

NEW ZEALAND FEDERATION OF SLED DOG SPORTS INCORPORATED



Amended March 2022

Version 2.1



NEW ZEALAND FEDERATION OF SLED DOG SPORTS INCORPORATED

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AMENDED MAY 2021

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NEW ZEALAND FEDERATION OF SLED DOG SPORTS INCORPORATED

CONSTITUTION

Revised constitution dated the 26th March 2022

Executed by the New Zealand Federation of Sled Dog Sports, being the authorised signatories to the national executive of that name incorporated as an incorporated society (registration number 2081056) and having its registered office at the address of the current NZFSS President.

1 BACKGROUND

1.1 NAME

The name of the federation shall be the New Zealand Federation of Sled Dog Sports Incorporated, also known as the NZFSS INC.

1.2 DESCRIPTION

The NZFSS INC is a federation of national sled dog clubs and other organisations contributing to sled dog sports, whose member clubs communicate regularly but retain their autonomy and independence, within the limits as mentioned in this constitution and any by-laws or policy documents appertaining thereto.

1.3 DURATION

The NZFSS INC shall have perpetual existence as an incorporated society and as a non-profit federation, under its federation name. This revised constitution incorporates variations to the NZFSS's original constitution and amended as required following a review of the constitution. The variations within, were approved at the Extraordinary Meeting held by email voting on the 6th of May 2021

1.4 HEADQUARTERS

The Headquarters of the NZFSS INC shall be where the National Executive decides but is currently at the address of the current NZFSS President. Meetings shall be held at and when the executive officers decide, but are subject to clauses 5.7, 7, 13 and 14.

1.5 OPERATING AREA

The area of operation for the NZFSS shall be the geographical boundary of New Zealand which shall consist of the North Island, South Island and Stewart Island.



2. OBJECTIVES

2.1 The principal objectives and purposes of the NZFSS INC are:

2.1.1 To collaborate with organisations having as their objective the promotion of the sled dog sports.

2.1.2 Promote the education of the NZFSS INC Members on rules, regulations, policies, and procedures, thereby establishing proper conduct of all events which abide by the rules, regulations, policies, and procedures.

2.1.3 Promote the education of dog drivers and race officials throughout New Zealand.

2.1.4 To strive for the uniform development of sled dog sports nation-wide.

2.1.5 To promote the use of uniform race rules by members.

2.1.6 To maintain the authority and autonomy of its members.

2.1.7 To promote closer links between its members and any other sled dog sports organisation.

2.1.8 To convey to other organisations it's views and decisions.

2.1.9 To co-ordinate and protect the common interests of its members.

2.1.10 To collect, collate and circulate information to and among its members.

2.1.11 Inform and educate the members of the proper care and handling of the animals to ensure their humane treatment and to ensure identification and treatment of any health problem, peculiar to the sled dog.

2.2 Other objectives may from time to time be defined by the National Executive.

3 ELIGIBILITY (non-discrimination)

3.1 The NZFSS INC shall by no means, or by any occasion, perform or support rules or regulations that:

3.1.1 Discriminate against any competitor for gender, age, sexual orientation, disability, nationality, ethnicity, religious, or political reasons.

3.1.2 Discriminate against any dog or team because of breed or non-registration (nonregistration in this sense refers to New Zealand Kennel Club registration. All dogs must be on the NZFSS INC register for inclusion in any point's tabulation).



4 MEMBERSHIP

4.1 Only the National Executive, with a 67% majority, may grant memberships in the Full Members, Associate Members and Sponsors categories. Provisional Membership is granted on receipt of the application by the Secretary in consultation with either the President or Vice President after having been satisfied that the application meets requirements as detailed below.

