

# DOGSNSW

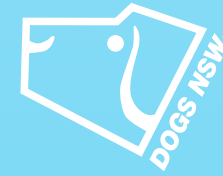
## PURELY DOGS

Presidents & Secretaries of DOGS NSW Affiliates in the  
Metropolitan Region

Wednesday 18 October 2023

Commencing @ 5.30pm

In the Amenities Building of The Bill Spilstead Complex for Canine Affairs, Orchard Hills



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# Booking System

Checkfront

# Booking System



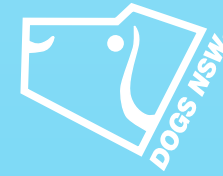
- New Booking System was implemented in 2018
- Events can be booked up to 5 years in advance – however the invoice will change if fees change
- Clubs should be using a single email address for their club not multiple addresses
- Preferred that you log into the system when making a booking
- To include all items on the one booking rather than multiple booking for the same event
- To make changes, log into the system from the booking page or email DOGS NSW
- Reminder invoices emailed at 60, 45, 30, 15 & 7 days. Please check details
- Payment is required at least 15 days prior to the event.
- Familiarise yourself with the cancellation policy

# Affiliate Annual Invoices

# Affiliate Annual Invoices



- Managed through the Membership System
- Issued on the 1<sup>st</sup> April each year for payment by 1<sup>st</sup> July
- For the period matching the upcoming Financial Year i.e. July to June the following year
- Usually addressed and sent to the Club Secretary
- Emailed and a paper invoice sent by post
- If the contact is a Member and they use their personal email, the Club name will also appear on their invoice
- When payment is made via bank transfer, please include the invoice number.



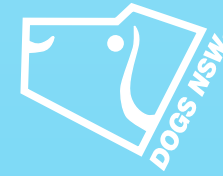
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# Payments

# Payments



- The Federal Reserve has advised Banks that payments by Cheques is slowly being phased out
- Affiliates should start to consider moving to electronic payments as soon as practical
- DOGS NSW preferred method of receiving payments is via Bank transfer
- Please ensure that you include a reference and description where possible in when paying electronically
- Include the invoice number or booking ID as this helps to match up your payment in the accounts system
- Any remittance or payment advice emails can be sent to [accounts@dogsnsw.org.au](mailto:accounts@dogsnsw.org.au)



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# Weekly Woof



# Weekly Woof



- Sent out every Friday
- Includes changes to processes and important information relating to Regulations etc..
- Now includes the week's upcoming events
- Affiliates can request that information relating to their event or Club can be published
- Please request to be added to list if you are not receiving it weekly as it contains important information
- Send requests to [info@dogsnsw.org.au](mailto:info@dogsnsw.org.au)

# DOGS NSW Website

# DOGS NSW Website



- Affiliates should check the DOGS NSW website to confirm their details are correct
- Any information relating to a specific activity should be checked for accuracy
- Affiliates can request updates by emailing the Office at [info@dogsnsw.org.au](mailto:info@dogsnsw.org.au)

# Club Resources & Guides

(currently under review by the DOGS NSW Show Committee)

[www.dogsnsw.org.au/Clubs/Club-resources](http://www.dogsnsw.org.au/Clubs/Club-resources)

# Club Resources & Guides



The Club Management Guide includes the following information to assist Club Committee Members:

- Clubs and their Purposes
- Club Management
- Correspondence
- President and Chairperson - Duties and Responsibilities
- Annual General Meetings with Sample Notice & Sample Agenda
- Special General Meetings with Sample Notice & Sample Agenda
- Committee Meetings with Sample Agenda
- Club Management guide can be found under “Clubs” on the DOGS NSW website

# Club Resources & Guides



- It is realised that each Secretary will have certain methods and duties peculiar to their own and their Club's circumstances; however, it is hoped that it will serve as a useful guide to even the most experienced person.
- Wherever possible, examples have been drawn to clearly indicate the intentions of the writer.
- With the Regulations of DOGS NSW being continually streamlined and updated, the onus is on the Secretary to keep abreast of new Regulations or amendments.
- Show Secretary Guide & Trial Secretary Guide can be found under “Clubs” on the DOGS NSW website

