

## **SECTION 1 – MEMBERSHIP**

- 1.1** Membership
- 1.2** Application for Membership
- 1.3** Annual Subscription
- 1.4** Roll of Members
- 1.5** Refusal of Membership
- 1.6** Termination of Membership
- 1.7** Resignations
- 1.8** Responsibilities of Membership
- 1.9** Annual General Meeting
- 1.10** Special General Meeting
- 1.11** General Meetings
- 1.12** Adjournment of Meetings
- 1.13** Election of Officers
- 1.14** Casual Vacancies on Council
- 1.15** Meetings of the Council
- 1.16** Access to information on the Association
- 1.17** Meeting of Committee
- 1.18** Confidentiality Agreement

## SECTION 1 – MEMBERSHIP

### 1.1 MEMBERSHIP

- 1.1.1. **Ordinary Membership** shall be available to a person over the age of eighteen (18) years. An Ordinary member has the right to vote, stand for office in association elections, own a prefix or breed registered dogs. An Ordinary Member shall be entitled to be a member of a Committee of an Affiliate and participate in all activities of an Affiliate and is able to hold any Office Bearer position on the Committee of an Affiliate.
- 1.1.2. **Joint Ordinary Membership** shall be available to two (2) persons one (1) of whom must be over the age of eighteen (18) years. One (1) postal address shall be used and only one (1) magazine provided. Joint members have all the rights of an Ordinary Membership.
- 1.1.3. **Junior Membership** shall be available to a person over the age of seven (7) years but under the age of eighteen (18) years and has no privileges of an Ordinary membership.
- 1.1.4. **Pensioner Membership** shall be available to a person who is the holder of a current Pension Concession Card. Pensioner members have all the rights of an Ordinary member.
- 1.1.5. **Joint Pensioner Membership** shall be available to two (2) persons who are both the holders of current Pensioner Concession Cards. Joint Pensioners have all the rights of an Ordinary Member.
- 1.1.6. **Handler Membership** shall be available and is divided into two (2) categories, Junior and Senior. The age requirement for a Junior Handler is a minimum of seven (7) years of age and under eighteen (18) and for a Senior Handler is over the age of eighteen (18). A handler membership is available to a handler only.
- Handler members are not entitled to vote at any meeting of the Association; conduct any business with the Association; be elected or appointed to any office of the Association; enter in any NACA approved Exhibition; Register a Kennel Prefix or apply for the registration of any puppies bred. **(05/15)**
- 1.1.7. **Associate Membership** shall be available to a person eighteen (18) years and over. An Associate Member shall be entitled to be a member of a Committee of an Affiliate but shall not hold any Office Bearer position on the Committee of an Affiliate. Associate members have no other privileges of an Ordinary Member. **(10/19)**
- 1.1.8. **Honorary Life Membership** any member may be nominated for life membership by any financial member of the association. Such nomination shall be in writing and shall detail the services rendered to the association by the nominee. The nomination will be considered by the Council at its next meeting, and if approved submitted to the next annual general meeting for ratification. An Honorary Life Member shall enjoy all the privileges and obligations of membership excluding the necessity to pay an Annual Subscription.

### 1.2 APPLICATION FOR MEMBERSHIP

Application for Membership shall be made and signed on such a form and in such manner as may from time to time be prescribed by Council and be accompanied by the first year's subscription. Membership applications shall be in a person/s name, not a kennel Prefix.

### **1.3 ANNUAL SUBSCRIPTION**

- 1.3.1 All membership subscriptions shall become due on the first (1st) day in January each year.
- 1.3.2. A Member who joins after first (1st) day in September shall be financial for the ensuing year.
- 1.3.3. The Council may, from time to time, amend the scale of fees payable.

### **1.4 ROLL OF MEMBERS**

- 1.4.1 A Roll of Members shall be kept by the Council and shall contain the name, residential and postal address, and the registered Prefix (if any) of each Member.
- 1.4.2 The Roll of Members shall be kept at the office and may be made available if Council shall so determine but not otherwise, for inspection by such persons and upon such conditions as Council may from time to time determine.

