



Keilor Obedience Dog Training Centre Inc. A0009795X

(Affiliated with Victoria Canine Association Inc., Delta Society
Australia Inc. and Australian Flyball Association Inc.)

P.O. Box 75 Niddrie 3042

BY-LAWS OF THE KEILOR OBEDIENCE DOG TRAINING CENTRE INCORPORATED A0009795X

BY LAW No.1

ANNUAL SUBSCRIPTION AND JOINING FEE

The Club Committee shall propose changes to the Annual Subscription and/or Joining Fee and the date of effect for approval by the members at a General Meeting in accordance with Rule 12 of the Constitution.

The fees for the membership as defined in By-Law No 4 commencing from 1 January 2012 are listed in the table below.

<i>MEMBERSHIP TYPES</i>	<i>ANNUAL (RENEWAL)</i>	<i>JOINING</i>	<i>TOTAL (NEW)</i>
Single ADULT	\$50	\$25	\$75
Single JUNIOR	\$30	\$20	\$50
Family/Dual ADULT (each)	\$40	\$20	\$60
Family/Dual JUNIOR (each)	\$25	\$15	\$40

Notes:

1. Family/Dual members are people of the one family or residence.
2. These fees include Dogs Victoria insurance levy. Dogs Victoria members that produce current membership card(s) shall be reimbursed \$7.50 for the Public Liability Insurance levy component.
3. No fees are payable for Life Members and Honorary Members.

Should any person cease to be a member of the Club for any reason whatsoever, he or she shall not be entitled to the return of his or her membership fee or any part thereof.

Membership applications for new and renewals for the next calendar year are taken from the 1st November.

Membership fees are due on 1st February and renewal shall be paid by the last day of February as defined in Rule 12 of the Constitution.

Club joining fees and membership fees are **non-refundable** except under exceptional circumstances if approved by the committee.

Only Financial members can train.

BY LAW No. 2

TROPHY POLICY

(See attached)

BY LAW No. 3

CLUB RULES (SEE ATTACHED)

(See attached)

BY LAW No. 4

MEMBERSHIP

Definitions:

"Dual/Family Members", means two or more members of the one family or residents at the same address that have been admitted for membership of the Club.

"Financial Member", means a member of the Club who shall not be in default in the payment of his annual subscription or any fees or other monies payable in accordance with the Rules.

Membership of the Club is divided into the following membership categories as defined in the Constitutional Rules No 13 & 14:

- (1) Member:
 - a. Ordinary Member; and
 - b. Life Member.
- (2) Associate Member:
 - a. Junior Member,
 - b. Honorary Member for a Year, and
 - c. Honorary Member for a Day.

Interpretation of Membership categories is as following: -

- (a) An Ordinary Member means any person 18 years of age or older that is admitted as a member pursuant to these Rules. They shall be entitled to all the rights and privileges of the Club, including the right to attend, speak at, and vote at all General & Special General Meetings of the Club.

- (b) A Life Member means any person 18 years of age or older, who has been elected to the Club as a member for life (whether upon payment of a subscription or without payment of a subscription as may be determined by the members from time to time) at the Annual General Meeting of the Club, as set out in the By-Laws. They shall be entitled to all the rights and privileges of the Club, including the right to attend, speak at, and vote at all General & Special General Meetings of the Club.
- (c) A Junior Member means any person under the age of 18 years who has been admitted as a member of the Club. They shall be entitled to take part in the proceedings of a General or Special General Meeting of the Club, but shall not be eligible to vote or hold office as an officer of the Club or any ordinary member of the Committee of Management.
- (d) An Honorary Member for a Year means a person 18 years of age or older, who upon the recommendation of the Committee or upon a written nomination signed by not less than 5 members is elected by a resolution passed in General Meeting by a majority of not less than 75% of the members voting in person thereat as an Honorary member for a period not exceeding twelve months without again being elected, and who in the opinion of such meeting has rendered outstanding services to the Club or for other good and sufficient reason and who need not comply with the provisions of Rules 8 & 9 of the Constitution and shall in addition have the rights and privileges of a financial member, but shall not be entitled to vote at General Meetings or hold office, unless a majority of members otherwise decides.
- (e) An Honorary Member for a Day means a person of any age attending the Club for an event who is a competitor, steward, official or member of an affiliated organisation, need not comply with the provisions of Rules 8 & 9 of the Constitution and shall in addition have the rights and privileges of a financial member, but shall not be entitled to vote at General Meetings or hold office.

