

CHRISTCHURCH PROFESSIONAL DOG WALKERS INCORPORATED

CONSTITUTION

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1. Name

1.1 The name of the Society is **Christchurch Professional Dog Walkers Incorporated (“the Society”)**.

1.2 The Society is a not-for-profit incorporated society registered under the *Incorporated Societies Act 2022*.

1.3 The Society may use “**CPDW Inc**” for non-legal communications.

2. Interpretation

2.1 In this Constitution, unless the context otherwise requires:

- **Act** means the *Incorporated Societies Act 2022* and any amendment or replacement legislation.
- **Animal Welfare Legislation** includes the *Animal Welfare Act 1999* and any regulations, codes, or standards issued under it.
- **Bylaw** means the *Christchurch City Council Dog Control Bylaw 2025* or any successor bylaw affecting dog management or professional dog-walking activity.
- **Transport Legislation** includes the *Land Transport Act 1998* and any regulations, rules, or amendments issued under it.
- **Christchurch Region** means the territorial area administered by Christchurch City Council and surrounding Canterbury areas where Members operate.
- **Committee** means the governing committee of the Society constituted under this Constitution.
- **Officer means the Chair / President, Secretary, or Treasurer.**
- **Member Code** means the Member Code of Conduct set out in Appendix 1.
- **Safety Standards** means the Safety and Welfare Standards set out in Appendix 2.
- **Society** means Christchurch Professional Dog Walkers Incorporated.

2.2 References to legislation include amendments and replacements.

2.3 Headings are for convenience only and do not affect interpretation.

3. Objects

3.1

The objects of the Society are to advance, support, and represent the professional dog-walking industry within Christchurch and the wider Canterbury region, in a manner that promotes canine welfare, public safety, and responsible use of shared public spaces.

3.2

Without limiting clause 3.1, the Society's objects include:

- (a) **Promoting high standards of professional** dog handling, welfare, enrichment, and safety consistent with applicable legislation and recognised best practice.
- (b) **Advocating for fair, transparent**, evidence-based dog-control bylaws and policies administered by Christchurch City Council.
- (c) **Supporting Members to comply** with relevant legislation, including health and safety and animal welfare obligations.
- (d) **Providing a unified and constructive** voice for professional dog walkers in regional matters. The Society recognises the shared use of public spaces and does not seek to prioritise professional activity over public access
- (e) **Supporting education and training pathways** that strengthen long-term industry integrity.
- (f) **Engaging respectfully with councils**, regulators, oversight bodies (including, where appropriate, the Office of the Ombudsman), and the wider community.

4. Powers

5.1 General Powers

The Society has **all powers necessary or helpful** to achieve its Objects, subject to the Incorporated Societies Act 2022 and this Constitution.

The Society must operate as a not-for-profit organisation, and no income or property of the Society may be distributed to Members except as permitted by the Act.

4.2 Specific Powers

Without limiting clause 4.1, the Society may:

- (a) **Advocate, make submissions, present evidence, and participate in consultation on matters affecting professional dog walking**, canine welfare, public safety, and public-space management.
- (b) **Develop, maintain, and publish internal** membership standards, codes of conduct, and safety guidelines consistent with the Society's Objects.
- (c) **Provide or facilitate education**, training, and professional development opportunities relevant to professional dog walking.
- (d) **Receive subscriptions, donations**, grants, sponsorships, or bequests, provided all funds are applied solely to further the Society's Objects.
- (e) **Enter into lawful contracts** and arrangements necessary for the operation and administration of the Society.
- (f) **Engage or contract advisors**, professionals, or service providers where reasonably required for governance, advocacy, education, or operational purposes.
- (g) **Establish committees, working groups**, or advisory panels for specific purposes consistent with the Objects of the Society.
- (h) **Undertake any other lawful activities** incidental or conducive to the achievement of the Society's Objects.

4.3 Limitation of Authority

4.3.1 The Society recognises the shared use of public spaces and does not seek to prioritise professional activity over public access. This includes acknowledging operational adaptations required due to changes in public-space access or supporting infrastructure.

4.3.2 The Society is not a regulatory, licensing, accrediting, or enforcement authority.

4.3.3 Membership of the Society does not grant any right, entitlement, or permission to exceed any statutory or bylaw-imposed limits or requirements.

4.3.4 No Member may act as a spokesperson, legal agent, or representative of the Society unless expressly authorised by resolution of the Committee.

4.3.5 **The Society does not grant, approve, endorse**, or confer any regulatory exemptions, permissions, or authorisations under any enactment, bylaw, or regulatory framework.

4.3.6 Membership of the Society does not create any automatic entitlement to exceed statutory or bylaw limits and does not imply any delegation of authority from Christchurch City Council or any other public body.

