

# Obedience Judges Association Incorporated

## Constitution

### CONTENTS

<u>Section One</u>	<b>Aims &amp; Objectives</b>	<b>2</b>
<u>Section Two</u>	<b>Structure</b>	<b>3</b>
<u>Section Three</u>	<b>Administration</b>	<b>4</b>
<u>Section Four</u>	<b>Elections &amp; Voting</b>	<b>10</b>

## **SECTION I: AIMS AND OBJECTIVES OF OBEDIENCE JUDGES ASSOCIATION INCORPORATED**

The name of this Society is Obedience Judges Association Incorporated (hereinafter referred to as OJA).

1.1. The purpose of the OJA is to act on the needs of obedience judges and to promote their interests within the canine fraternity.

1.1.1. In order to achieve its purpose, the Association's objectives are to:

1.1.1.1. Develop and implement a national training programme.

1.1.1.2. Represent members at regional, national and international level in whatever forums are appropriate to support the interests of obedience judges.

1.1.1.3. Make submissions to the Executive Council through the Dog Obedience Committee chairperson in respect of the rules under which judges function.

1.1.1.4. Implement rules as they relate to the recruitment, selection, training and management of judges including assessments prior to and whilst on the Judges Panel and make recommendations to the Dog Obedience Committee

1.1.1.5. Investigate formal complaints made against judges through the OJA Resolutions Panel as directed by the Executive Council or appointed appropriate NZKC body.

1.1.1.6. Hold an annual conference.

1.1.1.7. Act upon any specific additional authority bestowed by the Executive Council and Dog Obedience Committee completing projects / responsibilities in a diligent manner that the Association may accept as a delegated activity.

1.1.1.8. Communicate effectively and efficiently with members.

1.1.1.9. Work with the NZKC Dog Obedience Committee to ensure that all NZKC Obedience Judges adhere to the Rules of the New Zealand Kennel Club, the New Zealand Kennel Club Show Regulations (where applicable), the New Zealand Kennel Club Dog Obedience Regulations and the Constitution of the OJA Regulations.

1.1.1.10. Liaise as necessary with the Dog Obedience Committee Chairperson.

1.1.1.11. Support and encourage members of the OJA when deemed appropriate.

## **SECTION II: STRUCTURE**

- 2.1 The OJA is a national body with a branch in each of the three regions.
- 2.2 The OJA will be funded nationally from a subscription that will be set at the OJA Annual General Meeting.
- 2.3 A President will be elected at each OJA Annual General Meeting and will hold office until the conclusion of the next Obedience Judges Annual General Meeting.
- 2.4 The OJA will have a Vice President who shall be elected at the OJA Annual General Meeting. The tenure of this position will be for one year as for the President. If the President is unable to fulfil their duties for whatever reason then this responsibility will fall on the Vice President.
- 2.5 The OJA will have a Secretary and Treasurer who shall be elected at the OJA Annual General Meeting. The tenure of these positions will be for one year as for the President. It is possible for one person to hold both of these positions within the OJA.
- 2.6 Each of the three regions will have a branch of the OJA. Each branch will hold an Annual General Meeting to elect an OJA Branch President, and may elect a Vice President and Secretary/Treasurer. Each branch will arrange meetings for judges within their region. Minutes of these meetings will be sent to all members of the Dog Obedience Committee and Judges Association Branch Presidents. Regional Branch Secretaries will then be responsible for communicating these minutes to all judges within their region, who have otherwise not received a copy.
- 2.7 The OJA shall recommend to the Dog Obedience Committee, any person who has passed the OJA's criteria for selection, promotion and/or reinstatement to any Obedience Judges Panel.
- 2.8 The President of each Branch, along with the National President, Vice President, Secretary and Treasurer will form the National OJA Executive Committee.

## **SECTION III: ADMINISTRATION**

### **3.1. Zone of Influence**

All of New Zealand.

### **3.2. Association Headquarters**

For all matters pertaining to the administration of the Association, the Registered Office will be the address of that person for the time being holding the office of Secretary of the Association.

### **3.3. Membership**

#### **3.3.1. Members**

Membership will be comprised of each judge who is listed on the NZKC Obedience Judges Register. All judges are required to be members. The NZKC will administer the collection and distribution of the annual subscription.