4.2 Membership shall only be granted to organisations governed by a management structure elected according to the requirements of their own constitution. This membership shall fall within one of the following classifications:

4.2.1 Full Members

- a. Sled dog sports clubs or other non-discriminatory breed clubs who include sled dog sport in their activities and which hold regular competitions at a national level.
- b. Full Members shall be organisations which are self-governing in any respect concerning sled dog sports and having aims and objectives declared to be and agreed by the National Executive as being beneficial to the aims and objectives of the NZFSS INC. Further they must seek to promote national interest in the sport of sled dog racing and related activities that will foster the safety of the competitors and animals involved by applying the rules, regulations, policies, and procedures as mentioned in clauses 1.2 and 2.1.2.
- c. For a description of an Individual's rights and obligations within a Member Club see section J of the Sanctioning Requirements and Standards.

4.2.2 Associate Members

- a. Groups or associations sympathising with sled dog sport may be granted Associate Membership, provided said groups or associations have aims and objectives declared to be and agreed by the National executive as being beneficial to the aims and objectives of the NZFSS INC.

4.2.3 Sponsors

- a. A sponsor shall be a company or corporation that supports the goals of the NZFSS INC but who shall not vote, hold office, or serve as any part of the National executive



4.2.4 Provisional Members

- a. Sled dog sport organisations applying for membership, which only partially qualify as members may be granted provisional membership, this membership is renewed annually by the National Executive with a view to granting full membership.
- b. Organisations applying for membership should in any case serve their first year as a provisional member.
- c. If after five years, the Provisional Member has not qualified to become a full member, the National Executive shall consider whether to extend or withdraw such Provisional Membership.

4.2.5 New Members

a. Investigations as to the bona-fides of any applicant organisation shall be conducted by the National Executive Officers but no commitment to the outcome of such an application may be given by any person on behalf of the National Executive.

b. Applications for membership shall be submitted to the Secretary of the National Executive for consideration of acceptance at least 90 days prior to the AGM together with:

- . i) A statement of acceptance of the NZFSS inc. Constitution, By-laws, and race Sanctioning Procedures/Rules.
- . ii) A copy of the applicant club's constitution, stating the purpose and objectives of the organisation.
- . iii) A copy of any other regulations of the applicant.
- . iv) The names, addresses, and telephone numbers of a least two key officials.
- . v) Details of the last competition at a local or national level, organised by the applicant (This may include Single Dog (Bike), Weight Pull or "fun" events).

c. Candidates for membership shall, if so requested, prove to the satisfaction of the National Executive that the activity which they control does not conflict with or is not in rivalry with an already existing member of the NZFSS INC.

4.3 All NZFSS full member clubs shall hold their respective AGM or SGM meetings to elect committees within 90 days of the last scheduled sanctioned race of the preceding race season to ensure compliance with NZFSS inc. deadlines for the prospective winter race season.



5 THE NATIONAL EXECUTIVE

5.1 The supreme authority of the NZFSS INC is the National Executive.

5.2 The Structure shall be defined as the Executive Officers (clause 5.2.1) and the Executive Council (clause 5.2.2) which combined act as the National Executive

5.2.1 The Officers are the President, Vice-President, Secretary, Treasurer and Sanctioning Officer. The Secretary and Treasurer may be combined if required.

5.2.2 The Executive Council shall be comprised of one delegate (Councillor) from each member club.

5.3 The Executive Council will meet at an appointed time and place, where they will elect the Officers from the members of the National Executive. Once elected the Officers cannot act as a club delegate and shall act solely in the interest of the objectives of the NZFSS INC. The clubs which they previously represented shall then elect a new delegate to the Executive Council.

5.4 All Officers forgo their right to vote except that the President shall have a casting vote

5.5 Officers shall be voted in for a term of two (2) years and club delegates (Councillors) for 1 year.

5.6 The Executive Officers with the co-operation of the Executive Council and subject to this constitution and any by-laws appertaining thereto, shall be empowered to manage the business and purposes of the NZFSS INC.

5.7 The Executive officers and the Executive Council shall meet at least once during each year of its term of office.

5.8 Any amendments to the constitution will be made at the above meeting after discussion and voting at individual club meetings.