5. Membership

5.1 Membership Categories

The Society has the following categories of membership:

- (a) Full Members** – Professional Dog-Walking Businesses (3+ Years)
- (b) Associate Members** – Industry Supporters
- (c) Trainee / Student Members** – Future Professionals
- (d) Honorary Members** – Recognition of Service

Full Membership is intended to recognise and support experienced professional dog-walking businesses and to advocate for the integrity of dog walking as a recognised professional industry, distinct from casual or recreational dog walking.

All Members must support the Objects of the Society and comply with this Constitution, the Member Code, and the Safety Standards.

5.1.2 Consent to Membership

A person or body corporate may become a Member of the Society only if they have **expressly consented to become a Member** and to be bound by this Constitution, the Member Code of Conduct, and any applicable operational policies of the Society.

Consent may be given in writing or electronically, including by email, online application form, or other method approved by the Committee.

The Society must take reasonable steps to record and retain evidence of each Member's consent as part of its official records.

5.2 Full Members – Professional Dog-Walking Businesses (3+ Years)

5.2.1 Eligibility

A person or business is eligible to apply for Full Membership if they:

- (a) Operate a professional dog-walking business within the Christchurch / Canterbury Region; and
- (b) Have operated such a business for a minimum of three (3) years; and

- (c) Demonstrate professional competency, safe public-space management, and canine-welfare practices consistent with applicable legislation; and
- (d) Meet any additional competency, conduct, or documentation requirements reasonably set by the Committee.

5.2.2 Assessment

Applications for Full Membership shall be reviewed by the Committee, which:

- (a) May assess suitability based on experience, systems, and professional conduct;
- (b) May request supporting evidence such as insurance, safety systems, or references; and
- (c) Is not required to request evidence in every case and may rely on reasonable assessment.

5.2.3 Rights

Full Members:

- (a) Have full voting rights at General Meetings;
- (b) Are eligible to stand for election as Officers;
- (c) May hold office as Chair / President, Secretary, or Treasurer; and
- (d) Are expected to act in the best interests of the Society and the professional dog-walking industry.

6.2.4 Use of Society Name and Branding

Any permission granted to a Full Member to use the Society's name or logo:

- (a) Is subject to branding guidelines adopted by the Committee; and
- (b) Must not be used for personal, commercial, or financial gain; and
- (c) Automatically ceases upon suspension, termination, or resignation of membership.

5.2.5 Internal Professional Group Size Benchmark

As an internal professional association benchmark only, a Full Member should not manage more than twelve **(12) dogs** at any **one** time.

Nothing in this Constitution authorises a Member to exceed any statutory or bylaw-imposed limit unless the Member holds a valid exemption or approval issued by **Christchurch City Council or another lawful authority**.

5.3 Associate Members – Industry Supporters

5.3.1 Eligibility

An individual or organisation may apply for Associate Membership if they:

- (a) Support the Objects of the Society; and
- (b) Operate within, or contribute to, the wider canine, animal-welfare, or allied service sectors; and
- (c) Agree to comply with this Constitution, the Member Code, and the Safety Standards.

5.3.2 Rights and Limitations

Associate Members:

- (a) Do not have voting rights at General Meetings;
- (b) Are not eligible to hold office as Officers;
- (c) May participate in Society activities, meetings, and professional-development opportunities;
- (d) May publicly identify themselves as Associate Members of the Society; and
- (e) Must not use the Society's name or logo without prior written approval of the Committee.

5.4 Trainee / Student Members – Future Professionals

5.4.1 Eligibility

A person may apply for Trainee / Student Membership if they:

- (a) Are actively training, studying, or preparing to become a professional dog walker; and
- (b) Intend to operate within the Christchurch / Canterbury Region; and
- (c) Agree to comply with this Constitution, the Member Code, and the Safety Standards.

5.4.2 Rights and Limitations

Trainee / Student Members:

- (a) Do not have voting rights;
- (b) Are not eligible to hold office as Officers;
- (c) May participate in Society education, training, and development activities;
- (d) Must work toward meeting Full Member competency standards;
- (e) May transition to Full Membership once eligibility requirements are met; and
- (f) Must not use the Society's name or logo unless expressly approved by the Committee.

5.4.3 Operational Limit

A Trainee / Student Member must not manage more than **four (4) dogs** at any one time, unless participating in a formal transition pathway approved by the Committee and compliant with all legal requirements.

5.5 Honorary Members – Recognition of Service

5.5.1 Appointment

The Committee may appoint an Honorary Member where an individual has made an exceptional contribution to:

- (a) The professional dog-walking industry;
- (b) Canine welfare or public safety; or
- (c) The advancement of the Society.

5.5.2 Rights and Limitations

Honorary Members:

Members must comply with all applicable legislation, including (without limitation):

- (a) Do not have voting rights unless they separately qualify as Full Members;
- (b) Are not required to pay subscriptions;
- (c) May participate in Society activities and events; and
- (d) Must not use the Society's name or logo unless expressly approved by the Committee.

5.6 General Membership Obligations

All Members, regardless of category, must:

- (a) Support the Objects of the Society;
- (b) Comply with this Constitution, the Member Code, and the Safety Standards;
- (c) Act with professionalism, integrity, and welfare-first decision-making; and
- (d) Follow any reasonable direction of the Committee made in accordance with this Constitution.