**3.3.2. Cessation of Membership:** Membership of OJA will be deemed to cease when a person is not listed on the NZKC Obedience Judges Register, excluding OJA Life Members.

#### **3.3.3. Life Membership**

3.3.3.1. Any two financial members of the Obedience Judges Association may nominate in writing any person worthy of Life Membership. The National OJA Executive Committee may consider the merits of each such nominee before including or not including the nomination on the Agenda for the AGM to vote upon.

3.3.3.2. The recommendation is passed by a majority vote of the people present in person at an AGM.

3.3.3.3. A Life Member shall be a person who:

3.3.3.3.1. Has been outstanding in service to the Obedience Judges Association or;

3.3.3.3.2. Has contributed to or influenced obedience and judging in New Zealand.

3.3.3.4. The nominee must have made a significant contribution to the Association or Obedience judging over a period of 10-15 years.

3.3.3.5. The Life Member shall be exempt from the Obedience Judges Association Subscription.

3.3.3.6. The Life Member shall be entitled to all the privileges of an ordinary member.

3.3.3.7. The total of Life Members may at no time exceed five percent of the subscribing membership.

3.3.3.8. A member who has ceased to be an Obedience judge will not be counted in the five percent equation.

**3.4. Subscriptions**

3.4.1. The financial year will be 1 April to 31 March. The subscription for the following financial year is to be set at the Annual General Meeting.

3.4.2. A judge contracted to judge at a Championship Show or Open Trial Obedience Test will require the host club to pay the judge's levy to the Obedience Judges Association. This levy is to be set at the Annual General Meeting.

**3.5. Officers and Committee**

As provided for under Section 2.

**3.6. Casual Vacancies**

If any casual vacancies occur in the office of President, Vice President, Secretary, Treasurer, or Branch President the committee may appoint another member to fill such a vacancy for the unexpired term of the office, unless a Deputy for the position has already been established. In such cases, the Deputy will assume the vacated position.

**3.7. Management**

Except where these rules otherwise provide, the committee shall have the day to day management of the Association and shall have the power to deal with any questions relating to the management of the Association not provided for in these rules.

**3.8. Property**

The administration and control of the society's property shall be vested in the Committee.

**3.9. Interpretation**

If any doubt shall arise as to the construction or interpretation of any constitutional rule, the decision of the Committee shall be deemed final, providing that such decision shall be reduced to writing and recorded in the Minute Book.

**3.10. Banking**

All monies paid to, or received by or on behalf of the Association shall be passed to the Treasurer who will credit it to the society at such bank or banks as the Committee may from time to time appoint. All cheques drawn on such bank and all withdrawals from such bank or banks shall be signed by not fewer than two (2) Officers of the Association to be decided at the Annual General Meeting.

**3.11. Expenses**

All expenses properly incurred by the Treasurer with consent of the committee for or on behalf of the Association, shall be defrayed out of the funds of the Association alone, and no individual member shall be deemed to incur responsibility in respect of the same.

- 3.12. **Investment**  
The Committee may from time to time invest and re-invest upon such terms as it shall think fit the whole or any part of the Association's funds which shall not be required for the immediate business of the Association.
- 3.13. **Financial Powers**  
The Committee shall not be empowered to borrow any monies without permission being obtained from a Special General Meeting called for the specific purpose of obtaining permission or Annual General Meeting.
- 3.14. **Annual Financial Report**  
The accounts of the Association shall be made up to 31 March each year, and a Financial Statement 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 Financial Statement shall be presented to the Annual General Meeting as the Treasurer's Financial Report. A copy of this audited Financial Report, along with a copy of the OJA Annual Report and list of elected officers with contact details is to be forwarded to the NZKC.
- 3.15. **Annual General Meeting**  
The Annual General Meeting shall be held not later than 30 June in each year and two (2) months notice in writing or by email shall be given to all members of the Association.
- 3.16. **Special General Meeting**  
A Special General Meeting shall be called by resolution of the Executive Committee or on requisition in writing to the Secretary of 50% of members. Fourteen days notice in writing or by email of a Special General Meeting shall be given to all members of the Association.
- 3.17. **Committee Meetings**  
Meetings of the Committee will be held as often as necessary. A meeting may be called either by the chairperson on his/her own motion, or by the Chairperson upon the request of not fewer than three committee members. Not less than fourteen (14) clear days previous notice shall be given by the Secretary to all members of the Committee of such a meeting.
- 3.18. **Quorums**  
At an Annual General Meeting or a Special General Meeting not less than thirty percent (30%) members shall constitute a quorum for all matters except resolutions proposing addition, alteration or amendment to the Constitution where fifty percent (50%) of members shall constitute a quorum. At a Committee Meeting, fifty seven percent (57%, 4 people) of the Committee members shall constitute a quorum.
- 3.19. **Voting**  
Votes shall be exercised as follows:

