



**HOWLING HUSKIES  
SLEDDING TEAM**

**Constitution**

## 1. INTERPRETATION

Throughout this constitution, words importing the singular shall include the plural, words importing the masculine gender shall include the feminine & neuter genders & vice versa unless such interpretation is inconsistent with the context thereof.

## 2. NAME

The name of the club shall be "Howling Huskies Sledding Team", hereafter referred to as "the club".

## 3. AFFILIATION

The club shall at its discretion, be affiliated to a National Association of its choice & will then observe the constitution, Rules & Regulations of such Association.

## 4. OBJECTIVES

The objectives of the club shall be:

- 4.1. to use sledding to maintain and improve the physical and mental health of the dogs;
- 4.2. to inform, educate & broaden the public interest about sledding among present & prospective working dog owners;
- 4.3. to develop sledding as a sport in South Africa by creating public interest, giving information & education to interested persons;
- 4.4. to organize & to participate in sledding & other dog activities, including training;
- 4.5. to make contacts & build relationships with sledding clubs & associations worldwide;
- 4.6. to keep abreast with sledding news, technology & safety, locally & internationally.

## 5. POWERS

To achieve the above-mentioned objects, the club may:

- 5.1. collect, canvas for & accept subscriptions, donations & benefits of any nature from any person or body or from any source whatsoever;
- 5.2. invest any funds & assets in securities nominated by the committee;
- 5.3. offer prizes & trophies at any of the club's activities;
- 5.4. arrange social functions for members & guests;
- 5.5. design & utilize any logos, badges or clothing & equipment;
- 5.6. check for proofs of vaccination & on the physical well-being of the dogs before sledding;
- 5.7. exclude mushers from the participation in the sport within the club on that day when the dog's, the musher's or fellow musher's safety or health are jeopardized by the musher's unsafe or irresponsible behaviour;
- 5.8. generally to perform all such acts as may be necessary to further the interest of the club & objects for which it is formed;
- 5.9. encourage micro chipping to facilitate the rescue of any dog, especially the Siberian Husky.

## 6. CLUB DOCUMENTS

The Howling Huskies Code of Conduct and Club Handbook are documents drawn up to give effect to the Constitution. The Code of Conduct expresses the ethos of the club and the Club Handbook contains policy and regulations that guide the running of the club.

The Code of Conduct and Club Handbook may be amended from time to time by a two thirds majority vote at a Committee meeting.

## 7. FUNDS & ASSETS

The club shall not engage in any activity for financial gain of any person(s) or anybody other than the club. The funds & assets of the club shall be used solely to achieve the club's above-mentioned objects.

## 8. TRUSTEE

The Chairman or failing him, the vice Chairman of the club for the time being, shall be the trustee of the club in whom shall vest all assets of the club & who shall be entitled to sue, accept services & deal with any legal issues on behalf of the club. The trustee shall always act in the best interest of the club with direction given, from time to time by the club's committee or passed by members in a general meeting of the club.

## 9. INDEMNITY

All members of the club shall be indemnified by the club in respect of any legal liability incurred while acting on behalf of the club, provided they acted in accordance with directions given or decisions made from time to time by the committee or passed by members in a general meeting of the club.

Neither the club nor any member nor guest shall be liable for any personal injury & / or loss in any situation or under any circumstances whatsoever.

## 10. MEMBERSHIP

### 10.1. Application for membership.

10.1.1. Application for membership shall be made by completing the application form together with payment of one year's membership fee. Membership shall be considered by the committee at its first meeting after receipt of the application & until acceptance by the committee has been conveyed to the applicant, he shall have no voting rights.

10.1.2. The committee shall have complete & absolute discretion to accept or refuse any application without having to disclose any reason for its decision.

10.1.3. Dual membership by an individual is not permitted where such a person serves on the committee of another club.

### 10.2. Membership classification.

Through his membership, a member confirms to agree to & accept the objectives of the club.

10.2.1. Individual Member: A person 12 years or older, interested in supporting the objectives of the club & who have paid the relative membership fee. An Individual Member shall be entitled to vote at all general meetings of the club.

10.2.2. Associate Member: A person 12 years or older, interested in supporting the objectives of the club & who have paid the relative subscription. Associate members shall receive the club's news letter but will have no voting rights.

10.2.3. Honorary member: A member who has made exceptional contribution to the club or the sport can be awarded an honorary membership. Any member of the club can nominate such a person. The decision to grant or to revoke honorary membership in case of a major misconduct shall be taken by vote at the AGM.