5.7 Insurance

Each Member is solely responsible for maintaining appropriate insurance for their own professional activities.

The Society:

- (a) Does not provide insurance;
- (b) Does not give insurance advice;
- (c) Does not underwrite, guarantee, or accept responsibility for any Member's insurance arrangements.

The Society may, at its discretion, explore optional collective insurance arrangements for Members, subject to external provider terms.

6. Cessation of Membership

6.1 Resignation

6.1.1 A Member may resign from the Society by giving **written notice** to the Secretary.

6.1.2 Resignation takes effect on the date the notice is received, unless a later date is specified in the notice.

6.2 Loss of Eligibility

6.2.1 A Member automatically ceases to be eligible for membership if they no longer meet the eligibility requirements for their membership category under **Section 5**.

6.2.2 The Committee must notify the Member in writing if their eligibility has ceased.

6.3 Suspension or Termination

6.3.1 The Committee may suspend or terminate a Member's membership if the Committee is satisfied that the Member has:

- (a) Acted in a manner inconsistent with the Objects of the Society; or
- (b) Breached this Constitution, the Member Code, or the Safety Standards; or
- (c) Engaged in conduct that brings, or is likely to bring, the Society or the professional dog-walking industry into disrepute; or
- (d) Failed to meet the competency, welfare, or safety expectations required for their membership category.

6.4 Fair Process

Before making any decision under clause 6.3, the Committee must ensure that:

- (a) The Member is informed of the specific concerns or allegations; and
- (b) The Member is given a **reasonable opportunity to respond in writing; and**
- (c) The Committee considers the **Member's response in good faith before making a decision.**

6.5 Committee Decision

6.5.1 A decision to suspend or terminate membership requires a simple majority vote of the Committee.

6.5.2 The decision must be communicated to the Member in writing, including the reasons for the decision.

6.5.3 Where suspension is applied, the Committee may impose reasonable conditions for reinstatement.

6.6 Effect of Cessation

A person who ceases to be a Member:

- (a) Loses all membership rights and privileges; and
- (b) Must immediately cease representing themselves as a Member of the Society; and
- (c) Remains liable for any unpaid subscriptions or obligations incurred prior to cessation.

6.7 No Refunds

Membership fees or subscriptions are not refundable upon resignation, suspension, or termination, unless the Committee determines that exceptional circumstances apply.

7. Subscriptions

7.1 Membership Fees

7.1.1 **The Society may charge membership subscriptions or fees** for each category of membership.

7.1.2 The amount of any subscription or fee, and the period to which it applies, shall be determined by the **Committee from time to time**.

7.2 Review of Subscriptions

In setting or reviewing subscription levels, the Committee may consider:

- (a) The costs of administering and operating the Society;
- (b) The benefits, services, and resources provided to Members;
- (c) The category of membership; and
- (d) The need to balance accessibility with professional standards and financial sustainability.

7.3 Payment of Subscriptions

7.3.1 Subscriptions are payable in advance and by the date specified by the Committee.

7.3.2 The Committee may determine acceptable payment methods and approve instalment arrangements where appropriate.

7.4 Failure to Pay

7.4.1 If a Member fails to pay any subscription by the due date, the Committee may:

- (a) Suspend the Member's rights and privileges until payment is made; or
- (b) Terminate the Member's membership in accordance with **Section 6**.

7.5 Waiver or Reduction

The Committee may **waive or reduce** a subscription in whole or in part where it considers it appropriate, including for:

- (a) Honorary Members; or
- (b) Exceptional circumstances affecting a Member.

8. Meetings

8.1 General Meetings

8.1.1 The Society shall hold **General Meetings of Members** as required to conduct the business of the Society.

8.1.2 General Meetings may be **held in person, by electronic means, or by a combination of both**, provided that all participants are able to **effectively communicate with each other**.

8.2 Annual General Meeting (AGM)

8.2.1 The Society must hold an Annual General Meeting within six (6) months of the end of each financial year.

8.2.2 No more than fifteen (15) months may elapse between the dates of two consecutive AGMs.

8.2.3 The AGM must include:

- (a) Consideration of the **Society's financial statements;**
- (b) **Election of Officers;**
- (c) Consideration of any **motions or constitutional amendments;** and
- (d) Any other business required under the Incorporated Societies Act 2022.

8.3 Special General Meetings

8.3.1 A **Special General Meeting** may be called at any time by:

- (a) The Committee; or
- (b) A written request from at least ten percent **(10%) of Full Members, stating the purpose of the meeting.**

8.3.2 The Secretary must call a Special General Meeting within **twenty (20) working days** of receiving a valid request.