# Club Resources & Guides



- A Treasurer basically holds the money and keeps track of Club property.
- They should immediately check and record all monies received and bank them as soon as possible.
- Record the category of receipts, ie, Membership Subs, Donations, Entry Fees, etc.
- If money is received by other members of the Club (Secretary, Show Secretary), the Treasurer is responsible to see that the recording and banking of these receipts are carried out correctly.
- The Treasurer should never allow payments without correct definition and accompanied by some form of documentation, even if that document is created by the Treasurer.
- Access to Club funds should be limited to two or three of the Office Bearers and Committee.
  - **ASSETS MUST BE CONTROLLED. THE RECORDING OF THE ASSET AND WHO HAS IT IS VITAL.**
- The Treasurer Guide can be found under “Clubs” on the DOGS NSW website

# Affiliates Constitutions



# Affiliates Constitutions



DOGS NSW prefers that its Affiliates use the RNSWCC  
Constitution for Affiliates Templates

If you are updating your Constitution, please use this  
template

A downloadable version can be found on the DOGS  
NSW website as follows

[www.dogsnsw.org.au/Clubs/club-forms/constitution-  
for-affiliates-december-2020](http://www.dogsnsw.org.au/Clubs/club-forms/constitution-for-affiliates-december-2020)

## AMENDING YOUR CONSTITUTION

- If you believe your current Constitution is out of date, eg, does not allow for electronic/hybrid meetings, to amend your Constitution you will need to do the following:-
- Firstly, you will need to conduct a general meeting in accordance with the requirements of your current Constitution in respect of holding a general meeting.
- This would include sufficient notice to all members.
- The Notice should state that the intention of the meeting is to consider amending the Club's Constitution.
- The Agenda for the meeting should include an Item for consideration of amending the Club's Constitution.
- 75% of the members present must agree to amend the Constitution.

# Affiliates Constitutions



- Once the required majority agreement has been reached, the agreement must be recorded in the Minutes of the meeting.
- The meeting can then proceed to consider the proposed amendments.
- On completion of the meeting, the Affiliate is required to forward its updated Constitution to DOGS NSW for approval by the Board of Directors.
- If an Affiliate is incorporated and, therefore, governed by the Associations Incorporation Act 2009, the updated Constitution will need to be approved by NSW Fair Trading prior to submission to DOGS NSW.

# Affiliates Constitutions



To submit your updated Constitution to DOGS NSW you will need to provide the following documentation:-

- Notice of Meeting to all members advising of the intention to amend the Constitution
- Agenda for Meeting with item listed to amend the Constitution
- Minutes of Meeting where 75% of the members present at the meeting agreed to the amendments
- Copy of OLD Constitution
- Copy of NEW Constitution
- Document which indicates the “amendments only” to the new Constitution
- Copy of Incorporation Certificate from NSW Fair Trading – **if in fact your Club is incorporated**

# Annual Affiliate Reporting

[www.dogsnsw.org.au/clubs/online-annual-affiliate-returns](http://www.dogsnsw.org.au/clubs/online-annual-affiliate-returns)

# Annual Affiliate Reporting



Annual Reports must be lodged with DOGS NSW within 2 months of the AGM, or no later than 31<sup>st</sup> October each year for affiliates whose financial year runs July to June.

If any delay affects the lodgement of your Annual Report with DOGS NSW, please ensure you notify the office via email to [accounts@dogsnsw.org.au](mailto:accounts@dogsnsw.org.au) advising the date of expected submission.

Generally, an extension of 4-6 weeks is granted in extenuating circumstances.