- 3.19.1 At General Meetings voting shall be by show of hands unless a financial Member present shall require a secret ballot, and on any secret ballot each financial Member shall be entitled to one vote.
- 3.19.2 Unless otherwise requested by these rules, all questions shall be determined by a simple majority of those present and voting at the General Meeting.
- 3.19.3 The Chairperson shall have a casting as well as a deliberative vote.
- 3.19.4 To determine any issue already before a General Meeting (including any election or amendment to these Rules) the meeting may resolve to hold a postal ballot in accordance with the procedures set out in paragraph 3.19.6 of this Rule.
- 3.19.5 To determine any issue (including any amendment to these Rules) the Committee may resolve to hold a postal ballot in accordance with the procedures set out in paragraph 3.19.6 of this Rule.
- 3.19.6 In respect of postal ballots held under this Rule:
- 3.19.6.1 Only financial Members may vote in any postal ballot.
  - 3.19.6.2 The resolution to hold a postal ballot shall set a closing date and time for ballots to be received by the Secretary, but the closing date shall be no earlier than a fortnight after the date ballot were sent out to financial Members (excluding the day of posting).
  - 3.19.6.3 In respect of any motion to amend these Rules by postal ballot, the motion shall be accompanied by reasons and recommendations from the Committee, and such motion must be passed by two-thirds majority of those voting.
  - 3.19.6.4 Voting in a postal ballot may be by ballots returned to the Secretary by mail, delivery, facsimile or email.
  - 3.19.6.5 The Secretary shall declare the result of the postal ballot.
  - 3.19.6.6 The result of any postal ballot shall be as effective and binding on Members as a resolution passed at a General meeting.

## 3.20 Resolutions

- 3.20.1.A resolution proposed at any Committee meeting shall be passed if a simple majority of the persons present and entitled to vote at such meetings, vote in favour of the resolution.
- 3.20.2.A resolution passed by the required majority at any General Meeting or by postal ballot binds all members, irrespective of whether they were present at the General Meeting where the resolution was adopted or whether they voted.

3.21. **Minute Book**

Minutes of the proceedings of all meetings shall be recorded by the Secretary in books to be kept for that purpose.

3.22. **Notices**

A notice may be given to any member either personally or by sending it by post, fax or e-mail to their usual or last known address. Where a notice is sent by post, service of the notice shall be deemed to be effected at the expiration of five (5) days after its posting by pre-paid letter. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings at any meeting.

3.23. **New Rules**

The addition, alteration or repeal of the Constitution shall take place at an Annual General Meeting or Special General Meeting by special resolution. Particulars of the addition, alteration or amendment shall be given in the notice calling the meeting. No addition to or alteration or recession of the rules shall be approved if it affects the non profit aims, personal benefit clause or the winding up clause. The provision and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document. Any addition, alteration or recessions of the constitution shall be subject to final approval by the New Zealand Kennel Club, Incorporated Societies and Inland Revenue.

3.24. **Pecuniary Profit**

No member or person associated with a member of the OJA shall derive any income, benefit or financial advantage from the association where they can materially influence the payment of the income, benefit or advantage. Except where the income, benefit or advantage is derived from:

3.24.1. Professional services to the organization rendered in the course of business charged at no greater rate than the current market rates;

or

3.24.2. Interest on money lent at no greater rate than current market rates.

3.25. **Winding Up**

3.25.1. 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 for that express purpose.