LIFE MEMBERSHIP

The criteria for a Life Member of the club shall consist of:

This criteria was set out in order of priority and importance, so in reading and assessing a person they must meet Criteria 1.

There is to be no restriction on the maximum number of nominations for life member in any year, nor should there be a minimum number of nominations in any year.

Criteria 1.

Must have an "outstanding" record of service to the club over a period of time.

Criteria & Description:

The Oxford Dictionary defines "Outstanding as:

- Exceptionally good
- Clearly noticeable

Must go above and beyond just the roles or responsibilities of the Club. Has driven to achieve more than just the day to day running of the Club. A member cannot meet this part of the criteria by just being elected to a position or positions on the committee or sub committees (See Criteria 2).

Life membership is the highest honour KODTC can bestow on a member, it ensures that the member is going to have the option to be always associated with the club. Therefore the club needs to ensure these people are truly deserving of the award, and are the type of person that the club wants to permanently have associated with it.

- The type of person would be generous in the giving of their time and knowledge
- They would be striving to make the club better & stronger through their own efforts.
- Always behave with good grace & have no other motive than to benefit the club.
- They would universally be seen as being a positive influence around the club.
- Whenever they saw something around the club that needed doing they would volunteer or just go out and do it.
- Life membership nominees need to be considered “legends of the club”.
- They need to have left a substantially positive mark on the club during their time with the club.
- What are the stand out reasons for the nomination?

If the member does not meet Criteria 1, then the nomination for life membership will not proceed.

Criteria 2.

Must have been involved actively in the Club or its management for a minimum of 5 years. Criteria & Description:

- Involved actively by supporting the club’s weekly or special activities.
- 5 years is not required to be consecutive.
- If the member does not meet Criteria 2, then the nomination for life membership will not proceed.

Criteria 3.

Nominations must be made in writing by a financial member of the club.

Criteria & Description:

- Nominator’s membership must be checked to ensure financial at time of written nomination.
- In the event the nominator’s membership has lapsed at time of nomination, then the nomination for life membership will not proceed.

Criteria 4.

Nominations must be seconded in writing by two financial members of the club.

Criteria & Description:

- Secunder’s memberships must be checked to ensure financial at time of written nomination.
- In the event the either secunder’s membership has lapsed at time of nomination, then the nomination for life membership will not proceed.

Criteria 5.

The nominee must be a financial member at the time of nomination and ratification.

Criteria & Description:

- Nominee’s membership must be checked to ensure financial at time of nomination and ratification.
- In the event the member’s membership has lapsed at time of nomination and/or ratification, then the nomination for life membership will not proceed.

Criteria 6.

Nominations for life membership to be received by the Committee of Management no later than the 30th June of each year for objection or approval.

Criteria & Description:

- Any objections to the nomination/s must be made in writing to the committee.
- The committee MUST either endorse the nomination/s or reject the nominations.
- The nomination/s must be voted on by the committee.
- Voting must be by secret ballot.
- Persons identified as having a conflict of interest are not eligible to vote.
- The approval of the nomination/s by the committee must have a 75% majority vote of those eligible to vote at the committee meeting.
- If the application is rejected the nomination for life membership will not proceed.

Criteria 7.

- If the application is approved by the committee the recommendation is to be advertised in the next club newsletter and posted on to the Club notice board as soon as practicable prior to the September Committee meeting.

Criteria 8.

- Approved nomination/s to be voted on by members present at the AGM and must receive a 75% majority from members attending the meeting to be passed.

BY LAW No. 5**PATRON**

The members at an Annual General Meeting may elect until otherwise determined by them not more than two (2) persons to be Patrons of the Club.

