

"A"
Barbara

**CONSTITUTION
OF
CANINE FRIENDS INCORPORATED**

1. **NAME**
The Society shall be called "CANINE FRIENDS INCORPORATED".

2. **OBJECTIVES**
The objects of the Society shall be:
 - a] The visiting of patients in hospitals and other institutions by handlers and dogs approved by the Society, for the purpose of providing therapy for those patients.
 - b] To establish the level of proficiency required by handlers and their dogs before obtaining the approval of the Society for visitations.
 - c] To provide training for handlers and their dogs to the level of proficiency as required by the Society.
 - d] To hold meetings of an educational nature for members of the public to ensure the promotion of pet therapy and of dogs in general.
 - e] To work in close liaison with hospitals and other institutions to ensure the continuation and smooth operation of the visitation program.

3. **MEMBERSHIP**
 - a] The Club shall consist of an unlimited number of persons as Active Members, Qualified Active Members or as Honorary Members.
 - b] There shall be one Constitution for the society allowing for autonomous Regional Branches around the country.
 - c] One Regional Branch will be appointed by agreement between all Regional Branches as the National Branch.
 - d] The National Branch will be the Wellington Regional Branch, until changed by agreement as in Paragraph 3, sub paragraph (c) of this constitution.
 - e] The National Branch will be responsible for setting and maintaining national standards, codes of conduct and any necessary operational policies following consultation if necessary with other Regional Branches.
 - f] All members will observe the national standards, codes of conduct and any operational policies set for Canine Friends by the National Branch.



- g] Regional Branches may be formed when the National Branch recognises the ability of a group of members within an area to become autonomous as a Regional Branch.
- h] Regional Branches whilst operating autonomously will comply with this constitution.
- i] Regional Branches will be responsible for the management of their membership, finances and must meet the requirements of the Incorporated Societies Act ().
- j] Branches may assist other Regional Branches financially.
- k] The National Branch will supply scarves, badges and publicity material at cost to all other Branches.
- l] All Branches will hold an Annual General Meeting in April of each year. Details of membership, committee members, financial statement(s) and minutes will be forwarded to the National Branch within 28 days of that meeting and documents as required must be forwarded to the Office of the Incorporated Societies.

4. **ELECTION OF MEMBERS**

Members of the Society may be elected as follows:

- a] Active Members : Any person may be proposed and seconded by two financial members of the Society. Election shall be by vote at an ordinary committee meeting and membership shall commence from payment of the appropriate fee.
- b] Qualified Active Members : Any Active Member may be proposed by the Society's Field Officer and seconded by a financial member, when that Active Member has undertaken a period of training with a specific dog under the supervision of the Field Officer and has reached the accepted level of proficiency for visitations as established by the Society. Election shall be by vote at an ordinary committee meeting.
- c] Honorary Members : The Annual General Meeting may, by resolution, elect Honorary Members to the Society provided that the Committee has received at least 30 days prior notice from the proposer and seconder who shall both be financial members of the Society, and further provided that the committee has approved such nomination. Honorary Members shall be exempt from payment of subscriptions and shall enjoy full membership privileges.

5. **FINANCIAL YEAR**

The Society's financial year shall commence on the first day of April and end on the last day of March each year.

6. **SUBSCRIPTIONS**

The annual subscription for the following year shall be determined by the Committee at an ordinary meeting.

7. **MANAGEMENT**

The officers of the Club shall comprise the following:

Chairman
Vice-Chairman
Secretary
Treasurer
Field Officer
Publicity Officer

The committee shall consist of fifteen members, and the officers shall be deemed to be members of the committee. Reference to the word 'Committee' in these rules shall hereinafter be understood to mean the Officers and Committee jointly unless otherwise stated.

8. **ELECTION OF OFFICERS AND COMMITTEE**

Only financial members shall be eligible for election. They shall be nominated at each AGM and shall be nominated in writing prior to the AGM or nominated from the floor at the AGM.

Each candidate shall be duly proposed and seconded by financial members of the Society, and need not be present at the AGM provided written consent to nomination has been received by the Committee.

Where the number of nominations received exceeds the number to be elected, a secret ballot shall be held among those financial members present at the AGM.

9. **VACANCIES**

In the case of a vacancy arising on the Committee from any cause whatsoever, that body shall have power to fill such vacancy until the next Annual General Meeting.

10. **DUTIES OF OFFICERS AND COMMITTEE**

The Officers and Committee as a whole are charged with full control and management of the affairs and business of the Society. Other duties shall be:

- a] Chairman : To act as Chairman at all General and Committee meetings.
- b] Vice-Chairman : To stand in for Chairman as required.
- c] Secretary : To keep minutes of all General and Committee meetings
: To keep a register of all members
: To read and file all communications and present same to next Committee meeting.
: To issue all notices of meetings
: To conduct correspondence as directed
: To collect monies paid to the Society and to pay same to the Treasurer and collect receipts

Duties of Officers and Committee, cont..

