

# CONSTITUTION

## New Zealand Land Search and Rescue Dogs Incorporated

### 1. NAME

The name of the Society shall be New Zealand Land Search and Rescue Dogs Incorporated.

### 2. DEFINITIONS

In these rules words and phrases have the following meanings:

**Committee** means the Committee of LandSAR Dogs established under these rules.

**LandSAR Dogs** means New Zealand Land Search and Rescue Dogs Incorporated.

**LandSAR NZ** means New Zealand Land Search and Rescue Incorporated.

The **Objects of LandSAR NZ** means those objects contained within clause 3 of the LandSAR NZ constitution, as amended from time to time by LandSAR NZ.

**Financial Year** means the year commencing on the first day of July and ending on the thirtieth day of June in the following calendar year.

**SAR** means search and rescue.

**Words** in the masculine gender shall be deemed to include the feminine and neuter gender and the singular shall be deemed to include the plural and vice versa as the context requires.

### 3. OBJECTS

i The objects of the LandSAR Dogs shall be to train, assess and deploy search dogs and their handlers within New Zealand to standards accepted by SAR authorities.

ii. To promote the use of search dogs in land SAR operations.

iii. To further the growth in number and capability of search dogs and their handlers by all suitable means, including, but not limited to, facilitating training and the transfer of knowledge and experience.

iv. To collectively represent the search dog handlers of LandSAR Dogs.

v. To develop competency standards for search dogs and their handlers.

vi. To assess search dog teams for suitability to be used operationally.

vii. To encourage and maintain interaction with other national and international search dog groups with common interests.

viii. As far as possible to encourage and support the implementation of the policies and Objects of LandSAR NZ.

ix. To do all such things as the Committee shall decide to achieve the above objectives.

#### **4. MEMBERSHIP**

The members of LandSAR Dogs shall be as follows:

##### **(a) Full Members**

i Any individual who shows they support LandSAR Dogs Objects and is nominated by two existing Full Members and whose nomination is approved by the Committee shall be a Full Member but before becoming involved as a handler they must conform to the requirements set by the Committee. At all times the percentage of handler members must be over 60 percent of the total membership.

ii. A duly incorporated society whose objects are compatible with those of LandSAR Dogs, which is nominated by the Committee, and whose nomination and application for full membership is approved by a majority of Members present and entitled to vote at a General Meeting.

iii Applications for membership shall be made in writing on the appropriate form supplying such information as may be required.

iv. An annual membership fee is payable by every Full Member, the amount of which will be determined at the Annual General Meeting.

vi. Every Full Member shall have one vote each.

##### **(b) Honorary Members**

i. Honorary Members may be elected at the Annual General Meeting in recognition of valuable service to LandSAR Dogs.

ii. Nominations for honorary membership must be made in writing and received by the Secretary at least one calendar month before the Annual General Meeting.

iii. Honorary members shall not be entitled to a vote.

##### **(c) Life Membership**

i On the recommendation of the LandSAR Dogs Committee any member who has rendered special services to LandSAR Dogs or to the furtherance of its Objectives may be elected a Life Member at any General Meeting of the organisation. The votes of at least two thirds of those present and voting at the meeting shall be necessary for such election.

ii A Life Member shall be entitled to all privileges of membership without paying the annual subscription

## **5. CESSATION OF MEMBERSHIP**

i. If a Member's annual membership fee is not paid to LandSAR Dogs by the 30th day of May in any year, his/her/its membership will be immediately terminated on the 1st day of June in that same year.

ii. The Committee shall have the power to expel any Member if it is satisfied that the Member's activities or actions are contrary to or detrimental to the promotion of the objects of either LandSAR Dogs or LandSAR NZ ("Societies") or offend against the Constitution, rules and aims of the Societies or whose conduct, in the opinion of the Committee, renders them unfit for membership of LandSAR Dogs. Such determination shall not be effective until:

(a) The Committee shall give 28 days notice of its decision and the grounds thereof to the Member; and

(b) If that Member objects to the decision of the Committee within that 28 day period by notice in writing to the Secretary, a meeting of the Committee shall be convened for the purpose of giving that Member an opportunity to be heard. The decision of this meeting on whether the membership shall be terminated will be final and accepted by the Member.

(c) A Member is suspended from LandSAR Dogs during the 28 days' notice period.

iii. A Member may resign from LandSAR Dogs at any time by notice in writing to the Secretary.

## **6. ALTERATIONS TO THE CONSTITUTION**

i. These rules may be altered, added to, rescinded or otherwise amended by resolution passed by a majority of the Members present and entitled to vote at any General Meeting called for the purpose.

ii. Any addition, alteration or deletion of any part of this Constitution must be submitted as a motion in writing to the Secretary and included in the agenda of the next Annual General Meeting or General Meeting as the case may be.

ii. Any notice of motion must be submitted to the Secretary no less than one calendar month prior to the meeting.

iv. No addition, alteration or deletion can be made to this Constitution if any such addition, alteration or deletion alters in any way the charitable status or objects of LandSAR Dogs or limits the application of funds for its charitable purposes within New Zealand.