8.4 Notice of Meetings

8.4.1 At least **ten (10) working days'** notice must be given for any General Meeting.

8.4.2 The notice must state:

- (a) The **date, time, and location** of the meeting;
- (b) Whether the meeting will be held **electronically or in hybrid format;** and
- (c) The **business to be considered.**

8.5 Quorum

8.5.1 A quorum for a General Meeting is **twenty percent (20%) of Full Members or five (5) Full Members**, whichever is the fewer.

8.5.2 If a quorum is not present within **thirty (30) minutes** of the scheduled start time, the meeting may be **adjourned or cancelled**.

8.6 Voting

8.6.1 Only **Full Members** are entitled to vote at General Meetings.

8.6.2 Each Full Member has **one (1) vote**.

8.6.3 Voting may be conducted by:

- (a) **Show of hands;**
- (b) **Voice vote; or**
- (c) **Secure electronic means**, as determined by the Chair, provided the process ensures fairness, accuracy, and verification of eligibility.

8.7 Resolutions

8.7.1 **Ordinary resolutions** are decided by a **simple majority** of votes cast.

8.7.2 In the event of a **tied vote**, the Chair has a **casting vote**.

8.8 Chairing Meetings

8.8.1 The **Chair / President** shall preside over General Meetings.

8.8.2 If the Chair is unavailable, the Members present shall appoint another **Officer or a Full Member to chair the meeting**.

8.9 Decision Hierarchy

Where there is any inconsistency between a **decision of the Committee** and a **resolution passed by Full Members** at a General Meeting, **the resolution of the General Meeting shall prevail**.

9.1 Officers

9.1 Officers

9.1.1 The Officers of the Society are:

- (a) **Chair / President;**
- (b) **Secretary; and**
- (c) **Treasurer.**

9.1.2 The initial Officers of the Society are:

- **Chair / President:** Brittany Johnson
- **Secretary:** Mikayla Wallace
- **Treasurer:** Brett Cusiel

9.2 Election of Officers

9.2.1 Officers shall be elected by **Full Members at a General Meeting.**

9.2.2 Nominations may be made:

- (a) In writing prior to the meeting; or
- (b) From the floor at the meeting, with the nominee's consent.

9.2.3 Where more than one nomination is received for an Officer position, the election shall be conducted by vote in accordance with **Section 8.**

9.2.4 Officers hold office until:

- (a) They resign;
- (b) They are removed in accordance with this Constitution; or
- (c) Their successors are elected.

9.3 Removal of Officers

9.3.1 An Officer may be removed from office by an **ordinary resolution of Full Members** at a General Meeting.

9.3.2 The Officer concerned must be given **reasonable notice** of the proposed resolution and a **reasonable opportunity to be heard**.

9.4 Vacancies

9.4.1 If an Officer position becomes vacant, the Committee may appoint an **interim Officer** until the next General Meeting.

9.4.2 Any interim appointment must be **confirmed or replaced** at the next General Meeting.

9.5 Committee Composition

9.5.1 The **Committee of the Society consists of the Officers only**.

9.5.2 The Officers collectively form the **governing Committee** and are responsible for the governance and management of the Society.

9.5.3 The Committee may, by resolution, appoint up to **three (3) Full Members** to a subcommittee for specific purposes, projects, or advisory functions.

9.5.4 A subcommittee has no **governing authority** unless expressly delegated by formal resolution of the Committee and remains subject to Committee oversight.

9.5.5 Appointment to a subcommittee does **not** confer Committee or Officer status.

9.6 Officer Consent and Eligibility

9.6.1 A person may not be elected or appointed as an Officer unless they have **provided written consent** to act as an Officer of the Society.

9.6.2 Each Officer must certify in writing that they are **not disqualified** from holding office under the Incorporated Societies Act 2022.

9.6.3 The Secretary must retain all Officer consent and certification records as part of the Society's **official records**.

10. Committee Powers and Duties

10.1 Role of the Committee

10.1.1 The **Committee**, being the Officers acting collectively in accordance with this Constitution, is responsible for the **governance, strategic direction, and management of the Society**.

10.1.2 Without limiting clause 10.1.1, the Committee shall:

- (a) **Implement the Objects** of the Society;
- (b) **Manage the affairs, funds, and assets** of the Society;
- (c) **Admit, suspend, or terminate Members** in accordance with this Constitution;
- (d) **Enforce this Constitution, the Member Code, and the Safety Standards as internal membership** conditions only;
- (e) **Represent the Society** in dealings with councils, regulators, oversight bodies, and external organisations, subject to Section 4.3;
- (f) **Appoint subcommittees, working groups, or advisors** where required;
- (g) **Engage professional services or contractors** as necessary for governance, advocacy, or operational support.

10.2 Committee Decision-Making

10.2.1 Committee decisions shall be made by a **simple majority** of the Officers present and voting.

10.2.2 Each Officer, acting as a Committee member, has **one (1) vote**.

10.2.3 In the event of a **tied** vote, the **Chair / President has a casting vote**.

11. Conflicts of Interest

11.1 Disclosure

11.1.1 A **Member, Officer**, or any **Full Member appointed to a subcommittee** must disclose any **actual, potential, or perceived conflict of interest** as soon as practicable after becoming aware of it.