5.9 Immediate action may be taken by the Executive Officers at any time provided a majority of the Executive Council members vote for such action by any means available to all National Executive members and may be a combination of available technologies. Telephone type votes are to be confirmed by each individual councillor in writing to the Secretary of the Federation. All voting action must be recorded by the Secretary.

5.10 A Chairperson for the Junior Division shall be appointed, and they shall be responsible for overseeing the development of the Junior Division.

5.11 A registered Junior Musher shall be appointed to represent the interests of their peers in the Junior Division at National Executive level.

5.12 Between Executive meetings, the President and the Vice-President shall deal with the current affairs in co-operation with the Secretary, Treasurer and Sanctioning Officer. They



shall be responsible for the day to day running of the Federation, subject to the authority of the National Executive and the Executive Council.

5.13 The Executive Officers may appoint committees from within the National Executive to handle specific activities for the NZFSS INC. The committees shall have only as much authority as shall be delegated to them by the Executive Officers and must be chaired by one of the Executive officers

5.14 A Sanctioning Officer once elected, and they shall be responsible for assessing member clubs sanctioning applications in accordance with the relevant documentation as well as acting as the chair for the Race Marshal Committee and completing the IFSS Annual Survey.

5.15 No person can be appointed as part of the National Executive if any of the following circumstances apply, They are an undischarged bankrupt, or discharged bankrupt prohibited by court order, they have a criminal conviction which pertains to a dishonesty charge under the crimes act 1961, they have served a prison term of more than 2 years, they are disqualified from company positions or directorships under the companies act 1993 or the securities act 1988 or the takeover act 1993, they are an incapacitated person with a property order under the property rights act 1988 or a property order under the same act, they are mentally incapacitated under the mental health acts.

5.16 No member of the National Executive shall be liable for the acts or defaults of any other member of the National Executive, or any loss occasioned thereby, unless occasioned by their wilful default or wilful acquiescence.

5.17 The National Executive and each of its members shall be indemnified by the federation for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

5.18 An IT Manager may be appointed. The Executive Officers may co-opt a suitably qualified person from the outside of the Executive Council if no suitable person is available.

6 QUORUMS

6.1 The quorum for the meeting of the National Executive shall be the President or Vice-President plus 75% (rounded down) of the Club Representatives (Executive Council).

6.2 The quorum for business entailing changes to this constitution or by-laws appertaining thereto, or the dissolution of the NZFSS INC, shall be 75% (rounded down) of the paid-up full members of the NZFSS INC.



7 VOTING AT NATIONAL EXECUTIVE MEETINGS

7.1 Club representatives shall each have one vote. The Executive Officers have no voting rights except that the President/Chairperson shall have a casting vote.

7.2 Associate and provisional members shall have no votes but shall have the right to be recognised and to make motions.

7.3 Voting shall be by show of hands, unless two or more members should request a secret ballot.

7.4 The voting majority required for elections and points of order shall be 50% (rounded up) of votes (including proxies).

7.5 In all other matters the voting majority required shall be 75% (rounded down) of voting members (including proxies).

7.6 The Executive Officers shall have the power to Veto any remit application perceived to be detrimental to the sport, a veto shall be invoked only if all members of the Executive Officers are unanimously in favour of removing the remit application and shall be notified, in writing, to the member club within 21 days of the receipt of the application. The notification of such vote must contain just cause.

8 ELECTIONS

8.1 Voting for elections shall always be by secret ballot whenever there is more than one candidate for the post being elected. A secret vote shall also take place, if requested by at least-two members having voting rights, even if there is only one nomination for the office to be filled.

9 RESIGNATION

9.1 A member may resign at any time, provided that at the time of resignation, that member has no outstanding liabilities to the Federation and with the return of all NZFSS INC property.

