

# Mantrailing Aotearoa Incorporated

Incorporated Society Constitution Draft

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## 1. Name

The name of the Society is Mantrailing Aotearoa Incorporated.

## 2. Purpose

The Society exists to:

- promote and develop mantrailing, tracking, and scent work in New Zealand;
- provide structured training, education, and support for handlers and their dogs;
- encourage safe, ethical, and effective training practices;
- facilitate training sessions, workshops, and events;
- support progression of dogs and handlers at all levels; and
- foster a collaborative and respectful training community.

The Society operates as a not-for-profit organisation.

## 3. Powers

The Society may:

- organise training sessions, events, and trials;
- collect membership and training fees;
- purchase and manage equipment;
- enter into agreements and contracts; and
- do anything necessary to carry out its purpose.

## 4. Membership

### 4.1 Types of Members

- Full Members (voting rights).
- Associate Members (non-voting, optional).

### 4.2 Becoming a Member

To become a member, a person must:

- apply in a manner approved by the Committee; and
- agree to comply with this Constitution and any club rules.

### 4.3 Member Responsibilities

Members must:

- act safely and responsibly with their dogs;
- follow all training rules and safety requirements;

- treat other members with respect; and
- follow instructions from trainers and organisers.

## **5. Ending Membership**

Membership ends if:

- the member resigns;
- fees remain unpaid after reasonable notice; or
- the member is removed following the dispute process.

## **6. Committee**

### **6.1 Structure**

The Society must have at least 3 Officers:

- Chairperson.
- Secretary.
- Treasurer.

### **6.2 Officer Duties**

#### **Chairperson**

- leads the Society;
- chairs meetings.

#### **Secretary**

- maintains records;
- manages communications.

#### **Treasurer**

- manages finances;
- keeps accurate financial records.

### **6.3 Appointment**

Officers are elected at the AGM.

## **7. Committee Powers**

The Committee is responsible for managing the Society and may:

- make day-to-day decisions;
- set training structures, standards, and schedules;
- approve expenditure; and
- enforce rules and safety standards.

## **8. Meetings**

### **8.1 Annual General Meeting (AGM)**

An AGM must be held yearly to:

- review activities;
- approve financial reports; and
- elect officers.

## 8.2 Committee Meetings

Committee meetings are held as required.

## 8.3 Quorum

- Committee Meetings: A majority of officers must be present.
- General Meetings: A quorum is 30% of current members, but no fewer than 3 members.

If a quorum is not met, the meeting may be adjourned and reconvened at a later time. Those present at the reconvened meeting will constitute a quorum.

## 9. Finances

- The Society is not-for-profit.
- Funds must only be used to further the Society's purpose.
- Members cannot receive financial gain, except reimbursement properly approved by the Committee.
- Proper financial records must be kept.

## 10. Bank Account

- The Society must operate a bank account.
- At least two authorised signatories are required.
- All spending must be approved.

## 11. Training & Safety

The Committee may set training and safety rules, including:

- approved equipment requirements (for example, harnesses and long lines);
- dog handling standards;
- track setup and safety protocols; and
- environmental and terrain considerations.

The Society reserves the right to:

- refuse participation in training for safety reasons; and
- remove any dog or handler posing a risk.

## 12. Dispute Resolution

### 12.1 Complaints

Complaints must be submitted in writing.

### 12.2 Process

The Committee will:

- consider the complaint fairly;
- give all parties an opportunity to be heard; and
- make a decision in good faith.

### 12.3 Outcomes

The Committee may:

- take no action;

- issue a warning; or
- suspend or terminate membership.

### **13. Misconduct**

A member may be disciplined for:

- unsafe behaviour;
- failure to follow rules; or
- bringing the Society into disrepute.

### **14. Rule Changes**

This Constitution may be amended by a majority vote at a General Meeting.

### **15. Winding Up**

If the Society is wound up:

- remaining assets must be transferred to another not-for-profit with a similar purpose; and
- no member may personally benefit.

### **16. Contact Person**

The Society must appoint a contact person for official communication.