

BY-LAWS OF THE KENNEL UNION OF SOUTHERN AFRICA

AS ESTABLISHED UNDER ARTICLE 6.1 OF ITS CONSTITUTION:

1. NATIONAL SUB-COMMITTEES

- A) A standardised "format" for National Sub-Committees has been established. This format, on establishment of the relative sub-committee may be adjusted to meet any circumstances relative to that sub-committee by the Fedco.
- B) (1) The following Committees are formed in accordance with A above – each Sub-Committee is governed by its own law; any variation must be approved by the Fedco.
- (2) List of National Sub-Committees (which may be amended from time to time by the Fedco):
- a) National Breed Judges Sub-Committee (NBJS)
 - b) National Agility Sub-Committee (NAGS)
 - c) National Obedience Sub-Committee (NOBS)
 - d) National Working Trials Sub-Committee (NWTrS)
 - e) National IPO Sub-Committee (NIPOS)
 - f) National Dog Jumping Sub-Committee (NJUS)
 - g) National Carting Sub-Committee (NCaS)
 - h) National Flyball Sub-Committee (NFSC)
 - i) National Aptitude sub-Committee (NAPS)

The Convener of each National Sub-Committee shall sign the relative original By-Law document, together with the Chairman of Fedco as an indication that all parties are in agreement therewith and will abide by its conditions.

BYLAWS FOR THE NATIONAL IPO SUB-COMMITTEE OF THE FEDERAL COUNCIL OF THE KENNEL UNION OF SOUTHERN AFRICA

1. **NAME**

The name of the Body shall be the "National IPO Sub-Committee of the Federal Council of the Kennel Union of Southern Africa". Hereafter referred to as the "NIPOC" in this document.

2. **AREA OF OPERATION AND JURISDICTION**

The NIPOC established in terms of Article 6 of the Kennel Union of Southern Africa Constitution shall operate nationally concerning matters related to the Activity of NIPOC under the Constitution of the Kennel Union of South Africa, including all its Appendices.

3. **INTERPRETATION OF TERMS**

Throughout these Bylaws and any regulations or bylaws framed thereunder, unless inconsistent with the text thereof and unless specific to the Constitution of the Kennel Union of Southern Africa, the Interpretation of Terms shall be those defined and listed in Article 2 of the Constitution of the Kennel Union of Southern Africa, together with those defined as follows:-

- 3.1. "National IPO Sub-Committee" means a National Sub-Committee upon which the Federal Council has conferred powers for the representation of National IPO matters and specifically the co-ordination of regulations governing IPO in South Africa.
- 3.2. "Provincial IPO Sub-Committee" means a Provincial Sub-Committee upon which the Provincial Council has conferred powers for IPO matters in the Province.
- 3.3. "NIPOC" means the National IPO Sub-Committee of the Federal Council.
- 3.4. "Convener" means the Convener of the said NIPOC who shall be qualified at the highest level in this Discipline, as a KUSA Licensed IPO 3 judge.
- 3.5. "Secretary" means the Secretary of the NIPOC, unless otherwise stated.

- 3.6. "Representative" means a nominee elected by the IPO Sub-Committee of his Provincial Council in terms of Article 6 of this Constitution to represent the Province Council on the NIPOC.
- 3.7. "Federal Council" means the Federal Council of the Kennel Union of Southern Africa.
- 3.8. "Per annum" means from the first day of September in the one (1) year until and including the thirty-first day of August in the following year.
- 3.9. Selection Panel means a Panel appointed by the NIPOSC to investigate the Selection of the KUSA World Championship/Merit Team and make recommendations to the NIPOC in this regard.

Words importing the singular shall include the plural, words importing the masculine shall include the feminine gender and neuter, and *vice versa*, unless such interpretation is repugnant to the test thereof.