BY LAW No. 6**SUBCOMMITTEES**

Much of the Club business is done by subcommittees where possible and recommendations forwarded to the committee for ratification. Typical key subcommittee (with their terms of reference) that may be formed by the Club Committee under Rule 43 includes:

Finance;

Training;

Flyball;

Publicity and Social; and

Others as decided by the Committee (at any time).

Procedures for key subcommittee includes:

- All subcommittees shall typically consist of 3 to 5 members. In addition the President and Secretary may participate and vote at all subcommittees.
- New subcommittees may be formed at anytime.
- For specialised club areas, e.g. Training and Flyball, the subcommittee:
 - should have members filled from members involved in this activity.
 - shall organise the election of new subcommittee members and a chairperson over the period of September to November for ratification by the newly elected Club Committee at their first meeting following the Annual General Meeting. Should the subcommittee have issues with this then they should refer it to the Club Committee.
 - Shall fill casual vacancies if the subcommittee reduces to 2 members and notify the Club Committee for ratification.

- Other key subcommittees:
 - May be filled from the Club membership with any specific guidelines from the Club Committee.
 - The Club Committee shall organise subcommittee members as required and then these members shall decide on a chairperson for ratification by the Club Committee.

KEILOR OBEDIENCE DOG TRAINING CENTRE INC.

TROPHY POLICY

1. To be eligible for a Trophy, a person must be a **Financial Member** of the Club at the **end of the September**, as specified from year to year in the Club's Calendar of Events.
2. The Club Committee shall allocate all trophies and sashes unless otherwise specified in this trophy policy. The Committee shall coordinate and purchase all trophies and sashes.
3. People can donate for specific trophies or sashes but cannot purchase any trophies except where the trophy has been seen and agreed to by the Committee prior to purchase. People can donate special trophies or sashes only when agreed to by the Committee.
4. To be eligible for Title and Trial Trophies as stipulated in this Trophy Policy and in the Committee Minutes, a member must apply (the onus is on the club member to apply and not the responsibility of the Club) for Title/Trial Trophies on the application forms available from the Secretary.
5. Pass cards or Title Certificates must be sighted and verified by a member of the Committee of Management. Australian National Kennel Council (ANKC) titles to be confirmed from pass cards or title certificates. Flyball title points to be confirmed from the Australian Flyball Association (AFA) database/Secretary. North American Dog Agility Council (NADAC) titles to be confirmed from NADAC or it's website.
6. Where multiple titles within the one code of dog sport for each of the affiliated organisations of ANKC, AFA and NADAC has been gained in the Club's trialing year, a single Title Trophy will be awarded for the highest achievement. Thus:
 - (1) Individual trophies shall be awarded for titles in each of the ANKC recognised sports, i.e. one for obedience, one for tracking, one for herding, one for agility, one for endurance, etc.
 - (2) One trophy shall be awarded for all AFA titles in the sport of Flyball.
 - (3) One trophy shall be awarded for all NADAC titles in the sport of agility.
7. The order of merit and importance for Club Trophies in respect of the design of said trophies upon purchasing, shall be: -

Equal 1st	Highest Scoring Dog in Trials Best Male Handler Best Female Handler Club Member of the Year
2nd	Most Improved Dog in Club
3rd	Encouragement Trophies - 3 only
8. The order of merit and importance for Junior Awards in respect of the design of said trophies upon purchasing, shall be: -

Equal 1st	Best Male Handler Best Female Junior Handler
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2nd Junior Encouragement - 1 only