### **1.5 REFUSAL OF MEMBERSHIP**

Council may at its discretion refuse any application for membership or terminate any membership provided that the Council advises the applicant of the reasons for refusal in writing.

### **1.6 TERMINATION OF MEMBERSHIP**

- 1.6.1 A Member ceases to be a Member when:
- (a) He resigns in writing addressed to the Secretary; (subject to **1.16.1.1** and **1.16.1.2**)
  - (b) He shall be called upon to resign his Membership by Council pursuant to the Constitution and Rules;
  - (c) In the case of a person suspended or disqualified or otherwise ineligible to take part in Exhibitions held under these Rules, he shall cease to be a Member for the term of such suspension or ineligibility or for longer as Council may decide.
  - (d) If the committee considers that a member should be suspended or expelled because his conduct is detrimental to the interests of the NACA.

### **1.7 RESIGNATIONS**

- 1.7.1 If a member chooses to resign their NACA membership the written resignation will not relieve them from payment of monies due to the NACA at the date of the resignation. The membership will be suspended until such time as the monies owed are finalised.
- 1.7.2 Where a member is under investigation or has been charged with an offence under the NACA Constitution or Rules and subsequently resigns prior to the investigation/charge being finalised, the resignation will not take effect. The membership will be suspended until the investigation/charge is finalised. No transactions will be permitted in relation to this membership or any transaction where the resigning member is a joint party.

## **1.8 RESPONSIBILITIES OF MEMBERSHIP**

- 1.8.1 Any Member seeking election to the Council or committee of an Affiliated Body or appointment to an Official Panel or Committee must be prepared to serve the whole of the term.
- 1.8.2 A Member upon admission to any category of membership shall strictly observe and act in conformity with and not otherwise than in accordance with the Constitution and Rules and will uphold the honour of, and use his best endeavours to further the Objects of the NACA.
- 1.8.3 Any complaint lodged by a Member or other person should be accompanied by the fee as expressed in the current Schedule of Fees. This fee shall be refunded after investigation unless Council deems the complaint frivolous, in which case it shall be forfeited.
- 1.8.4 A Member shall furnish to Council such information within the knowledge of the Member as Council may from time to time require and within such time as Council may specify in respect of any act or omission on his part or of his Agent about his stud dog, or in respect of any breeding or sale or purchase in which he is concerned.
- 1.8.5 If called upon to do so by Council, a Member shall supply upon Statutory Declaration duly made by him or by his Agent as may be determined by Council any information required by Council in respect of any matter dealt with or regulated by the Constitution and Rules.
- 1.8.5 Any person knowingly promoting, exhibiting, judging an entry for or in any way officiating at an Exhibition previously declared by the Council to be "Unrecognised" shall become ineligible to judge, make an entry for, compete, win a prize, make an objection, or take part in or at a "Recognised Exhibition" or be associated with any Affiliate of the NACA.

## **1.9 ANNUAL GENERAL MEETING**

- 1.9.1 The NACA Annual General Meeting must be held within five (5) months after the end of the NACA financial year, fifteen members (15) shall constitute a quorum. **(09/19)**
- 1.9.2 The Secretary must give not less than twenty-one (21) days' notice of the Annual General Meeting and under this Part advertise it in a newspaper circulating in the Northern Territory and or the Associations official publications. **(05/18)**
- 1.9.3 Notices of business for discussion must be in writing, seconded and received by the Secretary not later than sixty-three (63) days prior to the date set for the Annual General Meeting.

## **1.10 SPECIAL GENERAL MEETING**

- 1.10.1 A Special General Meeting may be summoned at the request of the President, Vice President, five (5) Councillors or twenty (20) Members. The summons shall be in writing, and state the business proposed to be transacted.

- 1.10.2 The Secretary must give to all members not less than twenty-one (21) days' notice of a Special General Meeting; **(11/19)**

The notice must specify –

- (a) when and where the meeting is to be held; and
- (b) the particulars of and the order in which business is to be transacted.

- 1.10.3 The President, Vice-President, a Member of Council, or in their absence, a Member elected from amongst those present shall in this order be elected to the Chair.

