



THE AUSTRALIAN SHEEP DOG WORKERS' ASSOCIATION INCORPORATED

1. NAME

The name of the Association shall be “The Australian Sheep Dog Workers’ Association Incorporated.”

2. OBJECTS

The objects of the Association shall be:-

- (a) To co-ordinate, promote and assist the work of members in improving and maintaining the breeding and handling of Australian sheep dogs.
- (b) To co-ordinate, promote and assist the work of members in running sheep dog trials.
- (c) To coordinate and promote interstate and international sheep dog trials and competition.
- (d) To select and manage teams of sheep dogs and sheep dog handlers to represent Australia at international sheep dog trials.
- (e) To provide a forum for exchange of information between interested persons relating to sheep dogs
- (f) To encourage States to maintain and operate a register of sheep dogs and to provide contact details of any relevant State’s register to a member of the public or organization on request.
- (g) To represent members at international meetings and conferences related to sheep dogs.

3. MEMBERSHIP

(a) Subject to these rules the members of the Association shall be comprised of such organisations as the Committee admits to membership.

(b) Membership is open to all State based Working Sheep Dog Associations who accept the objects and rules of the Association.

The following bodies shall be foundation members of the Association.

> The Victorian Working Sheep Dogs Association Incorporated.

> The New South Wales Sheep Dog Worker's Incorporated.

> The South Australian Working Sheep Dog Association Incorporated.

> The Tasmania Working Sheep Dog Association Incorporated.

> The Queensland Working Sheep Dog Association Incorporated.

> The Western Australia Working Sheep Dog Association Incorporated.

(c) Organizations wishing to become members of the Association shall apply to the Committee for membership.

(d) The Committee shall determine whether or not to accept an application for membership. The Committee is not required to supply reasons for accepting or rejecting an application for membership. Subject to these rules the members of the Association shall be comprised of such organizations as the Committee admits to membership.

(e) Members shall pay such fees as are determined by the Association at a general meeting.

\$20.00 fee / State member be paid each year no later than 30th September.

A \$10.00 affiliation fee / State member be deposited in a separate

Interest-

Bearing account to be used for the sole purpose of funding the Trans-Tasman Test.

(f) A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.

(g) Membership shall cease upon resignation, expulsion or failure to pay outstanding membership fees within three (3) months of the due date. Any member who may desire to withdraw from the Association shall do so by forwarding to the Secretary a written notice of its intention to do so, and by paying all the contributions and other sums owed by it to the

Association up to date on which its resignation becomes effective, when it shall cease to be a member. Members ceasing to be such shall have no claim of any kind on the Association or its assets PROVIDED THAT cessation of membership shall not release the member from any of its then existing liabilities to the Association.

(h) The Financial year shall run from 1 July to 30 June

4 MEMBER'S LIABILITY

The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

5 DISCIPLINING OF MEMBERS

Including Office Bearers, Delegates and AWSDA Inc Team Representatives. The procedure for disciplining Members, Office Bearers, Delegates and Team Representatives shall be determined by the Committee. Any member or person who wishes to appeal against a decision expelling them from membership (or otherwise disciplining them) may do so at the next General Meeting of the Association.

CODE OF CONDUCT

- A member shall not inflict verbal or physical abuse on any person
- A member shall not inflict pain nor cause wilful distress to any animal
- A member shall not engage in actions or dialogue which result in sexual harassment or discrimination
- A member shall not engage in unsportsman like conduct
- A member must wear appropriate clothing and footwear when competing
- A member must always present themselves for competition and or official business in a state of sobriety

VIOLATIONS OF CODE OF CONDUCT

- For the first violation, issue a warning
- For the second violation suspend the membership of the member for a specified period
- A member found guilty of a violation of the code of conduct has 21 days to appeal the decision of the committee.
- Application of the code of conduct must be applied in keeping with the principles of natural justice.

6. MANAGEMENT – BY COMMITTEE

- (a) The Association shall have its affairs controlled and managed by the office bearers and two (2) delegates from every member organization to be known as the Committee.
- (b) The Committee shall consist of a President, Vice President, Secretary, Treasurer and twelve (12) delegates. Delegates are to be two (2) representatives from each State. Delegates are to be chosen from each state by their State at any time
- (c) Office Bearers who will be The President, The Vice President, Secretary and Treasurer shall be elected at each Annual General Meeting. The delegates shall be nominated by their member State organizations. Any casual vacancy occurring in the Committee may be filled by a person appointed by the Committee.
- (d) Each member of the Committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
- (e) Retiring Committee members are eligible for re-election. Excepting that the President shall not hold office for more than four (4) consecutive years.
- (f) The Committee shall meet as often as necessary to conduct the business of the Association and not less than twice a year, be it in person, on phone conference, or any other suitable communication system.
- (g) The quorum for meeting of the Committee shall be one half the number of Committee members elected and appointed at the previous Annual General Meeting.
- (h) Voting entitlements are two (2) delegates from each state, with the President or acting President having a casting vote only. Office bearers (President, Vice Presidents, Secretary, Treasurer, and Executive) will only be eligible to vote if representing a member as one of the two (2) delegates allowed.
- (i) Questions arising at any meeting of the Committee shall be decided by the Majority of votes of those present that are entitled to vote. In case of an equality of votes, the person appointed to chair the meeting shall have a casting vote.
- (j) At any meeting of the Committee the Chairman shall have a casting but not a deliberative vote unless the member organisation which the Chairman represents is not fully represented, in which case the Chairman shall be entitled to a deliberative vote and a casting vote. The Secretary and Treasurer shall only be entitled to vote if they are authorised by a member organisation to vote on its behalf and if that organisation is not fully represented.

