



DOMESTIC REGULATIONS CLOVERDALE CANINE COMPANIONS INC.

These Domestic Regulations supplement the Cloverdale Canine Companions Inc. Constitution (**Constitution**).

1. INTERPRETATION

- 1.1. The “Rules” referred to in these Domestic Regulations are the Rules set out in the Constitution.
- 1.2. Unless otherwise stated:
 - 1.2.1. The definitions used in the Constitution apply in this document;
 - 1.2.2. The term “Subscription” in the Constitution comprises:
 - (a) An annual membership fee which is determined by the Members at a General Meeting (**Membership Fee**); and
 - (b) A joining fee payable by all new Members when applying for membership (**Joining Fee**) and which is also determined by the Members at a General Meeting.

2. MEMBERSHIP CATEGORIES

- 2.1. **Full Membership**
 - 2.1.1. **Single:** May be granted to any individual who resides in WA and who satisfies the conditions for membership under Rule 7 including payment of the Membership Fee and Joining Fee. Once accepted as a Single Member, the individual shall be entitled to full membership privileges provided they pay their annual Membership Fee and satisfy all other membership obligations.
 - 2.1.2. **Family:** May be granted to any two related persons and their dependant children under the age of 18, who reside in WA and who individually satisfy the conditions for membership under Rule 7 including payment of the Membership Fee and Joining Fee (which may be done jointly). Once accepted as Family Members, each person shall be entitled to full membership privileges provided they pay their annual Membership Fee and

satisfy all other membership obligations. Only persons aged 18 years and over are eligible to vote and/or be elected as an Office Bearer. In exceptional circumstances, the Committee may approve two unrelated persons for family membership.

2.1.3. **Contributing:** May be granted to any individual who resides in WA, who satisfies the conditions for membership under Rule 7 including payment of the Membership Fee and Joining Fee and is a Committee Member, instructor or other person nominated by the Committee. Once accepted as a Contributing Member, the individual shall be entitled to full membership privileges provided they pay their annual Membership Fee and satisfy all other membership obligations.

2.2. **Associate Membership**

2.2.1. **Single:** May be granted to any individual who does not satisfy the conditions for full membership as set out in Rule 7 or who does not reside in WA. The individual must pay the applicable Membership Fee and Joining Fee. Once accepted as an Associate Member, provided they pay their annual Membership Fee and satisfy all other membership obligations, the individual shall be entitled to all the privileges of full membership except the right to vote and/or be elected as an Office Bearer.

2.2.2. **Family:** May be granted to any two related persons and their dependant children under the age of 18 who do not individually satisfy the conditions for full membership as set out in Rule 7 or who do not reside in WA. These persons must pay the applicable Membership Fee and Joining Fee. Once accepted as Associate Family Members, provided they pay their annual Membership Fee and satisfy all other membership obligations, each person shall be entitled to all the privileges of full membership except the right to vote and/or be elected as an Office Bearer.

2.3. **Junior Membership**

2.3.1. May be granted to any individual who is 12 years of age and over but under the age of 18. The individual must pay the applicable Membership Fee and Joining Fee. Once accepted as a Junior Member, provided they pay their annual Membership Fee and satisfy all other membership obligations, the individual shall be entitled to all the privileges of full membership except the right to vote and/or be elected as an Office Bearer.

2.4. **Casual Membership**

2.4.1. Maybe granted to persons visiting the Club on a temporary basis, for training purposes only and will not be entitled to the privileges of full membership. Casual Members may not train at the Club on more than two occasions.

2.5. **Life Membership**

2.5.1. May only be awarded for outstanding services to the Club and must be approved by the Members at an Annual General Meeting.

2.5.2. Proposed nominations for life membership must be submitted in writing to the Secretary prior to the Committee Meeting before the Notices of Motion for the Annual General Meeting are published. The nominations must be accepted by the Committee and the proposed award must appear on the notice convening the Annual General Meeting.

- 2.5.3. Any person nominated for life membership must have been active in the Club for a period of no less than 10 years. In exceptional circumstances, as approved by the Committee, this condition may be waived.
- 2.5.4. There shall be no more than two life memberships granted in any one year. In exceptional circumstances, as approved by the Committee, this condition may be waived.
- 2.5.5. A Life Member who satisfies the requirements of Rule 7 shall be entitled to full membership privileges. A Life Member who does not satisfy the requirements of Rule 7 shall be entitled to the privileges of an Associate Member.