## **1.11 GENERAL MEETING**

- 1.11.1 At all General Meetings, no business shall be considered or discussed other than that which notice has been given on the notice summoning the meeting, or any business which in the opinion, of the Chairman shall arise out of such business.

- 1.11.2 At all General Meetings when questions of order or practice arise, the ruling of the Chairman of the meeting shall be accepted as final and in all cases of equality of voting, then he shall have a casting vote in addition to his own.

## **1.12 ADJOURNMENT OF MEETINGS**

- 1.12.1 All such meetings shall have the power to adjourn their proceedings from time to time to any date fixed by such meeting.

## **1.13 ELECTION OF OFFICERS OF THE COUNCIL**

- 1.13.1 The business of the North Australian Canine Association shall be managed by or under the direction of a Management Committee which shall be named the Council. Refer NACA Constitution Part 4 Division 2 Tenure of Office.
- 1.13.2 There shall be elections in odd-numbered years for the office of President, Treasurer and three (3) Councillors and in even-numbered years for the office of Vice-President, Secretary and three (3) Councillors.
- 1.13.3 As soon as practicable after being elected to the Council, each committee member must become familiar with and is responsible for ensuring the Association complies with, the Act and regulations made under the Act.
- 1.13.4 For the purpose of conducting elections, the Council shall appoint a Returning Officer who has no interest in the outcome of the election.
- (a) The Council shall maintain an electoral roll which shall be the roll of persons eligible to be nominated as candidates, to nominate candidates and to vote in elections.
  - (b) The roll shall contain the names of all financial adult members of the NACA and shall close sixty-three (63) days prior to the AGM.
  - (c) Immediately following the close of the roll, the Administrative Officer shall certify its correctness and forward such certified copy to the Returning Officer.
- 1.13.5 The Administrative Officer shall arrange for an election notice to be published in the Territory Dog World calling for nominations and setting out the timetable for the conduct of the election.

- 1.13.6 Nominations must be in writing on the prescribed form, available from the NACA.
- Each nomination form:
- (a) must be signed by a nominator and seconder who are NACA financial members.
  - (b) must contain a declaration, signed by the candidate that they are eligible to stand in accordance with the conditions set out on the nomination form.
- 1.13.7 Council may change nomination conditions as required and in accordance with other Acts or Regulations.
- 1.13.8 Any person who is a financial member of the NACA at the time of nomination may nominate for election to one or more Offices on the Council.
- 1.13.9 Nominations must be received by the Returning Officer by the close of nominations. Nominations shall close at a time and date that will be advertised by the NACA. Nominations received by the Returning Officer after the date and time set for the close of nominations shall be INVALID.
- 1.13.10 Nominations may be withdrawn after the date and time set for the close of nominations in consultation of the Returning Officer.
- 1.13.11 The Returning Officer shall forward the names of candidates and nominators to the Administrative Officer to establish the Members status. In either case, the Returning Officer shall advise the candidate of the outcome of his/her nomination. The Returning Officer shall retain all documentation in relation to the election for a period to be decided at the AGM. A minute from the Returning Officer is to be forward to Council notification of the destruction of the documentation after the designated period.
- 1.13.12 Candidates may provide a profile in support of their nomination – not to exceed one (1x) A4 page in length. Profiles must be received by the office with the nomination and will be published in the NACA magazine at no cost to the candidate. **(16/12/25)**
- 1.13.13 Refer to NACA Constitution Division 2 – Tenure of Office
- Point 26 - Eligibility of Council Members and Point 29 - Election by default
- 1.13.14 If the number of nominations received for an Office is equal to or less than the number of vacant positions, the Returning Officer shall declare the nominated candidates duly elected and advise them at the Annual General Meeting.
- 1.13.15 If the number of nominations received for an Office is greater than the number of vacant positions, the Returning Officer shall make the necessary arrangements for a ballot-paper and return envelope to be printed and sent to all persons whose names appear on the roll.
- 1.13.16 Voting shall be held during the period commencing on the issue of the Ballot and continue up and until 10.00 a.m. on the Wednesday prior to the Annual General Meeting of the NACA.