10 SUSPENSION

10.1 A member may be suspended from membership by the National Executive for any one or a combination of the following reasons:

10.1.1 Non-payment of liabilities to the NZFSS INC, any member club found to be in arrears of payment of club levies shall lose the right to vote at any AGM or SGM until such levies are paid and shall not be counted within Quorum

10.1.2 Becoming in arrears with any annual levies due to the NZFSS INC (Only following written advice from the National Executive or the Treasurer).

10.1.3 Failure to comply with the provisions of this constitution or the by-laws and policies appertaining thereto.

10.1.4 Serious misconduct offence which may include but not limited to, public slander or defamation of sled dog sports, failure to comply with relevant policies and by laws of the NZFSS etc.

10.2 Suspension of membership by the National Executive may be appealed at the next General Meeting and shall be voted upon as if the member had been in provisional membership and shall be in accordance with clause 4.2.4 of this constitution.

11 EXPULSION

11.1 A member shall be expelled from membership of the NZFSS INC on a resolution passed by the National Executive in a general or extraordinary meeting for the following reasons:

11.1.1 Refusal to pay any levy due to the NZFSS INC.

11.1.2 Non-payment of any levy fees due to the NZFSS INC for two or more years.

11.1.3 Refusal to comply with the provisions of this constitution or the by-laws and policies appertaining thereto.

11.1.4 After having been suspended for at least one year and the reason for suspension still prevails.

12. VOTE OF NO CONFIDENCE

12.1 Any financial member club of the NZFSS INC who feels an Executive Officer of the National Executive has not performed their duties to a satisfactory level or in a manner detrimental to the sport, may propose a vote of no confidence at an extraordinary meeting called for that purpose. If more than 75% of voting members including proxies are in favour of the proposed vote of no confidence then the officer who the vote was against shall stand down from their position. Nominations from the National Executive for the position shall then be called. A replacement individual shall be found in accordance with clauses 6, 7 and 8 of this constitution.

12.2 Any officer who finds a successful vote of no confidence filed against them shall not be eligible to sit as any part of the National Executive for a period of 10 years

13 ANNUAL GENERAL MEETINGS

13.1 The NZFSS INC Annual General Meeting shall be held not less than 15 and not more than 90 days after the end of the financial year.

13.2 Remits for discussion at the AGM shall be submitted to the NZFSS INC Secretary not less than 90 days prior to the AGM.

13.3 The NZFSS INC Treasurer is to formulate a budget (including proposed subscription) for the coming financial year at least 60 days prior to the AGM.

13.3 The Remits and proposed budget are to be forwarded to the NZFSS INC Executive Council 30 days prior to the AGM.

13.5 If at the AGM, quorum requirements are not met, the AGM may be rescheduled, or an extraordinary meeting called with a minimum of 7 days' notice. Business conducted at said meeting must have met notice period requirements.

14 EXTRAORDINARY MEETINGS

14.1 At the request of the Executive Officers or upon receipt, by the Secretary, of a written request from at least one half of the full members of the Executive Council, an extraordinary meeting may be convened of which a minimum of 30 days notification shall be given to the



members by any means available to all of the National Executive members and may be a combination of available technologies.

14.2 The notification shall include the details of the reasons for convening the extraordinary meeting. No business other than that specified in the notification shall be conducted at an extraordinary meeting.

14.3 Voting may be conducted for such a meeting by means available to all of the NZFSS members and may be a combination of available technologies.

15 SUBSCRIPTIONS

15.1 All full or provisional member clubs of the NZFSS INC shall pay an annual levy related to the number of NZFSS INC registered members per club.

15.2 The amount of the levy will be established by the National Executive. All dues shall be payable before the AGM.

15.3 The National Executive may, for just cause, grant associate members free membership or reduced subscription.

15.4 Sponsor subscriptions shall require contracts pertaining to the contributions and responsibilities of the NZFSS and any interested parties and shall be at the sole expense of the interested party and shall be reviewed by an independent source.

16 FINANCES

16.1 The NZFSS INC shall be financially bound within the limits of the approved budget by the joint signatures of the President and Secretary or Treasurer, or the Vice-President and Secretary or Treasurer.

