

## **Central Districts Poultry & Pigeon Club. 27<sup>th</sup> October 2024**

Specific rules and aims for Central Districts Poultry & Pigeon Club (hereafter referred to as CD, or 'Club', in this document). These should be read alongside a copy of the North Island NZ Poultry, Pigeon & Bird Association (Inc) rules, to whom the Club affiliates (hereafter referred to as NI in this document).

### **RULES**

1. Membership fees are due 20th July & must be paid before commencement of the Annual General Meeting (AGM) in August. This will be the fee for the following year & will give voting rights at one AGM. A new member joining part way through the year, will pay a full fee on joining which will carry them through to the date of membership fees due at AGM, giving the right to vote at one AGM.
2. AGM will be held in August each year. On the day set down by the Club. Giving all members 21 days notice of the meeting.
3. Only financial members (i.e. those whose membership has been accepted and are up to date with membership fees before the AGM commences) will be eligible to nominate, vote or stand for a position at the forthcoming AGM. From 1<sup>st</sup> Sept 2024 any member who has been with the Club for less than 2 years, who wishes to be nominated for a specific Committee role and has not yet held a Committee position in the Club, will require the written endorsement of at least 80% of the current committee in order to be eligible to be nominated. This endorsement needs to be presented to the Club Secretary 30 days or less, before voting takes place, and cannot be carried forward to future elections.
4. Becoming a member. Every applicant for membership must consent in writing to becoming a member, by completing and returning the membership application form, either in hard copy form or electronically. Applicant information will be shared with the Committee. Any person can apply to join the Club, at any time, but the Club Committee retains the right to decline membership to a person for any reason, by Committee vote. If an applicant is declined and a fee has already been paid, this will be returned to them. New members who haven't yet paid a membership fee, can attend 2 meetings initially, then their membership fee is due on the attendance of 3rd meeting
5. Club Values, Behaviour, Complaints and Member Removal.
  - a) The Club upholds its commitment to encourage all members to have a say and input into the Club. Behaviours and actions must reflect the following values: Honesty, Integrity, and Protection.
  - b) Wherever possible, Club members must seek to resolve personal differences, directly. Members should also seek to resolve Club matters, within the Club. If a member feels there is a matter which requires input from NI, contact with NI should not be made by individual members directly, but via the Club Executive Committee. All Club Officers must be notified.
  - c) Members should strive to always act in good faith and not do anything which could cause the Club disruption, financial damage or reputational damage.
  - d) Meeting behaviour. Robust meeting debates are acceptable when figuring out solutions for the Club, and to be expected occasionally in such a passionate field. Please debate the issue itself, through the Chair, not directed at a person. Personal attacks are not permitted and could see a member removed from the meeting and dismissed from the Club. This applies to behaviour by Club Members at all Club Events.
  - e) Complaints. If a financial member wishes to lodge a complaint at a meeting, an approach to the committee must be made in writing within 7 days of the meeting. All matters arising must be supported by appropriate evidence where disputes or complaints are being discussed. Evidence to be made available at the earliest

opportunity to allow a reasonable response. The complaint will be reviewed by the Club Executive Committee who will come to a decision. All decisions made by the Executive Committee are final.

f) Member dismissal – if there is reasonable cause to consider removing a member from the Club, the decision will be discussed by a quorum of 5, of which at least 3 need to be current Club Officers. The decision of the discussion will then be communicated to the member by email. If there is a majority vote to remove the member, they will be suspended and have 7 working days to reply, should they wish. The decision will be reviewed after 7 working days and either the suspension will be reversed (caveats may apply) or member dismissal will occur. If dismissal occurs, this will be confirmed by email and the person's membership fee will be refunded. If any Club assets are being held by the dismissed person, arrangements must be made to return these to the Club within 30 days.

g) If a person has been previously dismissed from the Club. They may reapply to join at a later date, but their application will be reviewed by all committee officers and acceptance or not will be voted on within 30 days of application. If a membership fee is paid before the decision is made, and they are subsequently declined, the fee will be returned.

6. Meetings or gatherings to be held once a month between June to April, around the same date e.g. 3rd Sunday. No meeting the month of the Show. Activities are to be held at each meeting either before the official meeting starts or after General Business. All attending members will be encouraged to have input into the Club. E.g. They will be given a task suitable to their skills or as an assistant to another person. This is to help our group run smoothly, also to make people feel they belong.
7. No person or family has the right to make Club or show decisions without it being discussed at a meeting in advance, except in extenuating circumstances (e.g. unforeseen events of a serious nature, requiring immediate action) and in this case a minimum of 3 members of the Executive Committee to be notified. If a decision or action is made outside of a meeting, all members are to be advised by email of any changes or decisions made. This must then be in the minutes at the following meeting. If need be, a past motion can be put forward and actioned, retrospectively, as appropriate.
8. A Facebook Messenger group chat can be used to keep in contact, exchange ideas etc. Keep in mind some members may not use this facility. No firm decisions to be made as a result of a Messenger conversation, without it being discussed again, and agreed upon, at a meeting.
9. Working Group Committees. No single person can make decisions for the Club. All significant matters will be put to all attending members of a meeting. When it comes to delivery of a Club event, for which the main details have already been agreed in a meeting (E.g. a sale) then its acceptable for a Working Group Committee to be formed for that specific event, to plan the finer details and drive it forward. Should anything significant arise within the Working Group Committee (e.g. overall event format changes, anything of a financial nature, or anything the assigned Working Group Committee members can't agree on) these matters would need to be re-approved, either in a meeting or (if timings don't allow it) by email, with all Club Officers.
10. Fundraising and donations.

a) Fundraising can be arranged by all or any Club members. But before it goes ahead, must be discussed & approved at a Club meeting.

b) Donations. Donations are the life blood of the Club and we appreciate the generosity of our members and supporters. Central Districts Poultry & Pigeon Club accepts donations in good faith. Once a donation has been received into the Club bank account, it becomes non-refundable unless:

\*The donation was provided by a vulnerable person.

\*The donor accidentally entered the wrong amount.

\*There are exceptional circumstances and there is a majority committee vote in favour of a refund.

Any request for a refund must be received within 7 days of the original donation.

c) Donations for a specific reason e.g. buying equipment, or show costs. If a donor has a specific wish for how a donation should be spent by the Club, this needs to be confirmed in writing and accepted by the Club.

11. All finances, inward & outward, must be passed at a meeting & a financial balance be given at each meeting. Any accounts passed, must be paid before the following meeting. All signatories must be advised of movement of any Club money.
12. Delegate attending NI Association meeting is to give a report to the meeting. This is to help all members understand the running of CD Club & why we need the Association.
13. The Club currently has 2 Facebook Groups: one public, one private. Both are for promoting Club events and engaging with members, and/or the public, in a positive and helpful manner. Each group shall be administered by a minimum of 3 Admin who will be entrusted to act in good faith with regards to the Club and consult with each other before making significant changes (FB specific guidelines and a 'manual' are being worked on to make these roles easier). The Club Facebook public group address is <https://www.facebook.com/groups/2334868103244891>, the private group address is <https://www.facebook.com/groups/8138491159546430> and these are the only permitted Facebook groups in the Club's name.
14. All members can have a say & ask questions. It is your club.
15. Where birds have been sold personally (not a Club related sale) prior to a Club event, and are being handed to a buyer at a Club event, the Club asks to be notified in advance via the Sale Secretary or Show Organiser. This includes if the transfer takes place in the car park.