- 1.13.17 Ballot papers and envelopes shall be distributed to the Members a minimum of twenty-eight (28) days prior to the date they are due to be returned. A separate ballot paper and envelope will be issued to each voting, member of a household.
- 1.13.18 The order in which candidates' names appear on the ballot paper shall be in alphabetical order.
- 1.13.19 The ballot paper shall have printed on its instructions on how the paper shall be marked to exercise a valid vote, the number of vacancies to be filled, the names of the candidates and a box beside each name in which the the vote is to be recorded.
- 1.13.20 The method of voting shall be "cross" voting. In order to record a valid vote, an elector shall place a cross in the square opposite the name/s of the candidate/s of his/her choice.
- 1.13.21 Every Member resident in the Northern Territory and entitled to vote shall be entitled to cast votes as follows:
- (a) One (1) vote for the Office of President.
  - (b) One (1) vote for the Office of Vice-President.
  - (c) One (1) vote for the Office of Secretary.
  - (d) One (1) vote for the Office of Treasurer.
  - (e) One (1) vote for each Council Office.
  - (f) or such less number of votes in relation thereto as the voter may wish to cast.
- 1.13.22 The marked ballot paper shall then be placed in the envelopes provided, sealed, and sent by post so as to reach the Returning Officer on or before the date and time set for the close of the poll. The address of the Returning Officer shall be displayed on the front of the envelope and on the back, the elector's name, address and membership number and signature.
- 1.13.23 An envelope shall be rejected if it does not contain the signature of the voter and the same membership number as that contained on the NACA roll.
- 1.13.24 For the purposes of the scrutiny and count, each nominee may appoint in writing a person to represent him/her during proceedings. This notification must be included with the nomination form. The person appointed by the nominee will be informed of when and where the count shall take place and such persons may not be a candidate in the same election.
- 1.13.25 When the ballot box is opened, only those persons whose names appear on the roll and have completed the requirements of **Rule 1.13.22** and **1.13.23** shall have the envelopes containing their ballot papers set aside for inclusion in the count. In performing that task, the Returning Officer shall not attempt to discover how individual electors have voted. In the event that more than one (1) envelope is received from the same person, the first envelope will be admitted to the count the other/s will be rejected.

- 1.13.26 A ballot paper is informal if:
- (a) it is not authenticated by the initials of the Returning Officer or by a mark authorised by the Returning Officer.
  - (b) it has no vote on it.
  - (c) it has more than the required number of votes indicated on it.
  - (d) it has upon it any mark or writing by which the voter can be identified.
- 1.13.27 A ballot paper shall not be informal for any other reasons than the reasons specified but shall give effect according to the voter's intention so far as that intention is clear. On any question regarding the validity or formality of a vote, the Returning Officer's decision shall be final.
- 1.13.28 Office Bearers of the NACA shall, as required, be elected in the following order:
- (a) President.
  - (b) Vice-President.
  - (c) Secretary.
  - (d) Treasurer.
  - (e) Ordinary members of Council.
- 1.13.29 The Returning Officer shall count the votes of each candidate. The candidate/s receiving the greatest number of votes shall be elected according to the number to be elected. Should a candidate standing for more than one (1) position be elected to an Office, any votes cast to him/her in relation to any other Office shall be declared informal and of no effect.
- 1.13.30 If at the conclusion of the count there is an equality of votes for any office, voting shall be by those Members present in person and eligible to vote at the Annual General Meeting.
- 1.13.31 Following the counting of the ballot, the Returning Officer shall prepare the results in writing and seal same in an envelope. Said envelope to be opened only at AGM:
- (a) by the Returning Officer for declaration of the ballot or
  - (b) if the Returning Officer is not present by the President or Vice President whichever is not standing in that year for declaration of the ballot
- 1.13.32 The results of the ballot will be published in the next available Territory Dog World.
- 1.14 CASUAL VACANCIES ON COUNCIL**
- 1.14.1 In the event that any member of Council shall resign or otherwise cease to be a member of the Council, Council may appoint any member of the NACA to fill that vacancy. The new Council member will hold the position of the term of the retiring councillor.