4. **OBJECTS**

The Objects of the NIPOC shall be:

- 4.1. to provide a single body representative of all Provincial IPO Sub-Committees.
- 4.2. to provide the means of closer co-operation and liaison between Provincial IPO Sub-Committees with particular reference to the activities promoted by such Sub-Committees and proposed amendments to the relative Schedule(s) governing the activities of IPO.
- 4.3. to consider any proposed alterations and amendments to the said Schedule(s) governing the activities of IPO.
- 4.4. to provide a channel of communication between Provincial IPO Sub-Committees and the Convener representing the NIPOC.
- 4.5. to assist and represent the Federal Council in its dealings and communications with members of Provincial IPO Sub-Committees and to perform such other functions as may be delegated to it from time to time by the Federal Council.
- 4.6. to consider and promote amendments relating to the Schedule(s) and appendices that govern the running and management of IPO, such amendments to be passed by a ($\frac{2}{3}$ rds) simple majority vote of the NIPOC.
- 4.7. to present to the Federal Council for approval any proposed amendments relating to the Schedule(s) and appendices governing the running and management of IPO.
- 4.8. To present to the Federal Council a list of names of the KUSA IPO Merit Team to participate at World Championship events.
- 4.9. to observe, promote, support and uphold, in all its activities, the principles of the Kennel Union and, in particular, to encourage responsible ownership of dogs, to promote improvement, training and general well being of dogs and to encourage the observance of the code of ethics, Schedule 9
- 4.10. to provide a channel of communication to The Federal Council.

5. **POWERS**

- 5.1. Deal with those matters affecting the administration of IPO affairs nationally, which The Federal Council decides may be more efficiently dealt with by the NIPOC.
- 5.2. Do all such other things as are incidental or conducive to the attainment of the NIPOC's objects

6. **COMPOSITION**

- 6.1. The NIPOC shall be composed of one representative each from the Provinces as laid down in Article 14.3. who shall all serve for a period of (~~four~~-(4) two (2) years. The initial period will commence as from the 1st January 2018,
- 6.2. Representatives shall be elected by the members of their respective Provincial IPO Sub-Committees, or in the case of the Judges Panel representative, by the Judges panel; if during the period of (~~four~~)two years the person so elected for some reason is not able to continue with their duties the Provincial sub-committee concerned has the right to elect a replacement for the remaining period of the original representative.

- 6.3. Whenever a new representative is elected by his Provincial IPO Sub-Committee, his membership to the NIPOC shall commence from the date of election and no other formality shall be required to retain membership taking into account the provisions in 6.4 and 6.7. The representative shall on election to the NIPOC declare his "*domicilium et citandi*" for the purpose of receiving notices/documents. The representative shall be solely responsible for advising any alterations to his domicilium (see Notices)
- 6.4. No elected provincial representative may represent more than one (1) Province on the NIPOC.
- 6.5. Representatives must be eighteen (18) years or older at the time of election to the NIPOC;
- 6.6. At the beginning of each period as defined in 6.1. all representatives shall present their credentials and satisfy the meeting of their appointment thereto. Every representative shall notify the NIPOC Secretary of an address to which all notices intended for the Provincial IPO Sub-Committee represented by him shall be sent and inform the NIPOC timeously of address changes;
- 6.7. Representatives shall be members in good standing of the Kennel Union and should preferably be senior Judges licensed by the Kennel Union.
- 6.8. Only representatives elected by a properly constituted provincial council IPO sub committee which has been proposed, tabled and accepted at a provincial council meeting, may be full members of the NIPOC of KUSA. The minutes of such a meeting shall be provided as the credentials referred to in 6.6 above.

7. **LIABILITY**

- 7.1. The NIPOC is not formed for the purpose of carrying on any business or enterprise that has for its object the acquisition of individual gain by its members and/or the Provincial Sub-Committees they represent.

8. **ADMINISTRATIVE EXPENSES**

The NIPOC shall be funded by the Kennel Union on such terms and conditions as may be decided by the Federal Council.

