



## **REGULATIONS**

### **PART VII**

#### **REGIONS - MEETINGS, OFFICE BEARERS AND RELATED MATTERS**

**Amended August 2002**  
**Amended 1 July 2006**  
**July 2018 – to amend Dogs NSW to DOGS NSW**  
**Amended 14 August 2024**  
**Amended 12 March 2025**

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## **REGULATIONS**

### **PART VII - REGIONS - MEETINGS, OFFICE BEARERS AND RELATED MATTERS**

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## **REGULATIONS PART VII**

### **REGIONS - MEETINGS, OFFICE BEARERS AND RELATED MATTERS**

**7/97**

#### **Regional Meeting**

- 1.1 All Members of DOGS NSW resident within a Region shall be entitled to attend and to take part in and to vote upon any matters brought before a Regional Meeting. All Breeds, Semi-Specialist, Specialist and Sporting Affiliates of DOGS NSW within a Region shall be entitled to be represented by two (2) delegates at a Regional Meeting in person or via Zoom Conferencing. **(03/25)**

#### **Convening of Meetings**

- 1.2 (a) The Board of Directors shall convene the Inaugural Meeting of each Region at a place determined by the Board of Directors as being central to the majority of Members of that Region and at a time deemed by the Board of Directors as convenient for such Members.
- (b) The Inaugural Meeting shall be chaired by a Member appointed by the Board of Directors until such time as the Members present are entitled to vote at the meeting have elected a Chairman when such person shall take the chair.

#### **Office Bearers**

- 1.3 The Office Bearers of each Region shall be a Chairman, a Deputy Chairman, an Event Secretary, a Secretary and Treasurer. **(03/25)**

All Office Bearers must be financial Members of DOGS NSW and preferably reside within the Region to hold a position on the Executive. **(03/25)**

- 1.4 A Member of the Board of Directors shall not be eligible for election as an Office Bearer. **(03/25)**
- 1.5 The Office Bearers of a Region shall hold office for one (1) year but shall be eligible for re-election.
- 1.6 The Board of Directors may at any time declare that the Office Bearers or any of them of a Region shall no longer hold their respective offices and convene a meeting of such Region for the purpose of filling the vacancies thus created. The Board of Directors if it so sees fit may nominate the Member for such election.

## **Duties of Secretary**

1.7 The Regional Secretary shall:

- (a) be responsible for convening the meeting of Members.
- (b) be the officer having sole responsibility for contact with DOGS NSW, the organisation of Regional Meetings.
- (c) notify the Secretary in the month of December each year of the date, time and place of each of the 3 Regional Meetings to be held in the ensuing year.
- (d) Meeting notices to be published in the Weekly Woof and Regional Secretary to email all Secretaries of Affiliated Clubs in that Region. **(03/25)**

## **Duties of Treasurer**

1.8 The Treasurer shall:

- (a) be responsible for the finances of the Region.
- (b) ensure that a statement of income and expenditure detailing GST paid and received is prepared and forwarded to DOGS NSW by the 10<sup>th</sup> day after the close of quarterly reporting periods, namely 30<sup>th</sup> September, 31<sup>st</sup> December, 31<sup>st</sup> March and 30<sup>th</sup> June every year. **8/02**
- (c) ensure that by 1<sup>st</sup> August of each year there is prepared and forwarded to DOGS NSW a statement of income and expenditure and of assets and liabilities for the region as at 30<sup>th</sup> June immediately preceding. **8/02**

## **SECTION 2**

### **General**

#### **Responsibilities of Office Bearers**

- 2.1 The Office Bearers of a Region shall be responsible for raising funds to cover the secretarial expenses incurred or to be incurred in the carrying out of their responsibilities under this part of the Regulations by such means as they determine.

#### **Quorum:**

- 2.2 The quorum for a meeting of:
- (i) Office Bearers of a Region shall be two (2) of such persons present in person or via electronic means; **(03/25)**
  - (ii) A Regional Meeting shall be ten (10) Members present in person who are resident within the Region.

#### **Responsibility of the Board of Directors**

- 2.3 The Board of Directors upon presentation to it of the accounts of a Region shall refund to such Region its reasonable secretarial and meeting expenses up to a maximum of \$100.00 per annum.
- 2.4 Provided that the Secretary of a Region shall deliver to DOGS NSW in the month of December each year a notice of the three meetings of the Region to be held for the following year. The Board of Directors will procure the publication thereof in the DOGS NSW Magazine and Weekly Woof without charge to a Region. **(03/25)**

#### **Conduct of Meetings**

- 2.5 The Rules for the conduct of meetings as set forth in the Constitution of Affiliates shall apply to all Regional Meetings but any such meeting shall not be adjourned and matters not dealt with at any meeting shall be held over until the next scheduled meeting.
- 2.6 If a Regional event is to be held, it must be held in conjunction with a Regional Affiliate. **(03/25)**