### 10.3. Membership fees and musher fees.

10.3.1. Annual membership fees are subject to change by the clubs committee as it seems fit with respect to the financial situation of the club but not without the agreement of the club at the AGM.

10.3.2. Annual membership fees are due & payable on or before the 1<sup>st</sup> of March, unless agreed otherwise. New members joining after the start of the sledding season shall pay the full membership fee.

10.3.3. A member of a family of members shall pay a reduced fee starting from the second member. The third member qualifies for a further fee reduction. The fourth member and any additional member shall not pay any membership fees. This reduction does not apply to the musher fees. At least one member in the family must pay musher fees.

10.3.4. Honorary members shall not pay any membership fees.

10.3.5. A member participating as a musher pays an additional musher fee next to his membership fee. The musher fee is subject to change depending on the mushing related expenses of the club. A new musher joining after the start of the sledding season shall pay pro rata.

10.3.6. No fees shall be refundable with the exception of musher fees in the case of physical disability or death.

#### 10.4. Lapsing of Membership.

Membership will lapse:

10.4.1. upon failure to pay an initial or renewal subscription within thirty (30) days of the date on which they become due, unless alternative arrangement have been made;

10.4.2. upon any member, being convicted of any offence relating to cruelty towards or neglect of an animal;

#### 10.5. Reprimand, expulsion or suspension of a member.

10.5.1. Whenever by majority vote of the whole number of its members, the committee is of the opinion that the behavior or conduct of member contravenes the rules & regulations contained in this constitution, has been harmful, prejudicial or injurious to the objectives, interests, good order or character of the club, the committee shall have the power to:

10.5.1.1. reprimand such a member in writing;

10.5.1.2. suspend such a member from all privileges of membership for a period not exceeding three (3) months in case where, in the opinion of the committee, his conduct was not sufficiently serious to justify expulsion. A suspended member shall not be entitled to the refund of any fee paid or due by him;

10.5.1.3. expel such a member entirely from the club.

10.5.2. before deciding to expel or suspend a member, such a member shall be granted the opportunity to explain his conduct to the committee.

10.5.3. An expelled or suspended member shall have the right to appeal against his suspension or expulsion to the members of the club in a special general meeting. At this meeting the case against the member shall be put by a committee member on behalf of the committee & the member shall be given an equal opportunity to defend himself. To reverse the committee's decision will require two-thirds majority of members with voting rights present. The vote shall be taken by ballot.

## 11. MANAGEMENT COMMITTEE

### 11.1. Committee.

11.1.1. The management & control of the club shall be vested in a committee consisting of not less than five (5) and not more than seven (7) committee members all of whom shall be:

- members of the club;
- not less than 21 years of age;
- elected at an Annual General Meeting with the exception of the Chair (see 11.2.);
- not a spouse or close relative of an elected committee member. Should a spouse or close relative be nominated, the club should vote which member should step down;
- not a committee member of a National Association;

- at least in the second year of club membership
- shall hold office as hereinafter provided.

#### 11.2. Terms of Office.

- 11.2.1. The chairman, Vice-Chairman, Secretary & treasurer will serve on the committee for a period of one (1) years in their respective positions. Secretary & treasurer can be re-elected for a second term.
- 11.2.2. Other officers will serve for a period of (1) year.
- 11.2.3. Every year the members elect a new Vice Chair.
- 11.2.4. The current Vice chair becomes the Chair. In the case that the current Vice Chair is not available as Chair, another member of the committee shall be elected as Chair to ensure continuity of the office.
- 11.2.5. The current Chair becomes a board member but in an advising and supportive role to the Chair.

#### 11.3. Vacancy.

11.3.1. A committee member's seat shall become open if such a member:

- dies;
- resigns;
- ceases to be a member of the club;
- fails to attend three (3) consecutive meetings of the committee without prior permission from the committee.

11.3.2. The committee may appoint a member of the club to fill a vacancy arising in terms of 11.3.1 above. Such member shall hold office for the remainder of the term of office of the committee member he has replaced.

#### 11.4. Powers of committee.

- 11.4.1. The committee shall have full power & authority to carry out all arising duties save where such powers are expressly reserved for a General Meeting.
- 11.4.2. In particular but without prejudice to this general authority, the committee shall have power & authority:
  - 11.4.2.1. to make and vary regulations for the better conduct of the club;
  - 11.4.2.2. to appoint such committees & sub committees as may be found necessary. Sub committees shall report back to the committee;
  - 11.4.2.3. to supervise the utilisation of the funds & assets of the club & the depositing of funds in a financial institution selected by it;
  - 11.4.2.4. to ensure that for all financial transaction, not less than two (2) persons, one of whom shall be the Treasurer & the other an appointed member of the committee who may not be spouse or close relative of the Treasurer, have signing rights
  - 11.4.2.5. to control the purchase & sale of the club's logo, badges, clothing & equipment;
  - 11.4.2.6. to take such disciplinary action in terms of this constitution as may be necessary;
  - 11.4.2.7. to seek the view of members upon any matters;

- 11.4.2.8. to carry out all acts & deeds & do all things as are consistent with the constitution;
- 11.4.2.9. to elect a club representative for the National Association.