3. MEMBERSHIP FEES AND APPLICATIONS FOR MEMBERSHIP

- 3.1. Membership Fees are payable on 1 November each year.
- 3.2. Where Membership Fees and/or Joining Fees are changed at an Annual General Meeting, the new Membership Fees and/or Joining Fees become payable on the day immediately after the Annual General Meeting.
- 3.3. There shall be separate scales of fees for each of the membership categories set out in Regulation 2.
- 3.4. A Joining Fee is payable by all new Members when applying for membership.
- 3.5. A signed application form must accompany all new applications for membership and all membership renewals.
- 3.6. All membership applications and renewals are to be given to the Secretary.
- 3.7. Contributing Members shall pay a reduced Membership Fee, being 35% of the Membership Fee payable for a single full membership at the relevant time.
 - 3.7.1. This reduced fee does not apply to family memberships.
 - 3.7.2. In the case of two Family Members who are Contributing Members, each Contributing Member must pay the reduced Membership Fee.
 - 3.7.3. Where only one member of a family membership is a Contributing Member, the applicable fee is 40% of the Membership Fee payable for family membership.
- 3.8. All handlers must be financial Members of the Club.
- 3.9. All Joining Fees and Membership Fees are non-refundable.

4. MEMBERSHIP PRIVILEGES

- 4.1. As set out in Rule 8 plus eligibility for Club trophies and awards.
- 4.2. Any other privileges as determined by the Committee from time to time.

5. COMMITTEE

- 5.1. To be eligible for election to the Committee, the nominee must have been a Member of the Club for a minimum of 9 months.
- 5.2. To be eligible for election to the Executive of the Club (being, President, Junior Vice President, Senior Vice President, Secretary and Treasurer), the nominee must have served on the Committee for a minimum of 12 months.
- 5.3. The Committee may:
 - 5.3.1. if there are insufficient nominations from qualified Members, waive the requirements of Regulation 5.1;

- 5.3.2. if there are insufficient nominations from qualified Members for the Executive offices, waive the requirements of Regulation 5.1 and Regulation 5.2.
- 5.4. Committee Members who are married, partnered or related to each other may not both sign any financial or legal document or payment authority on behalf of the Club. They may each be signatories, but only one of them may sign at any one time.
- 5.5. All Committee Members are expected to make themselves available to assist in the organisation and running of events held by the Club.

6. DUTIES OF OFFICE BEARERS

6.1. **President**

- 6.1.1. The President shall:
 - (a) preside at and exercise control at all functions, events and activities of the Club.
 - (b) see that all business and meetings are conducted with propriety, integrity and order.
- 6.1.2. The President shall be entitled to a deliberate vote and, in the cases of a tied vote, the right to a casting vote.
- 6.1.3. The President shall have the right to countersign cheques and payment authorities with one other member of the Executive.

6.2. **Senior Vice President**

- 6.2.1. The Senior Vice President shall assist the President and, in the absence of the President, shall chair and exercise all the powers of the President at meetings.

6.3. **Junior Vice President**

- 6.3.1. In the absence of the President and Senior Vice President, the Junior Vice President shall chair and exercise all the powers of the President at meetings.

6.4. **Secretary**

- 6.4.1. The Secretary shall carry out their duties under the direction of the Committee and shall, in addition to the duties set out in the Constitution including Rules 13, 15 and 22:
 - (a) Maintain an up to date copy of the Constitution and Domestic Regulations of the Club, which will be supplied free of charge to any Member upon request;
 - (b) Keep such records and produce such records as the Committee may from time to time direct; and
 - (c) Notify all Members of all General Meetings and all Committee Members of all Committee Meetings.
- 6.4.2. The Secretary shall have the right to countersign cheques and payment authorities with one other member of the Executive.

6.5. **Treasurer**

- 6.5.1. The Treasurer shall, in addition to the duties set out in the Constitution including Rule 18.3:
 - (a) Take responsibility for the Club's funds;
 - (b) Keep proper books of account of all monies received and disbursed, as determined by the Committee;

- (c) Produce at each Committee Meeting a balanced statement of the Club's current financial affairs; and
 - (d) At the Annual General Meeting of the Club, produce to every Member of the Club an audited statement of accounts.
- 6.5.2. The Treasurer shall not hold Club funds, other than a predetermined petty cash amount, and upon receipt of monies of the Club shall deposit it without undue delay to the Club's current operating account.
- 6.5.3. The Treasurer may countersign cheques and payment authorities with one other member of the Executive.

7. ELECTION OF OFFICE BEARERS

- 7.1. All nominations must be on the official nomination form authorised by the Club, with all information supplied.
- 7.2. Nominations forms will be invalid unless they are completed in full and signed.
- 7.3. Separate nomination forms must be used to nominate for each position. Multiple nominations on a single nomination form will be deemed invalid.
- 7.4. All completed nominations forms must be delivered to the Returning Office before the commencement of the Annual General Meeting. Nominations received after this time will be deemed invalid and returned to the nominee.
- 7.5. All casual vacancies shall be dealt with as set out in Rule 26.
- 7.6. Rule 23.4 shall apply if insufficient nominations are received for Committee positions.