16.2 The Executive Officers have approval to spend up to \$300 on any one item providing that the expenditure is for the sole benefit of the NZFSS. Amounts over \$300 must be approved by a 67% majority vote of the Executive Council.

16.3 Members, associate and provisional, shall only be financially bound within the limits of their annual levies to the NZFSS INC.

16.4 The financial year of the NZFSS INC shall be from the first day of March to the last day of February the following year.



16.5 The financial record of the NZFSS INC shall be reviewed annually by independent suitably qualified person or persons. The report shall be presented to the National Executive and the members following the close of the financial year.

17. HEALTH AND SAFETY

17.1 The National Executive shall be responsible for compliance with current NZ Health and Safety law, as at 2021 – NZ Health and Safety Act 2015.

17.2 NZFSS must remain a non PCBU (A 'person conducting a business or undertaking' (PCBU) is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses. A person who performs work for a PCBU is considered a worker.) by way of neglecting to employ any persons for any reason for any length of term. This clause does not negate the NZFSS national executive from its duties and responsibilities in any way and general Health and Safety must be maintained.

18. RECORD KEEPING

18.1 The NZFSS officers are responsible for the accurate record keeping of the federation and shall be the responsibility of the Treasurer and Secretary.

18.2 Records to be kept shall consist of a minimum of, financial statements, member invoicing, invoices, meeting minutes, points systems, correspondence, and protest register.

18.3 Record keeping responsibilities may be delegated to any person/s within the National Executive so long as the delegation decision is made in collaboration with the Executive Officers.

19. DOCUMENT REVIEW

19.1 This constitution for the NZFSS shall be reviewed by the Executive Officers no less than every 5 years, the purpose being to create a living document that is relevant to sled dog sports and the environment which sled dog sports must operate.

19.2 All reviews must be recorded in the amendment schedule.



19.3 Any changes perceived to be required must go through the normal voting processes and systems in accordance with clauses 3 and 4

20 INTERPRETATION

20.1 The authority for interpreting any dispute arising out of this constitution, or the by-laws appertaining thereto, shall reside in the President who shall seek the advice of the National Executive Officers and or the taking of legal advice before making the final decision.

21 MODIFICATION

21.1 Notwithstanding the regulations given in this constitution, this constitution may only be modified by the National Executive with the consensus of the full member clubs through the authority vested in their Club Representatives. Nevertheless, such modification shall never alter the major principles in this constitution. No addition, alteration or recession of the rules shall be approved if it affects the pecuniary clause 22 or the dissolution clause 23.

22 PECUNIARY GAIN

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

23 DISSOLUTION OF THE NZFSS INC

23.1 The NZFSS INC may be dissolved by a unanimous decision at a Special General Meeting called for the express purpose of dissolving the NZFSS INC.

23.2 On the decision to dissolve the NZFSS INC, a majority decision must be made as to how to dispose of the NZFSS INC's assets remaining after payment of all its debts and liabilities.



23.3 Such remaining assets shall be paid to or distributed among the full member clubs (or any other body) which are non-profit organisations and have objectives similar to the objectives of the NZFSS Inc. Failing a donation to one or several of its member clubs the assets of the NZFSS inc. may be liquidated and donated to an animal charity of the remaining National Executives choice.