- 1.14.2 If all members of the Council shall resign or otherwise cease to be members of the Council, the Administrator shall convene an extraordinary general meeting of the members and the provision of Regulation **1.13.13** will apply. Such new Council members shall hold office until the next following annual general meeting.

## **1.15 MEETINGS OF THE COUNCIL**

- 1.15.1 The Council shall meet as often as it is deemed necessary.
- 1.15.2 The Secretary shall call the meetings by notifying each Councillor and giving at least forty-eight (48) hours' notice of such meeting.
- 1.15.3 At all meetings of the Council half, the current Council plus one (1) shall form a quorum.
- 1.15.4 The President, Vice-President, Secretary or any two (2) Councillors shall have the power to call a Council meeting.
- 1.15.5 The President or the Vice-President shall take the Chair, and, in their absence, the Councillors shall elect a Chairman from those present.
- 1.15.6 Accurate minutes of the business of all meetings shall be recorded and at the next meeting such minutes shall be received for discussion, confirmed or otherwise and Chairman of the meeting shall sign his name and the date of such confirmation.

## **1.16 ACCESS TO INFORMATION ON THE ASSOCIATION**

- 1.16.1 The following must be available for inspection by the members:
- (a) Minutes of General Meetings
  - (b) Annual reports and annual financial reports
- 1.16.2 All Councillors present at the meeting shall be entitled to vote and the Chairman shall have a casting vote, in addition to his own vote as a member, in all cases of equality of voting to any question.
- 1.16.3 The ruling of the Chairman of the meeting on any matter of order or practice shall be considered final unless on a Motion of 'No Confidence' in that Chairman.
- 1.16.4 If a Motion of 'No Confidence' in the President or Chairman is moved and seconded by the meeting present, the Chairman must vacate the Chair until the vote has been taken.
- 1.16.5 A challenge to the Chairman's ruling, or a Motion of 'No Confidence' in the President or Chairman, must be carried by two-thirds (2/3rds) of the Members present. If carried, the President or Chairman will step down from that position.
- 1.16.6 Any Motion which is not carried may not again be moved for a period of not less than six (6) months UNLESS the Chairman rules there is new evidence in support of the Motion.
- 1.16.7 If any Councillor shall miss three (3) consecutive meetings without the sanction of Council, his position shall be declared vacant.

**1.17 MEETING OF COMMITTEES**

- 1.17.1 The Committees/Sub-committees will meet as deemed necessary. Council will invite members to take a position on any Sub-committee. These positions will be declared vacant prior to each AGM after which invitations will be then extended.
- 1.17.2 The Chairman of each Committee/Sub-committee must be a Councillor, or person/s deemed suitable by The Council. **(07/2020)**
- 1.17.3 The Chairman of each Committee/Sub-Committee shall call the meeting by giving at least forty-eight (48) hours' notice.
- 1.17.4 At all Committee/Sub-Committee meetings, the quorum shall be fifty per cent (50%).
- 1.17.5 Accurate minutes of business of all meetings must be recorded. Normal meeting procedures will apply. As Subcommittees are for advisory purposes only, any paperwork presented to the subcommittee will not be in anyway changed, altered, or added to without the express permission of Council.
- 1.17.6 All members present at the meeting shall be entitled to vote and the Chairman shall have a casting, vote in addition to his own vote as a member in all cases of equality of voting to any question.
- 1.17.7 The ruling of the Chairman of the meeting, on any matter of order or practice, shall be considered final, unless on a Motion of No Confidence.
- 1.17.8 Any Committee member who misses three (3) consecutive Committee meetings without apology or valid reason, the position may be automatically declared vacant.

**1.18 CONFIDENTIALITY AGREEMENT**

- 1.18.1 All Member of The Council, and its Committees and Sub-Committees, whether newly elected, incumbent, or filling a casual vacancy, must sign a Confidentiality Agreement at the first opportunity after every Annual General Meeting of the NACA. **(07/2020)**