8. INFORMATION AND NOTICES

- 8.1. Information regarding the Club, events and activities organised by the Club and any news relating to the Club will be posted on the Club Facebook page and/or the Club's website.
- 8.2. All Members are encouraged to join the Club Facebook.
- 8.3. By providing their email address to the Club (either on the membership application form or by other means) and/or joining the Club Facebook page, Members agree to receive notices from the Club by electronic means.

9. TROPHIES

9.1. **Current Perpetual Trophies (ANKC Trials)**

- 9.1.1. To be eligible to win a Club trophy Members must:
 - (a) be financial Members of the Club at the time they win the Club trophy;
 - (b) have been financial Members for a period of 9 months before they win the Club trophy;
 - (c) train with the Club for 75% of the regular training nights in the discipline for which the award is made and be training with the Club at the time of award;
 - (d) assist in the running of at least one of the Club's sanctioned trial events during the Club's financial year; and
 - (e) complete a title award application form and forward any qualifying cards (or other information requested) by the appointed date to the person nominated to collect this information.

- 9.1.2. Qualifying cards supplied under Regulation 9.1.1(e) must clearly state scores and any places and for agility and jumping state the qualifying time and standard course time. Where the applicant does not provide this information, the scores will be deemed ineligible.
- 9.1.3. No perpetual trophy may be awarded to Members residing outside WA.
- 9.1.4. Members are responsible for returning trophies in the same condition as they were presented.
- 9.2. **New Perpetual Trophies**
 - 9.2.1. The Committee (and donor, if applicable) shall decide the purpose of the trophy.
 - 9.2.2. If a scoring system is needed the Committee shall decide the applicable scoring system.
- 9.3. **Title Awards (ANKC Trials)**
 - 9.3.1. To be eligible for title awards, Members must:
 - (a) have been financial Members for a minimum of 6 months before they qualify for the title;
 - (b) be financial Member at the time they qualify for the title;
 - (c) train with the Club for 75% of regular training nights in the discipline for which the award is granted and be training with the Club at the time of the award; and
 - (d) apply for title awards during the Club's financial year by completing a title award application form and forwarding this along with a copy of their title certificate(s) and/ or the first 3, 5 or 7 (as applicable) qualifying cards by the appointed date to the person nominated to collect this information.
 - 9.3.2. The club recognises all ANKC titles gained in the Club's financial year but not trophies.
 - 9.3.3. Title awards must include the registered name of the dog affixed with the titles held prior to gaining the title for which the award is being awarded.
- 9.4. **Graduation Awards**
 - 9.4.1. Graduation ribbons may be awarded to dogs who have not competed in an ANKC sanctioned trial at any level in the discipline for which the award is given.

10. PENALTIES

- 10.1. Disciplinary action may be taken for non-compliance with the Club's Constitution and/or Regulations.
- 10.2. The Committee will decide upon the applicable penalty in compliance with Constitution.
- 10.3. Any Member who misappropriates, damages or causes loss of breakage of the Club's property shall forthwith make good any loss of breakage as the Committee directs.

11. GROUND AND TRAINING RULES

- 11.1. The Committee may set ground and training rules as required.
- 11.2. New or amendments to ground and training rules shall be communicated in writing to Members and copies made available to Members upon request.
- 11.3. Setting of training times for classes will be at the discretion of trainers and co-ordinated by the Committee within the overall agreed training times set by the Committee.

12. CODE OF ETHICS

- 12.1. All Members must comply with the Club's Code of Ethics.
- 12.2. Copies of the Club's Code of Ethics will be made available to Members upon request.



CODE OF ETHICS CLOVERDALE CANINE COMPANIONS INC.

Each Member, upon signing an application for membership or renewal of membership of Cloverdale Canine Companions Inc ('Club') and being duly appointed to the membership of the Club shall, in addition to agreeing to be bound by the Constitution and Regulations of the Club, be bound by the Club's Code of Ethics relating to responsible dog ownership including:

1. To be a responsible dog owner, respect the rights of others and comply with all regulations relating to dog ownership made by state and council/shire bodies.
2. To maintain the best possible standards of health and environment for their dogs including by not keeping more dogs than they can properly care for and maintain.
3. Enhance the reputation of dog owners by endeavoring to ensure that their dogs are not a danger or nuisance to neighbors or to other members of the community.
4. Oppose all activities which involve cruelty to dogs or in which dogs inflict damage to other dogs or other animals excluding the hunting of vermin.
5. To always act in the best interests of the Club, its Members and associates, work to ensure the ongoing success of the Club and actively promote the Club in a positive manner.
6. To support fellow Members and the Committee of the Club in any way possible to the best of their abilities.