



New Zealand Flygility Dog Association Incorporated

The Secretary: Debbie Nilsson, 34 Kinleith Way. Ph 027 4447099

Email: flygilitysec@gmail.com

CONSTITUTION

1. NAME

The Association will be called New Zealand Flygility Dog Association Incorporated ("the Association").

2. OBJECTIVES

- a. To promote flygility as an enjoyable amateur dog sport throughout New Zealand and overseas.
- b. To retain sole responsibility for the sport's management - formulation of rules, sanctioning of official flygility competition, appointment of judges, awarding of titles, and any other functions affecting the efficiency, growth and good name of the sport.
- c. To establish harmonious relationships with other organisations involved with dog ownership and dog activity and promote as free exchange between such organisations as is possible, consistent with this Association retaining its own autonomy.

3. ZONE OF INFLUENCE

New Zealand.

4. MEMBERSHIP

1. Members

There shall be an unlimited number of members and a record of the names and addresses of members shall be kept up-to-date by the secretary. The minimum number of members is 10.

2. Honorary Life Members

A member or members may be elected to life membership of the Association, by resolution at any Annual General Meeting ("AGM") upon the recommendation of the Executive Committee, in recognition of outstanding work for the Association or for flygility as a sport. Life members shall be exempt from all subscriptions but shall otherwise enjoy all the rights, privileges and duties of an ordinary member. The number of such recommendations shall not be more than two in any one year. Voting in respect of life membership shall be by secret ballot.

3. Admission

Payment of the appropriate subscription then in force shall entitle a person to membership. The Executive Committee may refuse membership to any person, in which case, the unused portion of the subscription will be refunded.

4. Resignation

Any member may resign, in writing, prior to the AGM in the year he or she wishes membership to cease. Refusal or neglect to pay the annual subscription within one calendar month from the AGM shall be accepted as resignation, provided that the Executive Committee shall have power to reinstate any such member on good cause being shown and all arrears of subscription being paid.

5. Expulsion

- a. The Executive Committee shall have power to cancel the membership of any member who either:
 - i. is in arrears of subscription for longer than two months. In each case, 14 days notice, in writing, shall be given of the Executive Committee's intention to cancel membership to enable the member to become financial;
 - ii. has been found by the Executive Committee to have acted in an unbecoming or dishonourable manner concerning matters affecting the Association, or acting in a manner prejudicial to the interests of the Association. The member concerned shall be given seven clear days written notice containing particulars of the alleged matter and requesting his or her presence at a meeting. The member shall be allowed an advocate to speak upon the matter affecting the proposed expulsion. The Executive Committee may, after hearing the member concerned or his advocate, or, should he or she fail to attend, after considering the matter, resolve to discipline or expel such member.
- b. A member expelled under this clause 4.5 shall have the right to appeal at a special general meeting of members called for this purpose.
- c. Any member expelled shall, within seven days, return all Association property in his or her care or possession.

5. ASSOCIATED FLYGILITY GROUPS

- a. Association members who wish to hold flygility tournaments will have to apply to the Association's Executive Committee for acceptance as an associated flygility group.
- b. Each associated group will annually forward to the secretary of the Association by 31 March:
 - i. the name, address and telephone number of the associated group's organiser;
 - ii. the payment of an Association fee current at the time.
- c. Each associated group will receive one copy of the Association's official newsletter and a copy of the Association's current rules and regulations.
- d. Each associated group, by applying for association, will be confirming its readiness to accept the Association's authority in all flygility matters, and to abide by the Executive Committee's decisions.

6. SUBSCRIPTION

- a. The financial year shall be 1 April to 31 March.
- b. The annual subscription shall be made up of an Association fee, which will be paid by all members whatever time in the financial year they join, plus, when appropriate, an expenses fee to cover printing and postage or other matters, as determined by the Executive Committee from time to time.
- c. The amount of the annual subscription for the ensuing year shall be set by the Executive Committee in February, with all members being advised in March. Any rebate of subscriptions during a financial year shall be the prerogative of the Executive Committee.
- d. Competition results will be regarded as valid and therefore, recorded, only if the competitor is fully financial at the time of the competition. Previous competition results cannot be made valid by late payment of subscription.