11.1.2 A conflict of interest may include (but is not limited to):

- (a) Financial or commercial interests;
- (b) Business affiliations or contractual relationships;
- (c) Membership, employment, or leadership roles in other industry organisations;
- (d) Information-gathering, advocacy, or participation that conflicts with the Society's Objects, the Member Code, or the Safety Standards.

11.2 Management of Conflicts

11.2.1 A person with a conflict of interest must **not**:

- (a) Vote on the relevant matter; or
- (b) Participate in decision-making relating to that matter,

unless the Committee determines otherwise in accordance with the **Incorporated Societies Act 2022** and principles of natural justice.

11.2.2 The Committee may require a conflicted person to:

- (a) Absent themselves from discussion;
- (b) Provide further information; or
- (c) Take any other reasonable step necessary to protect the integrity of the Society's decision-making.

11.3 Industry Alignment Clause

11.3.1 Membership of, or involvement in, another incorporated society, business, or industry group alone does not constitute a conflict of interest.

11.3.2 However, where such involvement:

(a) Does not **align** with this Constitution, the **Member Code, or the Safety Standards**; or

(b) Is reasonably determined by the Committee, **acting in good faith**, to undermine, oppose, or act contrary to the Society's Objects,

the Committee may determine that a conflict of interest exists and take appropriate action in accordance with this Constitution.

12. Finance and Assets

12.1 Not-for-Profit Status

12.1.1 The Society is a **not-for-profit organisation**.

12.1.2 No income or property of the Society may be distributed to, or applied for the personal benefit of, any Member, Officer, or associated person, except as expressly permitted by the **Incorporated Societies Act 2022**.

12.1.3 Nothing in this Constitution prevents the Society from paying **reasonable remuneration or reimbursement** for services properly rendered or expenses properly incurred in carrying out the Society's Objects.

12.2 Financial Management

12.2.1 The Committee must ensure that **proper accounting records** are kept in accordance with the Act and generally accepted accounting practices.

12.2.2 All money received by or on behalf of the Society must be **banked into an account held in the name of the Society**.

12.2.3 The Committee is responsible for ensuring that the Society meets any **financial reporting or filing obligations** required under the Act.

12.3 Authority to Spend and Use of Funds

12.3.1 Funds of the Society may be used **only to further the Objects of the Society**, including (without limitation):

- (a) Operating and administrative expenses;
- (b) Advocacy, consultation, and lawful legal engagement;
- (c) Education, training, and professional-development activities;
- (d) Professional services, advisors, or contractors;
- (e) Sponsorships, grants, donations, or other lawful payments necessary to keep the Society operating effectively.

12.3.2 No expenditure may be incurred that is **inconsistent** with the **not-for-profit nature of the Society**.

12.4 Authorisation of Payments

12.4.1 All payments must be **authorised by the Treasurer and one other Officer**, as determined by the Committee.

12.4.2 The Committee may set **financial policies or approval thresholds** for expenditure, provided they are consistent with this Constitution.

12.5 Financial Year

The financial year of the Society ends **on 31 December**.

13. Dispute Resolution

13.1 Principles

13.1.1 The Society must manage disputes in a manner that is **fair, prompt, transparent, and consistent with natural justice**.

13.1.2 Disputes may include (without limitation):

- (a) Complaints between Members;
- (b) Alleged breaches of this Constitution, the Member Code, or the Safety Standards;
- (c) Disciplinary matters relating to membership conduct or eligibility.

13.2 Informal Resolution

13.2.1 Where appropriate, the Committee may seek to resolve a dispute informally through discussion, clarification, or facilitated communication.

13.2.2 Informal resolution does not prevent the Committee from proceeding to a formal process where informal resolution is unsuccessful or inappropriate.

13.3 Formal Resolution

13.3.1 Where a dispute cannot be resolved informally, the Committee may:

- (a) Appoint an **independent mediator**; or
- (b) Make a **determination** in accordance with this Constitution, following the fair-process requirements in Section 6.

13.3.2 Any determination must be made **in good faith**, based on the information available, and communicated to the affected Member in writing.

13.4 Review of Decisions

13.4.1 A Member subject to suspension or termination may **request a review of the decision**.

13.4.2 Any independent reviewer must be:

- (a) **Agreed by both parties**; or
- (b) Where agreement cannot be reached, **appointed by the Committee from a pre-approved list of suitably qualified independent persons**.

13.4.3 The reviewer's role is to consider whether the decision-making process was **fair and reasonable**, having regard to this Constitution and the principles of natural justice.

13.5 Costs

Unless otherwise determined by the Committee acting reasonably, **each party bears their own costs** associated with any dispute or review process.

14. Liquidation

14.1

The Society may be **liquidated** in accordance with the **Incorporated Societies Act 2022**.