9. All trophies shall include both handler's name and dog's pet name. (Except for Club Member of the Year, members name Only).
10. All trophies shall be decided as follows:-
- (a) **Highest Scoring Dog in Trials**
 - the average of three highest qualifying scores obtained under **at least two A.N.K.C. judges** at any **V.C.A. Inc. sanctioned trial** attended during the Club's Trialing Year. In the event of equal average scores being obtained then multiple trophies shall be awarded as equal trophies. **This trophy is by application only on the official Club form, with pass cards to be sighted and verified by one member of the Committee of Management.**
 - (b) **Best Male Handler**
 - based on overall performance of Handler during Club year. To be decided by the Training Manager/s, Instructors and Trainee Instructors.
 - (c) **Best Female Handler**
 - based on overall performance of Handler during Club year. To be decided by the Training Manager/s, Instructors and Trainee Instructors.
 - (d) **Club Member of the Year**
 - **can only be awarded to a single financial member** based on a Club member's outstanding contribution and performance to the Club in a Club year. To be decided by the Committee of Management **by written ballot only**. Majority of votes to be declared winner. In the event of a tie, the President shall cast the deciding vote.
 - (e) **Best Male and Female Junior Handler**
 - based on overall performance of Handler during Club year. To be decided by the Training Manager/s, Instructors and Trainee Instructors.
 - (f) **Most Improved Dog in Club**
 - based on overall performance of both dog and handler during Club Year, i.e. progression of training, problems encountered and solved, etc. To be decided by the Training Manager/s, Instructors and Trainee Instructors.
 - (g) **Encouragement Awards - 3 Adult, 1 Junior**
 - based on years performance. To be decided by the Training Manager/s, Instructors and Trainee Instructors
11. **All** decisions reached in respect of the awarding of trophies, such awards having been made by the strict adherence to the aforementioned Clauses, shall be deemed to be final after presentation has been made.

KEILOR OBEDIENCE DOG TRAINING CENTRE INC.

CLUB RULES - BY-LAW No 3

1. Handlers must arrive **AT LEAST** 10 minutes prior to training.
2. All members are responsible for any damage or loss caused by themselves, their dogs and or other persons or property under their control or ownership whilst participating in any of the activities of, or on the premises of, the Keilor Obedience Dog Training Centre Inc. Notwithstanding that Committee members, Instructors, Helpers and other members of the Club may direct or request certain behaviours and activities, participation in all activities and attendance upon the property of the Club is of a voluntary nature and is thus at the total discretion and risk of each and every individual member. Members shall therefore take into account any conditions and or limitations inherent upon their person or property that may prevent their or any other parties' safe participation in the activities of the Club.
3. Dogs must be **immunised** before they will be permitted on the ground for training.
4. All dogs must be kept **on lead** at all times, unless otherwise directed by an instructor.
5. Club joining fees and membership fees are **non-refundable** except under exceptional circumstances if approved by the committee.
6. Only Financial members can train.
7. Dogs are not permitted on the concourse/paved area in front of the clubrooms.
8. Dogs are not permitted inside the clubrooms unless requested by an Instructor or Committee Member.
9. Children under the age of 12 years will not be permitted to train a dog unless assessed and approved by a Training Manager/s.
10. Handlers of bitches in season must not bring the bitch to the grounds.
11. Any owner whose dog fouls the grounds **must clean it up**.
12. Dogs must be a minimum of 18 months of age before being permitted to use the Agility equipment. Younger dogs are permitted limited access to equipment under supervision provided the dog is not put at risk for its physical development.
13. Dogs must be a minimum of 12 months of age before being permitted to use the Flyball equipment. Younger dogs are permitted limited access to equipment under supervision provided the dog is not put at risk for its physical development.
14. No dogs are to be put over any jumps at any time without an instructor's supervision or prior approval.
15. Stay pegs are to be used if you are leaving your dog unattended. Any dog creating a nuisance may be requested to be removed.
16. Members must wear their **Identification Badge** during training sessions.
17. No person is to remove a dog that has been pegged out by it's owner. Beware of and do not pass too closely to a pegged dog.

18. **Children must be supervised by their parents.** Parents bring their children to the grounds at their own risk.
19. **NO FIGHTING or Abusing others.** This includes dogs and handlers.
20. If in the opinion of an Instructor a dog is excessively aggressive or bites, the handler will be required to muzzle the dog until the Training Manager/s advises otherwise. NOTE: A muzzle is defined as a device, made of wire or straps, placed over the dog's mouth such that it cannot bite or eat.
21. **No smoking** during training sessions. **No alcohol** shall be consumed during training sessions.
22. All leads and collars must be approved as suitable by an Instructor.
23. Any member mistreating a dog shall be dealt with by the Committee of Management.