7. MANAGEMENT

1. Officers

- a. The officers of the Association who, together, will form the Executive Committee, shall consist of one area (New Zealand Kennel Club zone demarcations will be used meantime) flygility representative from each area and a secretary, a treasurer and news editor; these positions, if appropriate, being able to be held by one person. The minimum number of people on the Executive Committee is 3.
- b. The Executive Committee will appoint a chairperson from amongst its members at its first meeting after the AGM.
- c. The area flygility representatives, who must be members of the Association, will be elected by postal ballot by financial members resident in the area which the flygility representative is nominated to represent, at a time at least one calendar month before the AGM.
- d. Area flygility representatives will appoint the secretary, the treasurer, and the news editor who may be selected from outside flygility representative ranks but must be a member of the Association. The person or persons holding these positions will have full voting rights within the Executive Committee.
- e. All currently serving officers will be eligible for re-election prior to the next AGM.
- f. There will be appointed, at the AGM, an honorary auditor, who need not be a member of the Association.
- g. As a form of honorarium, the subscriptions of the members of the Executive Committee will be paid by the Association and all expenses for postage, toll calls and stationery associated with their duties will be refunded by the Association.
- h. The Secretary/Treasurer shall be granted an honorarium each year. Should the duties of Secretary and Treasurer be undertaken by separate people, then the honorarium shall be split between those two people. The amount, and if necessary, split of the honorarium for the coming year is to be determined at the Annual General Meeting of the Association.
- i. The Chairperson shall act as point of contact for the New Zealand Companies Office.

2. Casual Vacancy

If any casual vacancy shall occur in the officers of the Association, the Executive Committee may appoint another member to fill the vacancy for the unexpired term.

3. Responsibilities

- a. The Executive Committee shall be responsible for the policies, decisions and administration of the Association. It shall make regulations governing Association matters and shall be responsible for actively implementing the objectives of the Association, as stated in clause 2 above.
- b. The area flygility representative's responsibilities will be to:
 - i. ensure the Association's rules are complied with, within that area;
 - ii. represent the interests, within the Association's policies and programme, of all the members in that area;
 - iii. keep the secretary and news editor informed, on at least a bi-monthly basis, of flygility matters of interest, happenings or concerns within that area;
 - iv. do everything possible to promote flygility in that area.
- c. The Chairperson shall be responsible for all NZFDA rules and for compliance to applicable legislation.
- d. The secretary, in addition to normal secretarial duties, will ensure every member's competition scores relating to the Association's trophies and titles are accurately recorded and calculated. (The recording of scores could be delegated).
- e. The treasurer will carry out the normal duties of a treasurer.
- f. The news editor will have full responsibility for the preparation, printing and satisfactory receipt by members of flygility news, including the provision of a correspondence competition programme for 11 months of the year.
- g. The Executive Committee will consult together at least once a year, either in person or by video conference, just prior to the AGM, or more frequently if necessary. The Association will subsidise travel costs for Executive Committee members to the AGM.

8. FINANCE

1. Bank

All moneys paid to or received by or on behalf of the Association shall be paid to the credit of the Association, at such bank or banks as the Executive Committee shall from time to time appoint. All payment requests shall be authorised by the treasurer and one of two other members appointed for this purpose at the AGM.

2. Investment

The Executive Committee may invest and reinvest, upon such terms as it may think fit, the whole or any part of the Association's funds which shall not be required for the immediate business of the Association.

3. Borrowing

The Executive Committee shall, with the prior sanction of a special resolution duly passed at a general meeting of members, have power to borrow, for the purposes of the Association, any sum or sums of money on the security of all or any of the Association's property, and to secure such borrowing by the giving of mortgages, encumbrances or charges upon the usual terms and conditions.

4. Annual Financial Report

The accounts shall be made up to 31 March each year and a balance sheet containing a summary of all financial transactions undertaken during the previous year, plus notice of all assets and liabilities, together with all receipts, etc, shall be handed to the Association's auditor for examination and certification as to their correctness. Once audited, the balance sheet shall be presented to the AGM as the treasurer's financial report.

5. Annual Grants

The Association shall put aside funds each year for the purpose of providing grants to affiliated groups. The amount to be put aside each year shall be determined at the AGM and any funds not granted in that year shall be carried forward and made available for the following year.

Written applications for grants shall be called for by the secretary prior to the AGM each year and these applications should detail what the grant is to be used for and the benefits that it will bring to the Association. The recipient(s) and amount(s) shall be determined by the Executive Committee and announced at the AGM each year.

The general criteria for these grants shall include, but not restricted to, the following:

- The group must be currently affiliated to the Association
- The group must have held an official tournament in the previous 12 months
- The purpose of the grant shall be beneficial to the Association and it's objectives
- Whether or not the group was successful with a previous grant application.

These grants shall not impact on the Association's ability to provide assistance, whether financial or otherwise, to new groups wishing to run a flygility tournament for the first time.

9. MEETINGS

1. Annual General Meeting

- a. Shall be held as soon as practically convenient but not later than 31 July. Not less than 14 days notice in writing of the AGM shall be given to all members of the Association.
- b. Remits for inclusion at the AGM shall be in the hands of the secretary at least 28 days prior to the meeting and be sent to each member not less than 14 days before the meeting. Postal voting on remits will be accepted from members but must have been received by the secretary before the AGM.

2. Extraordinary General Meetings

An extraordinary general meeting shall be called by resolution of the Executive Committee, and seven days notice of any such meeting shall be given, in writing, to all members of the Association.

