9) of the Constitution and be seconded by five (5) club members with at least five (5) years financial membership each.
1. 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.
2. The final decision shall rest with the Committee.