24 LEGAL POSITION

24.1 This deed is governed by New Zealand law

24.2 The National Executive submit to the non-exclusive jurisdiction of all courts having jurisdiction in New Zealand

25 APPENDIX

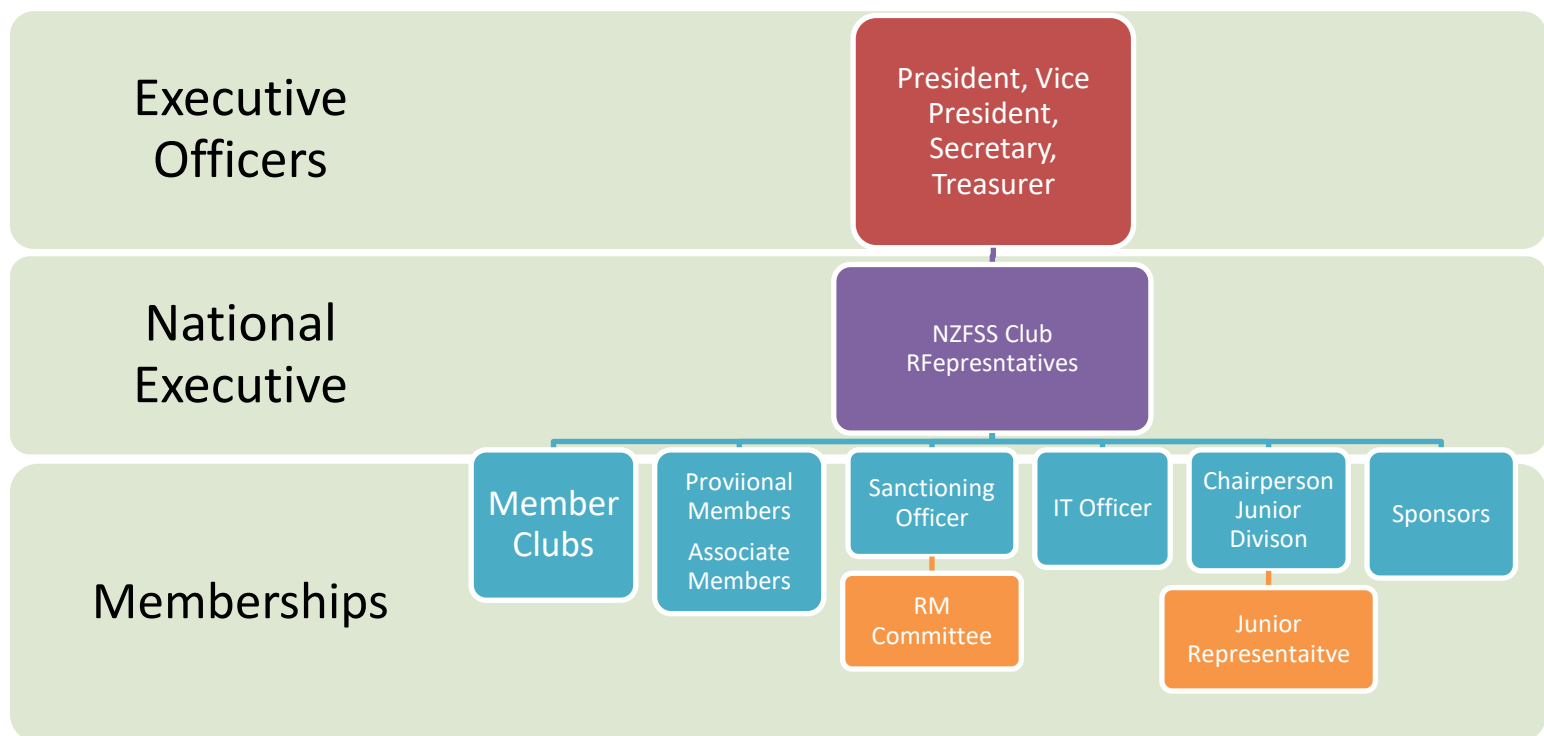
APPENDIX I - Diagrammatic Structure of NZFSS INC

APPENDIX 2 - Constitution amendment schedule



NZFSS Structure

APPENDIX 1 -Diagrammatic Structure of NZFSS INC





APPENDIX 2

CONSTITUTION AMENDMENT SCHEDULE

Constitution Version 2.0

Date:	Comments/Amendments:	Actioned By:
31/02/2022	5.18, 5.2.1, 5.14, 5.12, 7.1, 12.1	Lucy Anderson NZFSS Secretary