The day to day running of the Association may be in the hands of an Executive comprising the President, Vice President, Secretary and Treasurer. But all decisions of this executive must be subject to the control of the Committee.

7. GENERAL MEETINGS

- a. An Annual General Meeting of the Association shall be held each year in conjunction with the Supreme Australian Championships or within five (5) months from the end of the financial year.
- b. The Committee may, whenever it thinks fit, convene a special General Meeting of the Association. A special General Meeting must be convened by the committee within three (3) months of receiving a written request to do so from at least two (2) member organizations.
- c. At least fourteen (14) days notice of all General Meetings shall be given to the State member organizations. In the case of General Meetings where a special resolution is to be proposed, notice of the meeting shall be given to member organizations at least twenty-eight (28) days before the meeting.
- d. No business other than specified in the notice convening a General Meeting shall be transacted at the meeting. In the case of the Annual General Meeting, the following business shall be transacted whether specified or not:
 - i. Confirmation of the minutes of the last Annual General Meeting and any recent special General Meeting.
 - ii. Receipt of the Committee's report upon the activities of the Association in the last financial year.
 - iii. Election of President, Vice President, Secretary and Treasurer. Nomination of delegates to committee by their member organizations. To appoint an auditor and confirm honorariums. Appoint Public Officer and elect Patron and any other positions deemed necessary at that point in time.
- (e) The quorum for the General Meeting shall be four (4) member State organizations represented by delegates in person. Proxies not to count in determining a quorum.
- (f) Voting at General Meetings shall be by a show of hands or verbally in the case of phone meetings, unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those

matters, which must be decided by special resolution where a three-quarter ($\frac{3}{4}$) majority is required.

- (g) All votes shall be given personally or by proxy but no member may hold more than two (2) proxies.
- (h) In the case of an equality of votes, the person appointed to chair the General Meeting shall have a second or casting vote.
- (i) A member who wishes to appoint another delegate as proxy must notify the Association in writing at least twenty-four (24) hours before the time of the meeting.
- (j) - Nominations of candidates for election as office bearers should be made to the Secretary in writing and signed by the nominee, to be received forty-two (42) days prior to the Annual General Meeting.
 - The members should receive lists of nominations twenty-eight (28) days prior to the Annual General Meeting to enable them to instruct their delegates.
 - Office Bearers refers to positions of President, Secretary, Treasurer and Vice President.
 - Committee members are those persons nominated as delegates by members. These delegates are automatically appointed
- (k)
 - i. Each member shall be entitled to be represented at the General Meetings of the Association by two (2) delegates. If a member sends any lesser number of delegates than its entitlement, the member shall remain entitled at the meeting to the maximum number of votes based on the principle of one vote for every permissible delegate, (i.e.) If a member is only represented by one delegate at a General Meeting, that delegate will be entitled to two (2) votes.
 - ii. The names of the delegates to attend any General Meeting shall be given to the Secretary no later than seven (7) days prior to the date of the meeting.
 - iii. Each member shall be entitled to bring observers to a General Meeting who shall have no vote.
 - iv. A delegate must be a natural person.

8. OFFICE BEARERS

- (a) The President or in the President's absence, the Vice-President, shall act as the Chairperson at each General Meeting and Committee meeting of the Association.
- (b) If the President and Vice-President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- (c) The Secretary shall keep records of the business of the Association including the rules, register of members, minutes of all General and Committee meetings and a file of the correspondence. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
- (d) The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through a petty cash system or by the cheque signed by two (2) signatories authorised by the Committee. The Treasurer may also be able to pay accounts by direct debit with the written (email) approval of the President or Secretary.

Major or unusual expenditures shall be authorised in advance by the Committee or a General Meeting.

- (e) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.
- (f) Funds of the Association may be obtained by membership fees, sponsorship fees, donations or fund-raising as approved by the Association from time to time.

9. SPECIAL RESOLUTIONS

- (a) A special resolution must be passed by a General Meeting of the Association to effect the following changes:
 - i. A change of the Association's Name.
 - ii. A change of the Association's Constitution.
 - iii. A change of the Association's Rules.
 - iv. A change of the Association's Objects.
 - v. An amalgamation with another incorporated Association.

- vi. To voluntarily wind up the Association and distribute its property.
- vii. To apply for registration as a Company.

(b) A special resolution shall be passed in the following manner:

- i. A notice advising that a General Meeting is to be held to consider a special resolution must be sent to all member organizations at least twenty-eight (28) days prior to the meeting.
- ii. A quorum must be present at the meeting.

10. PUBLIC OFFICER

- (a) The Committee shall ensure that a person is appointed as Public Officer.
- (b) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of Australian Capital Territory.
- (c) The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - i. Death
 - ii. Resignation
 - iii. Removal by the Committee or a General Meeting
 - iv. Bankruptcy or financial insolvency
 - v. Mental illness
 - vi. Residency outside the Australian Capital Territory
- (d) When a vacancy occurs in the position of Public Officer, the Committee shall within three months appoint a new Public Officer and notify the Registrar General within the prescribed time.
- (e) The Public Officer may be an office bearer, committee member or any other person regarded as suitable for the position by the Committee.

11. MISCELLANEOUS

- (a) The Association shall affect and maintain insurance for public liability, together with any other insurance which may be required by law or regarded as necessary by the Association.
- (b) The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Committee.
- (c) The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up.
- (d) Notices of Motion from States must be received at least forty-two (42) days before meeting.