14.2

Upon liquidation of the Society, and after the satisfaction of all debts, liabilities, and obligations, any **surplus assets** must be distributed to **one or more not-for-profit organisations** with **similar objects**, as determined by resolution of the Committee or, if required, by the Registrar.

14.3

No distribution of **surplus assets** may be made to any **Member, Officer, or associated person**.

15. Alteration of Constitution

15.1

This Constitution may be **amended, replaced, or revoked** only by a **special resolution of Full Members** passed at a General Meeting.

15.2

Notice of any proposed amendment must be provided to Members in accordance with **Section 8 (Meetings)** and must clearly set out the **text of the proposed amendment**.

15.3

Any amendment to this Constitution must:

- (a) Comply with the **Incorporated Societies Act 2022**; and
- (b) Be lodged with the **Registrar of Incorporated Societies** within the timeframes required by the Act.

16. Common Seal

16.1

The Society **may have a common seal** if the Committee determines that a seal is required.

16.2

The use of the common seal must be **authorised by resolution of the Committee.**

16.3

If a common seal is used, the Committee must ensure that its use is **properly recorded** in the Society's records in accordance with the Act.

17. Indemnity

17.1

The Society shall **indemnify each Officer and Committee member** for any **liability, loss, cost, or expense** incurred by that person in the proper performance of their duties for the Society, **to the extent permitted by law.**

17.2

The indemnity in clause 17.1 applies only where the Officer or Committee member has:

- (a) **Acted in good faith;** and
- (b) Acted in what they **reasonably believed to be the best interests of the Society;** and
- (c) Not engaged in **serious misconduct, wilful breach of duty, or fraud.**

17.3

Nothing in this section limits the Society's ability to obtain **insurance** for Officers or Committee members to the extent permitted by law.

18. Miscellaneous

18.1 Notices

18.1.1 Any notice required to be given under this Constitution may be given **in writing or electronically, including by email.**

18.1.2 A notice is deemed to have been received:

- (a) If delivered personally, at the time of delivery;
- (b) If sent electronically, at the time it is sent, unless the sender receives notification of non-delivery.

18.2 Records

18.2.1 The Society must maintain **proper records**, including:

- (a) This Constitution and any amendments;
- (b) A register of Members;
- (c) Minutes of General Meetings and Committee meetings;
- (d) Financial records required by the Act.

18.2.2 Records may be kept **electronically**, provided they are secure and accessible in accordance with the Act.

18.3 Electronic Meetings and Voting

18.3.1 Meetings of Members or the Committee may be held **wholly or partly by electronic means**, provided all participants are able to communicate effectively.

18.3.2 Voting may be conducted **electronically**, including by secure online platforms, where the process ensures:

- (a) Verification of voter eligibility;
- (b) Accuracy of votes cast; and
- (c) Integrity and fairness of the process.

18.4 Limitation of Liability

18.4.1 The Society does **not provide professional services** to the public and does not supervise, control, or manage the day-to-day business activities of individual Members.

18.4.2 Each Member operates their own **independent business or professional practice** and remains **solely** responsible for their **own** acts, omissions, clients, insurance, and legal compliance.

18.4.3 The Society is **not liable** for the acts or omissions of any Member in the course of that Member's business or professional activities.

18.5 Operational Policies

18.5.1 The Committee may **adopt, amend, or revoke operational policies, procedures, guidelines, or manuals consistent with this Constitution.**

18.5.2 Such operational documents **do not form part of this Constitution** and may be updated by Committee resolution without requiring a constitutional amendment.

19. Contact Person(s)

The Society must have at least one (1) and no more than three (3) contact persons for the purposes of communication with the Registrar of Incorporated Societies.

Contact persons are appointed by resolution of the Committee and may be Officers or other persons approved by the Committee.

The Committee may replace or remove a contact person at any time by resolution.

The names and contact details of contact persons will be notified to the Registrar and maintained separately from this Constitution.

APPENDIX 1 – MEMBER CODE OF CONDUCT

1. Purpose

1.1 This Member Code of Conduct (“Code”) sets out the **minimum standards of behaviour, professionalism, and integrity** expected of Members of Christchurch Professional Dog Walkers Incorporated (“the Society”).

1.2 This Code supports the Society’s Objects by promoting:

- (a) Canine welfare;
- (b) Public safety;
- (c) Professional integrity of dog walking as a recognised trade; and
- (d) Respectful engagement with councils, regulators, and the community.

1.3 This Code applies to **all Members**, regardless of membership category.

2. Professional Conduct

2.1 Members must act **honestly, responsibly, and professionally** in all activities connected with dog walking or related services.

2.2 Members must not engage in conduct that:

- (a) Is misleading or deceptive;
- (b) Brings, or is likely to bring, the Society or the professional dog-walking industry into disrepute; or
- (c) Undermines public confidence in professional dog walkers.

2.3 Members must conduct themselves in a manner consistent with the Society’s role as an **advocacy and professional standards body**, and not represent the Society as a **regulator or enforcement authority**.