3.25.2. Upon the dissolution of the Association, any surplus assets after payment of all liabilities shall be paid to the NZKC to be held in trust for any future Association in New Zealand which may be formed to meet objects similar to those of this Association.

3.26. **Common Seal**



The Common Seal shall be under the control of the committee and in the custody of the secretary. It shall be affixed by the secretary to such documents as the committee shall direct.

## **SECTION IV: ELECTIONS AND VOTING**

- 4.1. The New Zealand Kennel Club OJA shall annually hold an Annual General Meeting.
- 4.2. The New Zealand Kennel Club OJA shall annually hold a National Conference of Judges known as the OJA Conference.
- 4.3. The Chairperson of the Obedience Judges Association Annual General Meeting shall be the Obedience Judges Association President elected by the OJA members.
- 4.4. Each judge who is an Association member shall have voting rights at the New Zealand Kennel Club OJA Annual General Meeting. A member unable to attend the New Zealand Kennel Club OJA Annual General Meeting may allot their vote to an attending judge provided that this is done in writing. Proxy votes must be registered with the current President of the New Zealand Kennel Club OJA prior to the commencement of the Annual General Meeting.
  - 4.4.1. Proxy votes, where used, shall apply only to motions for which prior notice has been given to those Judges not attending the OJA Annual General Meeting.
  - 4.4.2. Confirmation of the giving of a proxy vote, specific for each motion to be voted upon, must be recorded on the application for registration of proxy voting.
  - 4.4.3. Executive Officers shall be elected annually at the OJA Annual General Meeting and shall hold office until their successors have been declared elected.
  - 4.4.4. The Secretary shall not later than 14 weeks prior to the first day of the Annual General Meeting circularise all Judges, calling for nominations for the offices of President, Vice-President, Secretary and Treasurer and all nominations, together with the candidate's written acceptance of nomination, must be in the hands of the Secretary not later than 10 weeks prior to the first day of the Annual General Meeting.
  - 4.4.5. Where no nominations are received by the above date, the Committee may extend the deadline date. Where necessary, nominations may be accepted from the floor at the Annual General Meeting.
  - 4.4.6. If nominations exceed the number of vacancies, ballot papers shall be prepared and mailed or emailed to each Judge not later than eight weeks prior to the first day of the Annual General Meeting, and must be returned by mail or email to the Secretary not later than four weeks prior to the first day of the Annual General Meeting, at which time the polls close. The ballot shall be counted by a committee composed of the Secretary and two scrutineers appointed by the Executive for the purpose, and the result shall be announced by the Secretary at the next Annual General Meeting and the officers so elected shall immediately assume office. In the event of two or

more nominees receiving equal votes, the incoming President shall exercise a casting vote. Should equal votes be cast for the office of President, the outgoing President shall exercise the casting vote.

4.5 THE ORDER OF BUSINESS OF THE OBEDIENCE JUDGES ANNUAL GENERAL MEETING SHALL BE:

- (a) Roll Call
- (b) Minutes of previous meeting
- (c) Chairperson's Annual Report
- (d) Assessors' Reports
- (e) Branch Reports
- (f) Election of Officers (i) President (ii) Vice President (iii) Secretary (iv) Treasurer
- (g) Financial Report
- (h) Notices of Motion
- (i) General Business

4.6 Obedience Judges Association Annual General Meeting Procedures

- 4.6.1 The Secretary shall give not less than two months' notice in writing to all judges on the Obedience Judges Register of the Obedience Judges Annual General Meeting. This notice will include the date, time and venue.
- 4.6.2 The Executive Council of the New Zealand Kennel Club, the Dog Obedience Committee, or any individual judge can submit Notices of Motion for inclusion in the order of business.
- 4.6.3 All Notices of Motion shall be submitted to the Secretary not less than one month prior to the date of the Obedience Judges Annual General Meeting.
- 4.6.4 The Secretary shall circulate a copy of all Notices of Motion received to OJA judges not less than fourteen clear days prior to the date of the Obedience Judges Annual General Meeting.
- 4.6.5 A Notice of Motion shall be any matter containing a recommendation to: amend the Regulations of the OJA, and/or propose changes to the Dog Obedience Regulations. Each Notice of motion must be accompanied by a rationale.