- d] Treasurer
 - : To receive all monies and issue receipts
 - : To pay monies promptly to the Society's bank account
 - : To pay all accounts passed by the Committee
 - : To keep full accounts of all monies received and paid out
 - : To have receipt books, bank deposit book, cheque book and all account books available at each Committee meeting or at any time requested by the Society's auditor.
 - : To present to the AGM a duly audited statement of income and expenditure, and a balance sheet showing assets, liabilities and accumulated funds.

11. **COMMITTEE MEETINGS**

The Committee shall meet as often as it shall deem necessary, but a minimum of two times per year. The Chairman, Secretary or four ordinary Committee members may call a Committee meeting.

A quorum shall be five (5) members.

The Chairman shall have a deliberate vote and in the event of equality of voting, shall have a casting vote.

12. **GENERAL MEETINGS**

- a] The AGM shall be held not later than three months after the end of the financial year. Each member shall be sent to their last known address a notice summoning the meeting at least 14 days before the date of the meeting.
- b] Special General Meetings shall be convened by the Secretary on receipt of a request of ten or more financial members or by resolution of the Committee. The meeting shall be held within 14 days of the requisition or resolution and seven (7) days notice shall be given to all members of the meeting and the purpose for which it has been called. No other business shall be transacted at that meeting.

13. **QUORUM**

- a] At any Committee or General Meeting of the Society, five (5) members shall form a quorum.
- b] No business shall be transacted at any meeting unless a quorum is present.

14. **VOTING**

- a] Only financial members may be permitted to vote at meetings.
- b] In all voting (except elections) a simple majority shall decide the outcome, and shall be conducted by a show of hands.
- c] In elections the voting shall be by secret ballot and the highest polling candidate shall be declared elected.
- d] In all voting the Chairman shall have a deliberate vote, and a casting vote if necessary.

15. **CESSATION OF MEMBERSHIP**

- a] Resignation : A member may resign at any time by giving notice in writing to the Committee. Upon resigning the member shall return all Society property and pay outstanding subscriptions.
- b] Expulsion : The Committee shall have the power to cancel the membership of any member, where that member is either:
 - i] in arrears of subscription for one year and has failed to respond to 14 days written notice to become financial or forfeit membership;
 - or ii] who has in the opinion of the Committee acted in an unbecoming or dishonourable manner concerning matters affecting the Society or in the opinion of the Committee acted in a manner prejudicial to the interests of the Society.
- c] Any member considered for expulsion in terms of rule 15(b)(ii) above shall first be given seven clear days written notice of requirement for attendance at a special disciplinary meeting before the Committee, such notice to also contain particulars of the alleged offending. The member shall be permitted to speak in their defence at that meeting. The committee shall at the conclusion of that meeting resolve to discipline or expel the member concerned.
- d] Any member expelled shall within seven days return all club property in their possession or care.

16. **ALTERATION TO RULES**

These rules may be altered at any General Meeting of which at least seven days notice has been given to all members, such notice to advise the proposed resolution for amendment of the rules.

17. **COMMON SEAL**

The Common Seal shall be under the control of the Committee and in the custody of the Secretary. It shall be affixed to such documents in the presence of the Chairman and the Secretary as the Committee shall from time to time direct.

18. **WINDING UP**

- a] The Society may be wound up voluntarily if the members at any General Meeting pass a resolution requiring the Society to be so wound up and this resolution is confirmed at a subsequent General Meeting called for that purpose.
- b] Upon any dissolution of the Society, any surplus assets after payment of all liabilities shall be paid to the NZKC to be held in trust for any future Society which may be formed to meet objectives similar to those of this Society.

19. **GENERAL**

Should any matter arise which is not provided for in these Rules, it shall be determined by the Committee in such manner as it shall deem appropriate and its decision shall be final.

Incorporated at Wellington, this 8th day of November 1990.



President: *E. J. Curry* (E J Curry) (date) *December 12th 2000*

Secretary: *G Dyson* (G Dyson) *12 December 2000*

Vice-President: *C Bridge* (C Bridge) *12 12 2000*

This is the document marked "A" referred to in the annexed declaration of GLENYS DYSON made at *Wainuiomata* this *24th* day of *JANUARY 2001* before me:

..... *W.R. Wallau* 

Alteration of rules registered this *26* day of *January*, 20 *01*
S. Tucker **S H Tucker**
 Assistant Registrar of Incorporated Societies, Auckland.