3. Canine Welfare

3.1 Members must place canine welfare as a **primary consideration in all decision-making**.

3.2 Dogs must be managed in a manner that prioritises:

- (a) Physical safety;
- (b) Emotional wellbeing;
- (c) Appropriate enrichment; and
- (d) Individual needs and capabilities.

3.3 Members must not use equipment or practices that cause **unnecessary pain, fear, or distress**, or that compromise effective control in public spaces.

4. Public Safety and Risk Management

4.1 Members must manage dogs in a way that **minimises risk to the public**, other animals, and property.

4.2 Members must assess and manage risks associated with:

- (a) Group dynamics;
- (b) Public spaces, including parks, reserves, beaches, footpaths, and transport-adjacent areas;
- (c) Environmental conditions; and
- (d) The behaviour and needs of individual dogs.

4.3 Members must **ensure dogs are under effective control at all times**, consistent with applicable legislation and bylaws. This includes decisions relating to leashing, restraint, and handling methods, which remain subject to law and do not confer any exemption

5. Legal and Regulatory Compliance

5.1 Members must comply with all applicable legislation, including (without limitation):

- (a) Dog Control Act 1996;
- (b) Animal Welfare Act 1999;
- (c) Health and Safety at Work Act 2015;
- (d) Local Government Act 2002;
- (e) Christchurch City Council bylaws and regional park rules; and
- (f) **Transport Legislation (including the Land Transport Act 1998).**

5.2 Members are solely responsible for understanding and complying with their own legal obligations.

6.. Representation of the Society

6.1 Members must **not represent themselves as speaking on behalf of the Society unless expressly authorised by the Committee.**

6.2 Members must not imply that:

- (a) The Society grants approvals, licences, or exemptions; or
- (b) Membership confers any regulatory authority or legal entitlement.

7. Use of Society Name and Logo

7.1 Use of the Society's name or logo is permitted **only with prior approval** and in accordance with branding guidelines adopted by the Committee.

7.2 The Society's name, logo, communications, meetings, or activities **must not be used for personal, commercial, or financial gain**, nor in a way that implies endorsement of any individual, business, product, or service.

7.3 Any permission to use branding **ceases immediately** upon suspension, termination, or resignation of membership.

8. Conflicts of Interest

8.1 Members must disclose any actual, potential, or perceived conflict of interest relevant to their involvement with the Society.

8.2 Members must act in good faith to avoid conflicts that undermine the Objects, integrity, or credibility of the Society.

9. Cooperation and Good Faith

9.1 Members must engage with the Society, its Officers, and other Members **in good faith and with mutual respect.**

9.2 Members must not engage in harassment, intimidation, or unreasonable conduct toward other Members or Officers.

10. Breaches of the Code

10.1 Alleged breaches of this Code may be addressed under **Section 6 (Cessation of Membership)** and **Section 13 (Dispute Resolution)** of the Constitution.

10.2 Outcomes may include guidance, conditions, suspension, or termination of membership, depending on the nature and seriousness of the breach.

APPENDIX 2 – SAFETY AND WELFARE STANDARDS

1. Purpose

1.1 These Safety and Welfare Standards set out minimum internal expectations for Members of Christchurch Professional Dog Walkers Incorporated (“the Society”).

1.2 These Standards exist to support:

- (a) Canine welfare and wellbeing;
- (b) Public safety in shared spaces;
- (c) Professional risk management; and
- (d) Consistency within the professional dog-walking industry.

1.3 These Standards apply **only as internal membership conditions and do not replace or override any statutory or bylaw obligations.**

2. Legal Compliance

2.1 General Compliance

Members must comply with all applicable legislation, including (without limitation):

- (a) Dog Control Act 1996;
- (b) Animal Welfare Act 1999;
- (c) Health and Safety at Work Act 2015;
- (d) Local Government Act 2002;
- (e) Christchurch City Council bylaws and park rules; and
- (f) Transport Legislation **(including the Land Transport Act 1998).**

2.2 Responsibility

Members are solely responsible for understanding and complying with their own legal obligations.

The Society does not supervise, enforce, or audit compliance with legislation.

3. Canine Welfare Standards

3.1 Dogs must be managed in a manner that prioritises:

- (a) Physical safety;
- (b) Emotional wellbeing;
- (c) Appropriate mental and physical enrichment; and
- (d) Individual temperament, health, and capability.

3.2 Members must assess each dog individually and must not include a dog in group walks where doing so would compromise welfare or safety.

3.3 Dogs showing signs of distress, illness, injury, or unsafe behaviour must be removed from group activity and managed appropriately.

3.4 Changing Access to Public Spaces and Operational Impact

Members recognise that changes to public-space access, including the removal or restriction of dog-walking areas, can increase congestion and friction between different users of shared spaces.

Professional dog walkers must adapt their operations responsibly within these constraints, balancing public safety, canine welfare, and respectful shared use of remaining areas.

These Standards do not challenge Council authority but acknowledge the practical operational impacts of access changes on both professionals and the wider community.