- 8.1. Claim reimbursement from the Kennel Union for necessary travelling and out of pocket expenses incurred by its members in the attendance of NIPOC meetings and upon NIPOC business.

9. **MANAGEMENT**

- 9.1. All the business and affairs of the NIPOC shall be managed and controlled by the representatives' elected in terms of Clause 6 who shall have full power and authority to carry out all or any of the objects and to exercise all or any of the powers set forth in these articles.
- 9.2. The NIPOC shall hold a meeting (in terms of 10.1) between the first day of January and the last day of March each year to be designated the Annual General Meeting at which the Convener shall report on the activities of the NIPOC since the last Annual General Meeting. Such meeting may be by teleconference, Skype, e mail or face to face.
- 9.3. Nominations for the position of Convener, together with signed acceptances of nomination, shall be in the hands of the NIPOC Secretary not less than thirty (30) days before the date of the Annual General Meeting held at the beginning of the four year period (refer 6.2 above). Nominees shall be both accredited members of their Provincial IPO Sub-Committee and members in good standing of the Kennel Union and comply with the requirements of 3.4 above.
- 9.4. At such meeting, where applicable and necessary, the members shall elect from amongst themselves a Convener who shall hold office for a period of (~~four~~(4) two(2) years and who will retire at the close of the (~~fourth~~) second meeting following their election, unless re-elected for a further term. Following election and for the term of his office the Convener shall continue to represent his Provincial IPO Sub-Committee. The Convener shall be elected by a simple majority.

- 9.5. The NIPOC shall appoint a suitable person to be Secretary of the NIPOC who need not be an official member or a representative and the Secretary shall hold appointment for such period of time as the NIPOC may decide.
- 9.6. In addition to but without derogating from its general authority, the NIPOC may perform all acts and deeds and do all things which are consistent with these Articles.

10. **MEETINGS**

- 10.1. The business and all meetings of the NIPOC shall be carried out through the medium of e-mail or teleconferences, or Skype and only under very special circumstances (with KUSA's approval) can a face-to-face meeting be convened.
- 10.2. The NIPOC shall hold at least one meeting per annum and this may be the Annual General Meeting. The NIPOC may meet as often as its members deem necessary or convenient.
- 10.3. Minutes of every NIPOC meeting shall be recorded by the Secretary, or, in his absence, by some suitable person appointed by the NIPOC to act as Secretary for that meeting.
- 10.4. The Secretary shall summon a Special Meeting of the NIPOC upon receiving a written request on behalf of not less than two (2) members of the NIPOC specifying, in general terms, the business to be brought before such meeting. A Special Meeting summoned in terms of this provision shall be convened within thirty (30) days of receipt of the request therefore. In the case of a Special or Emergency meeting, where necessary, telephonic conference will suffice, providing it is properly minuted. The Agenda of such Special Meeting shall be limited to the terms of business specified in the request and all discussion at such meeting shall be confined to such business.
- 10.5. The Convener shall act as Chairman at all meetings of the NIPOC. Should the Convener not be able to be present the members so present shall appoint from amongst their number a member to preside at such meeting and the person so appointed shall exercise the powers and functions which could have been exercised by the Chairman if that person had been present.

11. **AGENDA AND MINUTES**

The NIPOC Secretary shall send written notice by pre-paid post, telefax or by electronic mail at the discretion of the NIPOC Secretary, to each member's address notified in terms of Clause 6.6 hereof giving all members not less than thirty (30) days notice of every meeting, specifying the date, time and venue thereof. Every such notice shall include a copy of the Agenda. The unconfirmed minutes of all meetings shall be sent out by the Secretary for confirmation by all representatives not less than thirty (30) days after the date of the meeting. All representatives shall confirm and adopt or correct said minutes within 14 days of receipt.

12. **NOTICES**

Any notice required or permitted to be given shall be valid and effective only if given in writing (e-mail/telefax included).