## **7. MEETINGS**

### **a. Committee Meetings.**

i A minimum of three (3) Committee meetings shall be held in each Financial Year. A quorum shall be a majority of the Committee.

ii Meetings may be held by conference call or other mediums as well as traditional methods.

iii Minutes shall be recorded and circulated by the Secretary within twenty-one (21) days of the meeting.

**b. General Meetings.**

i. General Meetings shall be called by the Secretary at the written direction of at least three members of the Committee, such written direction to include details of the matters to be dealt with at the General Meeting. The Secretary shall give at least one calendar month's notice of the General Meeting to Members, together with details of the matters to be dealt with at the General Meeting. Matters to be voted on at General Meetings shall be decided by resolution, where the resolution is deemed to be carried if it is approved by a simple majority of all Members present and entitled to vote (excluding any proposed change to the constitution, which requires a majority).

ii The Annual General Meeting shall be a General Meeting held in the first three months of the Financial Year at a time, date and place to be decided by the Committee.

iii The Secretary shall give two months' written notice of the time and place of the Annual General Meeting to all Members and include a call for nominations to the Committee.

iv The Secretary shall provide all Members with copies of the documents to be considered at the Annual General Meeting not less than three weeks prior to the date of the Annual General Meeting. All notices given shall be deemed to have been given at the time when, in the ordinary course of post or transmission, they would have arrived.

**c. The Annual General Meeting will deal with the following business:**

i. receipt of annual reports, including audited financial statements;

ii. to discuss and if necessary, vote upon, any matter (including any proposed change to the constitution) of which written notice has been given to the Secretary at least one calendar month before the Annual General Meeting. Matters to be voted on at the Annual General Meeting shall be decided by resolution, where the resolution is deemed to be carried if it is approved by a simple majority of all Members present and entitled to vote (excluding any proposed change to the constitution, which requires a two-thirds majority).

iii The outcome of the postal vote for the Committee membership.

iv To set the annual membership fee for Full Members.

**8. THE COMMITTEE**

i. The Members who are entitled to vote shall annually elect five (5) Full Members to the Committee as provided for in sub-clause ii of this clause.

ii. The Committee members shall be elected by postal vote. Nominations are to be called for with the first notice of the Annual General Meeting. Voting papers shall be distributed with the documents to be considered at the Annual General Meeting and the results of the postal vote will be announced by the Secretary at the Annual General Meeting.

iii. Duly incorporated societies who have been accepted as Full Members shall have the right to nominate one representative to stand for election to the Committee.

iv. The Committee shall have the power to conduct the affairs of the Society, including the power to delegate.

v. From time to time, the Committee may appoint sub-committees to perform certain tasks.

vi. The Committee shall have the power to co-opt onto the Committee or any Sub Committee created by the Committee. Co-opted members shall be entitled to a vote after the cooption has been notified to the members

## **9. OFFICER BEARERS**

i. The Office Bearers shall be:

Chairman  
Secretary  
Treasurer

ii. The Committee shall appoint from its number the Office Bearers.

## **10. FINANCE**

a.

i. All funds of the Society shall be banked forthwith in the name of the Society in such bank account as the Committee shall determine.

ii. Any two of the Chairman, Secretary or Treasurer shall be authorised to sign all cheques drawn on the account and any one of them to endorse cheques for payment into the account.

iii. Payments shall be made subject to the approval of the Committee.

b.

i. Any income, benefit or advantage shall be applied to the charitable purposes of the Society.

ii. No member of the Society or any person associated with a member shall participate in or materially influence any decision made by the Society in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

iii. Any such income paid shall be fair and reasonable and relative to that which would be paid in an "arms length" transaction (being open to the market value).

c. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document

## **11. POWERS**

i. LandSAR Dogs shall have all the powers necessary to enable it to achieve its objects, including but not limited to:

- (a) controlling and investing its funds, including investing any money in any investment for the time being authorised by the Committee;
- (b) borrowing money only when a proposal has been accepted at a General Meeting; and
- (c) hiring from, make reimbursement to, or paying an honorarium to any member, individual or organisation in return for goods and/or services. Any reimbursement or honorarium or payment of any kind must be proper and reasonable.

## **12. COMMON SEAL**

The common seal of LandSAR Dogs shall be held by the Treasurer and shall be affixed only pursuant to a resolution of the Committee. The common seal shall be affixed in the presence of any two of the Chairman, Secretary or Treasurer, who shall sign their names as witnesses to the affixing of the seal.

## **13. INTERPRETATION**

The Committee shall be the authority for the interpretation of these rules. A decision of the Committee on any question of interpretation or on any matter affecting the objects and not provided for in these rules shall be final and binding on the Members.

## **14. WINDING UP**

i. LandSAR Dogs may be voluntarily wound up if at a General Meeting a resolution requiring it to be wound up is passed by a simple majority of Members entitled to vote and voting upon the resolution, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than 30 days after the date on which the resolution so to be confirmed was passed.

ii. Upon a winding up and after payment of the liabilities of LandSAR Dogs any surplus funds or assets remaining shall be handed to LandSAR NZ to be applied for the benefit of any charitable organisation which is a successor to the LandSAR Dogs, or which has similar charitable objects to LandSAR Dogs or those of LandSAR NZ.