## 12. DUTIES OF OFFICERS

### 12.1. Chairman & Vice Chairman.

- 12.1.1. It shall be duty of the Chairman & Vice Chairman to further the interests of the club at all times & to ensure that the provision of this constitution are complied with & that all decisions of the club in General Meeting & of the committee are carried out;
- 12.1.2. The Chairman shall preside at all meetings of the club & the committee, & in his absence the Vice Chairman, if present, shall preside followed by the other committee members in agreement with the majority of the participants of the meeting. This person shall have the powers & functions which could have been exercised by the Chairman if present.
- 12.1.3. The Chairman or in his absence the Vice Chairman shall, at the Annual General Meeting, report on the activities of the club during the past year;
- 12.1.4. The Chairman shall be responsible to formulate an annual strategy for the club and be responsible for the execution thereof. The Vice Chair shall be responsible for the performance monitoring of such strategy and assist the Chair where necessary.

### 12.2. Secretary.

It shall be duty of Secretary:

- 12.2.1. to attend all general meeting & all meeting of the committee & to minute the proceedings & decisions taken at such meetings. In the event of the Secretary being unable to be present at any meeting, he shall ensure that the minute book, correspondence, etc, required at the meeting are handed to another committee member prior to the meeting. In such event, the committee shall nominate another committee member to act as Secretary at the meeting;
- 12.2.2. to receive & conduct the correspondence of the club;
- 12.2.3. to ensure that all notices required by this constitution are properly given;
- 12.2.4. to keep an up-to-date register of members & their contact details.
- 12.2.5. to be the custodian of the personal information of the club members and treat this as confidential information that will not be divulged to another party outside the club.

### 12.3. Treasurer.

It shall be the duty of the Treasurer:

- 12.3.1. to attend all general meetings & all meetings of the committee. In the event of the treasurer being unable to be present at any meeting, he shall ensure that the financial records required at the meeting are handed to another committee member prior to the meeting. In such event, it shall be the duty of the Secretary to inform the Treasurer of all decisions relating the financial matters taken at the meeting;
- 12.3.2. to maintain up to date, up-to-date books of account reflecting the club's financials & to be able to reflect the financial position of the club;
- 12.3.3. to monitor the membership payments and inform the committee about outstanding payments;
- 12.3.4. subject to the control of the committee, to administer the finances of the club;
- 12.3.5. to collect & bank all monies owing to the club & disburse monies due by the club;

- 12.3.6. to keep the committee informed on the general financial position of the club;
- 12.3.7. to prepare a record of the past financial year for presentation at the Annual General Meeting.
- 12.3.8. to inform the members about the outcome of the financial audit no longer than one (1) months after the audit becomes available.

#### 12.4. Auditor / Accountant.

- 12.4.1. At each Annual General Meeting an Auditor / Accountant who may not necessary be a member, but shall hold adequate experience to discharge his duties, shall be elected & he shall verify the books of account, verify the assets of the club, audit the annual accounts & balance sheets & report thereon prior to the AGM..
- 12.4.2. No member of the committee shall be appointed as auditor.

#### 12.5. Other Officers.

- 12.5.1. The duty of any other officers appointed by the club or committee shall be decided on by the committee as laid out in the Club Handbook.

### 13. FINANCE & ACCOUNTS

- 13.1. The financial year of the club shall start on the 1<sup>st</sup> January and end on the 31<sup>st</sup> December each and every year.
- 13.2. No person other than a person acting within the limits of an authority conferred upon him by this Constitution or by the committee, shall have the authority to give receipt for money or to enter into contract or arrangement having the effect of imposing any liability on the club or in any other way pledge the credit of the club.
- 13.3. The books or account to be kept by the Treasurer in terms of 12.3 of this Constitution will be open at all times to any member of the committee for inspection.

