

This is the annexure of 9 pages marked "A", referred to in Form 1 (Application for Incorporation of Association), signed by me and dated

.....  
(Signature of applicant)

The rules of Greyhound Haven Tasmania incorporated herein are in accordance with Section 11 and provide for those matters specified in Schedule 1 of the Associations Incorporation Act 1984.

.....  
(Signature of applicant)

## **CONSTITUTION AND RULES OF**

### **Greyhound Haven Tasmania**

#### **NAME and DEFINITIONS**

1. The word Association when used in this document shall refer to Greyhound Haven Tasmania. This name may be abbreviated to GHT.

#### **AIMS and OBJECTIVES**

2. (a). To educate the public and the racing industry on the benefits of Greyhounds as companion animals.  
(b). To assess the suitability as pets of Greyhounds accepted into the program and to introduce and educate them to living in a home environment.  
(c). To seek suitable adoptive homes for Greyhounds.  
(d). To liaise with other organisations (both within Australia and overseas) with similar goals.  
(e). To improve and promote the image of Greyhounds as pets through displays and visits to racetracks, schools, hospitals, shopping centres, agricultural shows, exhibitions, etc., and through positive media exposure.  
(f). To work with other welfare agencies to rehabilitate Greyhounds and to ensure minimal acceptable standards of care (housing, nutrition, veterinary attention, environmental enrichment, etc.) are applied to all Greyhounds, regardless of age or racing status.  
(g). To provide telephone advice and / or visitations as a back-up service to owners of adopted Greyhounds.  
(h). To work with members of the racing fraternity to reduce wastage of dogs, and to place as many suitable Greyhounds as possible into approved adoptive homes.  
(i). To establish a dedicated kennel complex, to become a base for the major activities of Greyhound Haven Tasmania  
(j). To raise funds and seek sponsors, donors and benefactors to further these Aims and Objectives.

## **ASSETS AND INCOME**

3. The assets and income of the Association shall be applied solely in furtherance of the above mentioned Aims and Objectives and no portion shall be distributed directly or indirectly to the members of the Association except as bone fide compensation for services rendered or expenses incurred on behalf of the Association.

## **MEMBERSHIP**

4. Membership of the Association will be open to anyone committed to the welfare and promotion of the Greyhound as a companion animal.

The Association encompasses five categories of membership:

### **(a) Full Membership**

Full membership is limited to individuals who must satisfy one or more of the following criteria:

- (i) be a past or present adoptive owner of one or more Greyhounds acquired through GHT or an approved Greyhound adoption organisation within Australia or overseas;
- (ii) be an owner of a Greyhound which, to the satisfaction of the Management Committee, is kept purely as a companion animal;
- (iii) be recognised by the Management Committee as actively participating in at least one of the Association's activities as defined by the Aims and Objectives listed in Rule 2.

A couple or family group, residing at the same address, who otherwise satisfies the above requirements for eligibility, may apply for full membership, but will be entitled to only one (1) vote. One person from such couple or family will be nominated as the principal member for purposes of voting, at the time of application for or renewal of membership.

Financial contributors (donors, sponsors etc.) to the Association shall not be automatically eligible for full membership.

Full members have full voting rights at all meetings, and are eligible to stand for positions on the Management Committee.

### **(b) Associate Membership**

Associate membership is open to any individual, couple or family who does not currently satisfy the criteria for full membership but who supports the Association and helps in any way to advance the Aims and Objectives of the Association. An associate member may at a future date apply to become a full member if the appropriate criteria are met.

An associate member shall not have voting rights and shall not be eligible to hold position on the Management Committee, but shall be eligible to receive any newsletters distributed by the Association and be eligible for member discount (if any) for the purchase of merchandise sold by the Association, or attendance at any function organised by the Association.

### **(c) Corporate Membership**

Corporate membership is open to any business, company, agency, club or other association which supports the Aims and Objectives of the Greyhound Haven Tasmania. Corporate

members shall not have voting rights and shall not be eligible to hold position on the Management Committee. Membership benefits shall apply as for associate members.

**(d) Honorary Membership**

Honorary members are individuals, families or organisations who have not applied for full or associate membership, but whom the Management Committee accept as having advanced the Aims and Objectives of the Association. Honorary members shall not have voting rights and are not eligible to hold position on the Management Committee. Honorary membership will normally be extended until the end of the financial year and will be subject to annual review.

Note: The Management Committee must approve all foster carers and, on approval, may under special circumstances, choose to offer Honorary Membership.

**(e) Life Membership**

Life membership may be bestowed upon an individual who, in the opinion of the Management Committee, has made an outstanding contribution to the welfare of Greyhounds. Such individual must have been a full member of the Association for a minimum of three (3) years to be eligible for nomination. A nomination for life membership must be ratified by a majority vote at an Annual General Meeting.