4. Group Management and Control

4.1 Members must **maintain effective control of all dogs at all times**, appropriate to the environment and circumstances.

4.2 Group composition must consider:

- (a) Size and strength of dogs;
- (b) Temperament and behavioural history;
- (c) Compatibility within the group;
- (d) Environmental factors such as terrain, weather, and public presence.

4.3 **As an internal professional benchmark only**, Full Members should not manage more than **twelve (12) dogs at any one time**.

Nothing in this Standard authorises a Member to exceed any statutory or bylaw-imposed limit without a valid approval issued by Christchurch City Council or another lawful authority.

5. Equipment and Handling

5.1 Equipment used must be fit for purpose, properly maintained, and appropriate for the individual dog and environment.

5.2 Members must use handling techniques that prioritise **clear communication, safety, and welfare**, particularly in high-risk environments such as near roads or transport corridors.

6. Public Space and Transport-Adjacent Safety

6.1 Members must exercise heightened caution when operating in or near:

- (a) Roads and road margins;
- (b) Footpaths and shared pathways;
- (c) Car parks;
- (d) Transport corridors or crossings.

6.2 Dogs must be managed in a manner consistent with **Transport Legislation**, including ensuring safe crossings and preventing obstruction or hazard to vehicles, cyclists, or pedestrians.

7. Risk Management

7.1 Members must take reasonable steps to identify, assess, and manage risks associated with their professional activities.

7.2 Risk management should consider:

- (a) Environmental hazards;
- (b) Dog behaviour and group dynamics;
- (c) Public interactions;
- (d) Emergency response planning.

7.3 Leashing and Control – Professional Judgement

Leashing decisions made by Members operate as an exercise of professional judgement within internal self-governed standards only.

Members must determine whether dogs are leashed, tethered, or otherwise physically restrained based on a dynamic assessment of risk, including but not limited to:

- (a) the individual dog's training, recall reliability, and behavioural history;
- (b) group composition and group dynamics;
- (c) the environment, including proximity to roads, shared pathways, livestock, wildlife, or members of the public;
- (d) visibility, weather, terrain, and environmental conditions; and
- (e) any applicable statutory or bylaw requirements.

Nothing in these Standards permits a Member to act contrary to any legal requirement to leash or restrain a dog. Where a bylaw or law requires leashing, that requirement prevails.

These Standards do not mandate blanket leashing or non-leashing rules and recognise that effective control may be achieved through professional handling methods appropriate to the circumstances, provided public safety and canine welfare are prioritised.

7.4 Members should maintain appropriate emergency procedures, including contact details for dog owners and access to veterinary care.

8.Changing Access to Public Spaces and Supporting Infrastructure

8.1 Members acknowledge that changes to public-space access, including the removal, restriction, or reclassification of areas previously available for dog walking, can increase congestion, reduce operational choice, and heighten tension between different users of shared spaces.

8.2Members also recognise that the availability, placement, and maintenance of rubbish and dog-waste bins within public spaces materially affect the ability of both the public and professional operators to manage waste responsibly and maintain public amenity.

8.3These Standards recognise that such changes may affect both ratepayers' enjoyment of public spaces and the ability of professional dog walkers to safely manage dogs in environments appropriate to group dynamics, canine welfare, and public safety.

8.4 in circumstances where access is reduced or supporting infrastructure is limited, Members must exercise heightened professional judgement to adapt operations responsibly, including:

- (a) selecting locations **appropriate** to current access conditions and public density;
- (b) adjusting **group size, handling methods, and proximity control** in response to **congestion**;
- (c) **managing dog waste responsibly despite** increased carrying distances or reduced disposal options; and
- (d) **minimising conflict** and disruption to other users of shared spaces where reasonably practicable.

8.5 Nothing in these Standards seeks to challenge or override Council decisions regarding public-space management or infrastructure provision. Rather, they exist to ensure that, where access or infrastructure is altered, professional conduct continues to prioritise public safety, canine welfare, and respectful shared use of remaining spaces.

9. Insurance

9.1 Members are solely responsible for maintaining appropriate insurance for their professional activities.

9.2 The Society does not provide insurance, give insurance advice, or accept responsibility for Member insurance arrangements.

10. Review and Updates

10.1 These Standards may be reviewed and updated by the Committee from time to time.

10.2 Updates to these Standards do not constitute amendments to the Constitution and may be made by Committee resolution.

ADOPTION AND CERTIFICATION

This Constitution was adopted by resolution of the Members of Christchurch Professional Dog Walkers Incorporated at a General Meeting held on:

Date: 9 December 2025

This Constitution supersedes any prior constitution or rules of the Society.

CERTIFICATION

We certify that this Constitution complies with the requirements of the Incorporated Societies Act 2022 and was duly adopted in accordance with the Act.

SIGNED for and on behalf of the Society

Chair / President

Name

Signature: _____

Date: 9 December 2025

Secretary

Name

Signature: _____

Date: 09 December 2025