### 14. MEETINGS

#### 14.1. The Annual General Meeting (AGM).

- 14.1.1. The AGM shall be held not later than two (2) months after the close of the club's financial year on a date, time & place to be determined by the committee.
- 14.1.2. It shall be fit for any member to request that an item be placed on the agenda provided that such request is in the hands of the Secretary not later than seven (7) days prior to the date of the meeting in writing.
- 14.1.3. Notice of the date, time & place of the AGM & including any proposal to amend the Constitution shall be communicated to all members not less than seven (7) days before the date of such meeting.
- 14.1.4. The Agenda for such meeting, which shall include the following items, shall be communicated to all the members not less than three (3) days before the date of such meeting;
  - Notice of the meeting.
  - Minutes of previous AGM & of any Special General Meeting held since then.
  - Matters arising from the previous minutes.
  - Chairman's report of the previous year.
  - Treasurer's financial report and certified accounts.
  - Motions for the amendment for the Constitution as devised in the notice of the meeting.

- Matters submitted by the committee.
- Matters submitted by the members.
- Election of Officers & Committee including the appointment of an auditor.
- Any matter that does not appear on the agenda.

#### 14.2. Special General Meeting (SGM).

##### 14.2.1. SGM shall be called:

- 14.2.1.1. by discretion of the committee;
- 14.2.1.2. when required to consider any matter in terms of this Constitution;
- 14.2.1.3. on a request (stating clearly in detail the purpose of the meeting) signed by not less than one third of all members.

14.2.2. Notice of the date, time, place & purpose of such meeting shall be communicated to each member not less than seven (7) seven days prior to the date of such meeting.

14.2.3. A SGM shall be convened within six (6) weeks of the receipt by the Secretary of such request.

14.2.4. Nothing except the purpose stated in the notice of the meeting may be discussed at any SGM.

#### 14.3. Committee members.

14.3.1. The committee shall meet as often as is necessary but not less than once every two (2) months.

14.3.2. Not less than seven (7) days notice of all meetings of the committee shall be given.

#### 14.4. Non receipt of notices.

The non receipt by a member of a notice of any meeting of the club or committee shall not alter the proceeding of such meeting.

#### 14.5. Quorums at meetings.

14.5.1. Except where elsewhere provided, the quorum at any:

- 14.5.1.1. AGM or SGM shall be a third of all members with voting rights.
- 14.5.1.2. Committee meeting shall be more than 50% of the members of the committee.

14.5.2. If a quorum is not present after twenty (20) minutes from the scheduled time of commencement of the meeting, the meeting shall:

- 14.5.2.1. if it is a SGM called on request of members- be postponed;
- 14.5.2.2. in all other cases be rescheduled to the same day, time & place one (1) week later & at such adjourned meeting those members with voting rights present shall form a quorum & shall proceed with the business of the meeting.

## 15. VOTING

15.1. At all general meetings of the club, every member entitled to vote in terms of 10.2, shall be entitled to one (1) vote. Voting shall be conducted by ballot. The result of the ballot shall be deemed to be a decision of the meeting.

15.2. At committee meetings each committee member shall have one vote.

15.3. At all meetings of the club or the club committee, the Chairman of the meeting shall, in the event of an equal number of votes, have a casting vote in addition to his deliberative vote.



- 15.4. A member, who is unable to attend a meeting, is permitted a proxy vote. The member must submit a proxy vote form to the Secretary at least twenty four hours before the meeting.

## **16. AMENDMENT OF THE CONSTITUTION**

- 16.1. No alteration, amendment or addition to this constitution shall be made except at an AGM or SGM properly convened & then only if not less than two thirds of the members with voting rights who are present or who have lodged proxy votes, vote in favor thereof.
- 16.2. A proposal to alter, amend or add to this Constitution may be submitted only by the committee, or by a request signed by not less than 30 % of all members addressed to the Secretary.
- 16.3. Notwithstanding 16.2 above, any member with voting rights may propose an amendment, alteration or addition to this Constitution by submitting such proposal in writing & fully motivated, to the secretary, who shall lay such a proposal before the next meeting of the committee. The committee shall have the discretion to determine whether or not the proposal will be submitted to a general meeting.

## **17. DISSOLUTION OF THE CLUB**

- 17.1. Any proposal to dissolve the club shall only be considered at a SGM convened for that purpose.
- 17.2. No proposal to dissolve the club shall be considered unless there are present not less than two thirds of the members with voting rights of the club at the time of such proposal, of whom not less than three-quarters vote in favor of such proposal.
- 17.3. When a decision to dissolve the club has been taken, the committee shall immediately liquidate the affairs of the club & if there is any surplus of assets, such surplus shall be disposed of to another body or bodies of similar interests.
- 17.4. A proposal to merge with another club shall be dealt with in the same manner as a proposal to dissolve the club & terms of such merger shall be approved at the SGM convened to consider the proposal to merge.