**APPLICATIONS FOR MEMBERSHIP**

5. Applications for full, associate or corporate membership of the Association shall be made in writing to the Secretary, in the form set out in Appendix 1 to these Rules, addressing the criteria as detailed above for categories of membership.

As soon as practical after receiving a membership application, the Secretary must refer the application to the Management Committee, which must determine whether the application is approved or rejected.

A member must, prior to the 30<sup>th</sup> June annually, make application for readmission to their category of membership and upon payment of the requisite annual subscription be readmitted, but until such payment is received, has no voting rights.

**MEMBERSHIP SUBSCRIPTIONS**

6. (a). An annual subscription shall be paid to the Association twelve (12) months in advance. Membership renewals shall fall due on the 30<sup>th</sup> June of each year.  
(b). The annual subscription for full or associate members shall be \$20. The annual subscription for corporate members shall be \$100.  
(c). The annual subscription(s) may be altered from year to year by a majority vote at any Annual General Meeting, provided that twenty one (21) days notice of such a motion is circulated to all members in writing.  
(d). If an individual, couple, family or organisation applies for and is approved for membership after the 31<sup>st</sup> December in any financial year, on payment of half the annual subscription shall become a member until liable to pay full subscription prior to the 30<sup>th</sup> June that year.  
(e). Holders of approved pension cards may make special application to the Management Committee for a reduction in membership subscriptions.  
(f). First time Greyhound adopters, upon payment of the adoption fee prescribed by the Management Committee, shall automatically be granted full membership until the end of the current financial year.

## REGISTER OF MEMBERS

7. The Public Officer of the Association shall establish and maintain an up to date register of all categories of membership, showing full names and addresses and the date of becoming a member. This register shall be kept at the principal place of administration and be open for inspection by a member at any reasonable time appointed by the Public Officer.

## CESSATION OF MEMBERSHIP

8. A person ceases to be a member of the Association in the event of death, resignation, failure to pay membership subscriptions, or expulsion by the Management Committee.
  - (a) A member may resign from the Association by giving notice in writing to the Secretary, effective on receipt.
  - (b) Failure to pay subscription fees by the renewal date (30<sup>th</sup> June) will automatically terminate membership.
  - (c) Any member may have his/her membership suspended or cancelled if, in the opinion of the Management Committee, the member has displayed unethical behaviour or acted in a manner inconsistent with the Aims and Objectives of the Association. Any decision to suspend or cancel membership will be by majority vote of the Management Committee.

## MEMBERS' LIABILITIES

9. The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount of their membership subscriptions, as required by rule 6.

## MEETINGS

10. **Management Committee:** shall meet at least two times in each period of 12 months at such time and place as the Committee determines.  
Additional meetings may be convened by the President at any time, or on receipt of written request for such meeting signed by at least two members of the Committee.  
Oral or written notice of a meeting shall be given by the Secretary to each member of the Committee at least 48 hours prior to the meeting.  
A Committee member who is absent from three (3) consecutive meetings (being Committee meetings and/or General meetings) without the consent of the Committee shall be deemed to have resigned and his/her position will be declared a casual vacancy.

**Annual General Meeting:** To be held at a time and place to be determined by the Management Committee, within six (6) months of the end of the financial year, and at least twenty one (21) days notice to be given in writing to each member.

**Special General Meeting:** Can be called on application in writing of at least five (5) full members, or at the discretion of the Management Committee.  
Notice of a Special General Meeting must be given in writing to all members of the Association, detailing the date, place and time of the Meeting and the nature of the business proposed to be transacted at the Meeting.  
If the business to be dealt with at a Special General Meeting requires a special resolution of the Association, at least twenty one (21) days notice must be given.  
If the business to be dealt with at a Special General Meeting does not require a special resolution of the Association, at least fourteen (14) days notice must be given.

At a Management Committee or General Meeting, the president is to preside. If the president is absent or unwilling to act, the vice president will chair the meeting. If neither the president nor vice president is available, the other members of the Committee shall determine which of the Committee members present is to preside.

#### **MANAGEMENT COMMITTEE: COMPOSITION and ELECTION**

11. (a). With the exception of the inaugural appointments, all members of the Management Committee are to be elected by eligible financial members of the Association at an Annual General meeting.
- (b). The Management Committee is to consist of the office-bearers of the Association and three (3) ordinary members.
- (c). The office-bearers of the Association are to be:
  - (i). the president/ co-ordinator
  - (ii).the treasurer.
- (d). Each member of the Management Committee is to hold office until the next Annual General Meeting, but is eligible for re-election.
- (e). In the event of a casual vacancy occurring on the Management Committee, the Committee may appoint any full member of the Association to fill the vacancy, and the member so appointed will hold office until the next Annual General Meeting.
- (f). Nominations of candidates for election as office bearers or ordinary members of the Management Committee:
  - (i). shall be made in writing signed by two full members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (ii). shall be delivered to the Secretary of the Association at least seven (7) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- (g). If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (h). If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (i). If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (j). If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.

