



**NOTE:** Dogs Victoria Regulation 3.4.3 – Obligations of an Affiliate, Section 3.4.3.4 requires that all Office Bearers of an Affiliated Club **MUST** be an Ordinary, Dual or Life Members of the VCA and a resident of the state of Victoria.

Name of Club:	
Secretary:	
Address:	
Postcode:	Telephone:
President:	
Address:	
Postcode:	Telephone:
Club's Email Address:	
<p>We declare that:</p> <ul style="list-style-type: none"> <li>❖ The members of our club by a resolution passed at a General Meeting by a majority of the members voting in person as per the club rules thereat directed the committee to apply for affiliation with Dogs Victoria;</li> <li>❖ So long as our club is an affiliate of Dogs Victoria, every member whether a member of Dogs Victoria or not, shall be deemed to have agreed with Dogs Victoria to be bound by the Constitution, Rules and Regulations of Dogs Victoria for the time being in force and at all times to submit to and carry out every determination, finding, decision, requirement or direction of Dogs Victoria so far as the same shall relate to them;</li> <li>❖ Our all Breeds/general club has at least five financial members resident within Victoria who are entitled to vote at a general meeting – all of whom are financial members of Dogs Victoria</li> </ul> <p style="text-align: center;">“OR”</p> <ul style="list-style-type: none"> <li>❖ Our specialist/semi group club has at least five financial members who are entitled to vote at a general meeting, are financial members of Dogs Victoria or another state controlling body.</li> <li>❖ Upon admission as an affiliate our club will annually thereafter furnish to Dogs Victoria documentation as required under Dogs Victoria Regulation 3.4.3.2</li> </ul>	
President:	Secretary:
Date:	Date:
Membership No:	Membership No:

This application **MUST** be accompanied by the following, in accordance with the Regulations 3.4.2 resolution:

- ❖ A statement of the reasons for the application
- ❖ \*Affiliation fee
- ❖ Insurance levy for members of the affiliate who are not members of the Dogs Victoria.
- ❖ Copy of the club's constitution, rules, and regulations and/or by-laws of the body.
- ❖ Listing of the names, addresses, telephone numbers and Dogs Victoria membership numbers of the members referred to in the above-named declaration.
- ❖ A copy of the certificates of registration as an incorporated body with Consumer Affairs Victoria.

**\*NOTE: Refer to the current “Scale of Charges”**

Extract From Dogs Victoria Regulations (effective 15 February 2024)

3.4.3 Obligations of an Affiliate

- 3.4.3.1 **An Affiliate that is classified as a Tier 1 association under the Associations Incorporation Reform Act 2012 (the Act) is not required to have its annual financial statements externally audited or reviewed unless its rules state otherwise. An Affiliate that is classified as a Tier 2 or Tier 3 association under the Act must appoint an independent Accountant or Auditor to review or audit its financial statements in accordance with the Act and the Affiliate's own rules.** (amended 15/12/21) ~~Each affiliated body shall appoint an independent person to conduct an annual audit of accounts of the Affiliate. A person shall not be appointed to act as Auditor of the Club if that person is an Office Bearer or an ordinary member of the Committee or an employee of the Club or any person with a perceived conflict of interest. Such Auditor to be a person with accountancy knowledge and their qualifications to be included in the Auditor's Report.~~
- 3.4.3.2 ~~Within one month following the Annual General Meeting of any affiliated body, that body~~ **Each Affiliate when applying to renew its affiliation shall forward to the Chief Executive of the VCA copies of documents showing the following:** ~~the audited balance sheet and receipts and expenditure statement for the year under review with the independent auditor's statement certifying that the statement reflects a true account of the financial activities of the Club.~~
- **Evidence that the Affiliate is incorporated under the Act;**
  - **Evidence that a current annual return has been lodged with Consumer Affairs Victoria;**
  - **Name, address and membership number of each office bearer;**
  - **A statement signed by the President, Secretary and Treasurer certifying that the Affiliate is financially able to continue its activities for the following year;**
  - **A statement providing details of any financial assistance that may be required from the VCA;**
  - **Receipts and expenditure (Income Statement) for the most recent financial year; Assets and liabilities (Balance Sheet) at the end of the most recent financial year;**
  - **The report provided by the auditor or reviewer (if applicable) OR copies of bank statements for all accounts held by the Affiliate for the most recent financial year.** (amended 15/12/21)
- 3.4.3.4 All office bearers of Affiliates must be Ordinary, Dual or Life Members of the VCA Inc. A successful nominee for an office bearer position must, if not a VCA member, apply for VCA membership within 14 days of becoming an office bearer. All Committee members of Affiliates must be resident in Victoria unless Management approves otherwise. Changes to Office Bearers and Committee must be notified to the VCA within fourteen (14) days of such changes.
- 3.4.3.5 Where an Affiliate amends its Constitution or Rules in accordance with the Associations Incorporation Act, and submits the amendments to the Department of Justice for approval, the Affiliate is to forward a copy of the revised Constitution or Rules to the VCA within fourteen days of such approval.
- 3.4.3.9 Where a change in Office Bearer or Committee Member occurs, the outgoing Office Bearer or Committee Member is to return all Club monies and property, books, documents and securities as described in Regulation 3.4.3.8 to the Committee within 14 days.