Any notice given which:

- 12.1. is delivered by hand during normal business hours at the representatives domicilium shall be presumed, until the contrary is proved, to have been received at the time of delivery.
- 12.2. is posted by pre-paid post from an address within the Republic of South Africa to the representative, shall be presumed, until the contrary is proved, to have been received by the seventh (7) day after date of posting.
- 12.3. is given by e-mail/telefax shall be deemed, in the absence of proof to the contrary, to have been received within twenty four (24) hours of the commencement of the following business day (ie any time of the week excluding Saturdays, Sundays and Holidays.)

13. **VOTING**

- 13.1. The representative of each Provincial IPO Sub-Committee represented on the NIPOC and the representative of the Judges Panel shall be required to exercise a deliberative vote. The Convener is entitled to a deliberative vote only and not a casting vote.
- 13.2. Voting shall be exercised openly and shall be recorded by the Secretary. The number of votes cast for and against a motion shall be recorded and the Secretary shall record the name of each representative.
- 13.3. Voting upon all motions shall require a proposer and a seconder, in the absence of which the motion shall fail. A simple majority of votes of the total number of representatives shall decide any question put to the vote at any meeting of the NIPOC.
- 13.4. In the case of the recorded votes being divided equally for and against a motion, further deliberations shall be held in order to reach a compromise. If no compromise can be reached, the motion shall be referred to the next meeting of the NIPOC. In the interim, representatives shall refer the said motion to their Provincial Sub-Committee for further discussion at Provincial level.
- 13.5. The NIPOC may, at any time, raise any relevant issue or submit an advisory recommendation which shall, if adopted, be tabled by the Convener of the NIPOC at the next meeting of the Federal Council.

14. **SPECIAL OBLIGATIONS**

The NIPOC shall send copies of its Confirmed Minutes of all meetings, including Special Meetings held pursuant to the provisions of Article 10 hereof, to The Kennel Union. Any resolutions reached pertaining to proposed amendments or alterations to the relative Schedule of the Constitution of the Kennel Union of Southern Africa or any of its Appendices shall be included as an attachment to such Minutes.

Annexure A

NIPOC World Team Selection/Merit Panel

1. Selection Panel.

- 1.1. The Panel will consist of 3 Members and shall be elected from Licensed IPO Judges and Helpers who are on a regular basis participating as competitors at the KUSA National IPO Event, Meisterschaft and other Selection Trials.
- 1.2. Nominations for the position as Panel member, together with signed acceptances of nomination, shall be in the hands of the NIPOC Secretary not less than thirty (30) days before the date of the Annual General Meeting held at the beginning of the two year period 01/01/2017.
- 1.3. At such meeting, where applicable and necessary, the members of the NIPOC shall elect from Nominations the 3 members who shall hold office as Panel members for a period of two (2)years and who will retire at the close of the second meeting following their election, unless re-elected for a further term. The Panel shall be elected by a simple majority.
- 1.4. This Selection Panel will be the only Selection panel for all KUSA IPO World Championship Teams.
- 1.5. The Selection Panel shall be able to declare a Trial a Selection Trail if the following criteria have met inter national FCI standards: Judges, Helpers, Tracklayers, Obedience and Protection work venue, Tracking fields and the Equipment to be use during the Trial.

2. Selection Criteria for World Team/Merit Awards

- 2.1. The Selection Panel shall ratify the winner and the next three (3) highest positions on the Merit List. The method to determine the placings have to be communicated to FEDCO and the Competitors via the NIPOC. This Selection criteria has to be communicated before the end of January of that specific selection Year.
- 2.2. A log will be kept and updated by the Selection Panel. This log will be available for everyone to see. It will be published on KUSA IPO Facebook Page.
- 2.3. To Participate as a member of the KUSA team at the World Championship events, dogs have to be Registered on the KUSA Breed or Appendix Register.

Signed at _____ on this day _____ of _____ 2017 by

Convener of NIPOC:

Name: _____

Signature: _____

Chairman of Fedco:

Name: _____

Signature: _____

Date: _____