3. Quorum

- a. At any general meeting, eight members shall constitute a quorum.

b. At an Executive Committee meeting, three officers shall constitute a quorum.

4. Chairperson

At any meeting, if the chairperson is present, he/she will take the position. In any other circumstances, the chairperson shall be such member willing to act and shall be appointed by resolution of the meeting.

10. VOTING

1. Postal Voting

- a. The election of the area flygility representatives shall be by electronic media, for which purpose members shall be invited to send nominations of qualified persons to the secretary not later than one month prior to the AGM. Consent of persons nominated must be obtained in writing and each nominee must have been proposed and seconded by different members. Nominations for area flygility representatives must be posted to the secretary in a sealed envelope marked "Area Flygility Rep Nomination Only" and will be opened by the secretary immediately following the closing of nominations.
- b. Thereafter, if necessary, a voting paper will be sent out to each financial member not later than 14 days before the meeting and must be received by the secretary NO LATER than three days before the meeting.
- c. Area flygility representatives may be proposed, seconded and voted for ONLY by members resident in, or training for, flygility in that particular zone.
- d. If any office remains vacant at the time of the AGM, nominations shall be accepted by the meeting and voted for by ballot by those financial members present.
- e. The members at the AGM shall appoint two scrutineers to open and count the ballot papers and the results shall be announced at the meeting. Voting papers shall be destroyed after the results of the ballot are known and announced.

2. Act of Voting

Except as otherwise provided in these rules, voting shall be by a show of hands unless a member requests a ballot. The chairperson shall have a casting vote. Only financial members shall be entitled to vote at a meeting.

3. Resolutions

There shall be two types of resolution, namely, a "resolution" and a "special resolution". A resolution proposed at any meeting shall be passed if the majority of persons present and entitled to vote as such meeting vote in favour of the resolution. A special resolution proposed at any meeting shall be passed if not fewer than two-thirds of the members present and entitled to vote at such meeting vote in favour of the resolution.

11. MINUTE BOOK

Minutes of proceedings of all meetings shall be recorded in books kept for that purpose.

12. NEW RULES

- a. The addition, alteration or repeal of any rules - constitution or management of or judging of flygility - shall take place at any general meeting by special resolution. Particulars of the proposed addition, alteration or amendment shall be given in the notice calling the meeting.
- b. No addition to alteration or rescission of the rules shall be approved if it affects the aims/objects, payments to members, pecuniary profit clause or the winding up clause

13. PROPERTY

Control of the property of the Association shall be vested in the Executive Committee.

14. PATRON

A patron may be elected at any AGM. The term of any such patron shall expire at the following AGM.

15. DISSOLUTION

The Association may be wound up voluntarily if the members at any general meeting pass a resolution requiring the Association to be so wound up, and this resolution is confirmed at a subsequent general meeting called for the express purpose. Upon dissolution of the Association, any surplus assets, after the payment of all liabilities, shall be paid to the Veterinary School, Massey University College, Palmerston North, to be used to help in any research project related to the health and prevention of disease in dogs.

16. PECUNIARY GAIN

- a. Notwithstanding anything expressed or implied in this constitution, the activities of the Society shall not be carried on for the personal pecuniary profit or benefit of any member or individual
- b. No member or person associated with a member of the Society shall derive any income, benefit, or advantage from the Society where they can materially influence the payment of the income, benefit, or advantage. Except where that income, benefit, or advantage is derived from:
 - i. Professional services to the Society rendered in the course of business and charged at no greater rate than current market rates; or
 - ii. Interest on money lent at no greater than market ratesAND all members who may be interested or concerned directly or indirectly shall disclose the nature and extent of their interest to the Committee

17. RAISING OF DISPUTES AND THEIR RESOLUTION

1. Any club member who wishes to raise a complaint must do so in writing and present it to the Club Secretary or a member of the Executive Committee. An extraordinary meeting of the Executive Committee shall be held to review and discuss the concerns raised.
2. If the Executive Committee can suggest an acceptable solution that meets the concerns of the written complaint, then the matter shall be deemed resolved.
3. If the Executive Committee cannot find an acceptable solution that meets the concerns of the written complaint then the following shall implemented:
 - a. A Mediator from outside of the Club who has background in Flygility will be appointed to hear the Complaint in person and in private.
 - b. The person/people who are the subject of the complaint will also be heard in person and in private.

- c. The Committee will put in writing its proposed solution and stance on the Complaint for the information of the Mediator.
- d. The decision/solution of the Mediator shall be presented in writing to a Special General Meeting of the Association and be voted on as to acceptance of the decision and then actioned by the Executive Committee. The Vote shall be on paper which outlines the decision of the mediator and asks for a yes/no vote for each Member present, and shall be counted in the open at the meeting. If 60% of the votes fall one way or the other then that will decide the course of action of the Committee.
- e. The matter will then be deemed to be closed and no further correspondence on the issue can be entered into.