#### **PRESIDENT/CO-ORDINATOR**

12. The prime responsibility of the President is to control and manage the affairs of the Association in accordance with this Constitution and Rules. The President is responsible for the conduct of Management Committee meetings and General Meetings and is also responsible for co-ordinating the adoption program. The President/Co-ordinator is also responsible for correspondence on behalf of the Association. To convene meetings, record all proceedings of meetings and maintain attendance lists. Maintain an authoritative copy of this Constitution and Rules. Maintain records and ensure safe custody of property or other assets of the Association. Responsible, in conjunction with the Public Officer, for determining those members eligible to vote at meetings or elections. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

## **TREASURER**

15. Responsible for operation of the Association bank account(s) or other investments, ensuring that all money due to the Association is collected, deposited and acknowledged by receipt, and that all payments authorised are made. The treasurer must also ensure that the correct books and accounts are kept, showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association. Responsible for preparation of a statement of affairs to be presented to the Annual General Meeting of the Association and, once ratified, to be lodged with the Department of Fair Trading.

## **QUORUMS**

16. (a). The quorum at an Annual or Special General Meeting shall be no less than six (6) financial members including four (4) Committee members.  
(b). The quorum at a Management Committee meeting shall be no less than three (3) Committee members.

## **VOTING RIGHTS**

17. (a). At an Annual General Meeting, election of candidates to the Management Committee, where a ballot is required, shall be by secret ballot.  
(b). Voting at any meeting may only be permitted by full, financial members.  
(c). No proxy votes shall be allowed;  
(d). Each eligible member present at a meeting (including the person presiding at the meeting), and each eligible member, is entitled to one (1) vote but, in the event of equality of votes on any question, the person presiding may exercise a second or casting vote. When this happens, the chairperson must vote against the motion, thus retaining the status quo.  
(e). Dual members (ie. couples) or family groups which have been approved with full membership status must nominate a principal member who is entitled to only one (1) vote.

## **SPECIAL RESOLUTIONS**

18. A resolution of the Association is a special resolution if it is passed by at least a three-quarters majority of eligible members voting in person or by postal vote at a General Meeting of which at least twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

## **ALTERATION of OBJECTIVES and RULES**

19. The Aims and Objectives of the Association (Rule 2) may be added to, by special resolution, but may not otherwise be altered or rescinded. The remainder of the Constitution and Rules of the Greyhound Haven Tasmania may be altered, rescinded or added to only by a special resolution of the Association.

## **INSURANCE**

20. The Association shall effect and maintain insurance pursuant to section 44 of the Associations Incorporations Act, 1984.

In addition to the insurance required, the Association may effect and maintain other insurance.

### **COMMON SEAL**

21. The common seal of the Association must be kept in the custody of the public officer. The common seal must not be affixed to any document except by the authority of the Management Committee. The affixing of the common seal must be attested by the signatures either of two members of the Committee or one member of the Committee and the public officer.

### **PATRONS**

22. Nominations for Patrons of the Association shall be submitted for election at the Annual General Meeting. The maximum number of Patrons shall be three.

### **FUNDS: SOURCE and MANAGEMENT**

23. The funds of the Association shall be derived from annual subscriptions of members, donations, bequests, fund-raising and other activities authorised by the Management Committee, adoption fees, surrender fees, sale of merchandise (if any), plus interest earnings.

The funds of the Association are to be deposited in the name of the Association and are to be used only in the pursuance of the Aims and Objectives of the Association in such manner as the Management Committee determines.

The Association may, upon direction from the Management Committee, deposit monies with any bank or other financial institution which is subject to regulation and supervision under the Financial Institutions Code.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Management Committee, or employees of the Association, being members or employees authorised to do so by the Management Committee.

### **WINDING UP OF THE ASSOCIATION**

24. In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts shall be transferred to any Association, institution or other body which, in the view of the Management Committee, embodies the same or similar ideals as the Greyhound Haven Tasmania, and which is exempt from income tax.

**APPENDIX 1 (Rule 5)  
APPLICATION FOR MEMBERSHIP OF ASSOCIATION**

Greyhound Haven Tasmania Inc.  
3 Tonga Place, Ravenswood  
Launceston Tas 7250

I/we, .....  
(full name of applicant/s)

.....

of .....  
(address)

.....hereby apply for full / associate / corporate membership  
(please circle) of the above named incorporated Association. The principal member in the case  
of dual or family membership (for the purpose of voting) is .....

.....  
(Signature of applicant/s)

Date.....

Further information for our records:

Phone number (H).....(W).....  
(Mobile).....

Fax number .....Occupation.....

Email address .....

Experience / interest in Greyhounds:.....

.....

.....

I hereby enclose a cheque / money order, payable to Greyhound Haven Tasmania,  
for the amount of \$....., being the sum of my annual subscription  
and / or donation (please circle) to Greyhound Haven Tasmania.