# Annual Affiliate Reporting



The Annual Affiliate Report can be submitted in two ways;

- Via the online portal which is located under Clubs on the DOGS NSW Website. If you are unsure of your login details, please contact the Office at [info@dogsnsw.org.au](mailto:info@dogsnsw.org.au)
- By downloading the form and submitting the paper-based version

# Annual Affiliate Reporting



- The components required to be submitted are listed on the front page of the Annual Reporting form. A more comprehensive checklist has been added on the cover page to ensure all required information is included.
- Please ensure your member listing contains the information as listed in Section 1b of the Annual Report form.
- The Committee listed on the report should be the newly elected incoming Committee, and not the Committee as it sat for the reporting period.
- Changes to the Committee require the Minutes of the Club's meeting to be submitted clearly showing where the elections took place and the results. A change of Office Bearers form should also be completed and submitted with the request to update the Office Bearers.



# Annual Affiliate Reporting



- If your affiliated club held no shows within the reporting period, an audit is NOT required to be undertaken, however, a copy of the affiliate's bank statement as at the final date of the reporting period, signed by the Treasurer, must be submitted with your report.
- Incorporated clubs must still ensure the reporting requirements of the NSW Department of Fair Trading are met.
- Please contact the office via email [info@dogsnsw.org.au](mailto:info@dogsnsw.org.au) for log-in details if required to complete your Affiliate Annual Return online.

# DOGS NSW Complaints Procedure

(in respect of complaints received outside of a Show/Trial)

[www.dogsnsw.org.au/members/complaint-procedures](http://www.dogsnsw.org.au/members/complaint-procedures)

# Complaints Procedure



- Members are advised that all complaints must be lodged formally and in accordance with the DOGS NSW Complaint Procedure and be submitted with a properly completed Complaints Lodgement Form and be accompanied by the Complaint Fee of \$250.00.
- The Complaint Fee is in accordance with DOGS NSW Regulations Part XI-Inquiries, Investigations & Appeals, Section 3.4(a) and is an administrative fee which will be refunded on request, if the matter proceeds to an Inquiry Hearing and is made out.
- Complaints not submitted in accordance with the DOGS NSW Complaint Procedure will not be accepted.
- Formal complaints should specifically refer to the Regulation that is alleged to have been breached.
- The Complaints Procedure and the Complaints Lodgement Form can be downloaded below:

[www.dogsnsw.org.au/complaint-procedures](http://www.dogsnsw.org.au/complaint-procedures)

# Complaints Procedure



Complaints relating to the following do NOT attract a complaint fee:-

- Complaint submitted by a person who is not a member of DOGS NSW
- Complaint relating to Ethics & Welfare concerns
- Complaints referred to the DOGS NSW Animal Welfare & Community Liaison Officer

# Complaints Procedure



- Complaints that are of a contractual matter, such as cost of a dog, service, refund, etc, are considered to be civil matters and should be dealt with privately through either NSW Fair Trading, NCAT or through legal channels.
- DOGS NSW does not involve itself in financial matters between parties.
- Once the Office has received a formal complaint and it is in accordance with the DOGS NSW Complaint Policy, the matter is referred to the DOGS NSW Disputes Assessment Panel for consideration as to whether any of the RNSWCC Articles of Association, DOGS NSW Regulations and/or Dogs Australia Regulations have been breached.
- Should the complaint be made out, the Disputes Assessment Panel will refer the matter to an Inquiry Hearing.
- Both the Disputes Assessment Panel and a Committee of Inquiry (Inquiry Panel) are independent bodies.
- The DOGS NSW Board of Directors cannot intervene in the decisions of either of these Panels.

# Complaints Procedure



- The Chair of the Disputes Assessment Panel is a Senior Council and the other two (2) Panel Members are well respected members of DOGS NSW.
- The Committee of Inquiry (Inquiry Panel) is made up of a Chair and two (2) Panel Members.
- The Chair of the Committee of Inquiry is either a Barrister or a Solicitor. The Panel Members are well respected members of DOGS NSW who are appointed by the Board of Directors to the DOGS NSW Judicial Panel.
- Whilst there is an Appeal option in DOGS NSW Regulations Part XI-Inquiries Investigations & Appeals, the decision of the Inquiry Panel and any subsequent Appeal Panel is final and binding.



*Thank you  
from*



*Any questions?*