



# CHIPPENHAM & DISTRICT CANINE SOCIETY

From

**2020**

# Rule Book

# **RULES FOR THE CHIPPENHAM & DISTRICT CANINE SOCIETY**

## **1. NAME & OBJECTS**

The Society shall be called the Chippenham & District Canine Society, its objects shall be to conduct obedience training classes, organise shows / matches and to promote public interest in dogs generally.

## **2. OFFICERS OF THE COMMITTEE**

The Society shall have a Chairman, Honorary Secretary, Show Secretary and Honorary Treasurer who shall serve as Officers of the Committee.

## **3. COMMITTEE**

The Committee consists of up to 12 members, of whom one third shall retire annually but shall be eligible for re-election.

The Chairman, Honorary Secretary, Show Secretary and Honorary Treasurer shall also be members of the Committee with full voting rights.

No person whilst an undischarged bankrupt may serve on the Committee or hold any other office or appointment within a Kennel Club Registered Society.

A Committee member or Officer of this club may not be a Committee member of another all-breed club. Except for a person on the Committee of an All-Breed Championship Show Society.

Any member of the committee who is absent for three or more consecutive meetings without a satisfactory explanation will automatically cease to be a member of the committee.

In the event of any vacancies on the Committee, the Committee shall have the power to co-opt members to fill such vacancies until the next Annual General Meeting.

Fully paid up members of the Society may be nominated for vacancies on the committee, but nominations for Officers must be on members of at least one year's standing.

The Committee shall have the powers to appoint such sub-committees as they deem necessary and to delegate such powers to the Committee or Sub-committee so formed, as the Committee shall decide. The Chairman and Hon Secretary shall be ex-officio members of all sub-committees.

Meetings of the Committee shall be held as often as is deemed necessary but at least every three months. A quorum of the Committee shall be six.

The Committee shall have the power to deal with any question not provided for by the rules, and in the event of any temporary vacancy in the offices of Chairman, Vice Chairman, Treasurer, Secretary or Show Secretary, the Committee shall have the power to fill any such vacancy

It shall be the duty of the Committee to appoint judges, produce schedules and conduct all shows, matches and training.

#### **4. ELECTION OF OFFICERS**

The Patron shall be nominated by the Committee, and notified to the members via the Annual General Meeting Agenda and elected annually by the members at the Annual General Meeting; he/she shall be eligible for re-election. The office shall be purely honorary carrying no voting rights; nor shall the Patron be a member of the Committee.

The President shall be nominated by the Committee, and notified to the members via the Annual General Meeting Agenda and elected annually by the members at the Annual General Meeting; he/she shall be eligible for re-election. He/she shall be an ex officio member of the Committee with voting rights.

Vice Presidents shall be nominated by the Committee and elected, or re-elected, annually. The office shall be purely honorary carrying no voting rights; nor shall any Vice President be a member of the Committee. ,

The Chairman, Hon. Secretary, Show Secretary and Hon Treasurer, shall be elected at the AGM for a three year term of office, retiring in rotation but eligible for re-election at the Annual General Meeting.

The Vice Chairman shall be elected from the Committee by the Committee.

Nomination for office in any capacity must be made in writing to the Hon. Secretary, giving the name of the nominee, together with the signatures of the proposer and seconder, and consent of the nominee to act if elected, at least **21 days** before the Annual General Meeting.

## 5. MEMBERS

New membership applications will be approved by members of the Committee. Membership shall be open to all who, having paid their subscription shall become full members from the date of such payment. The society must make a list of members and their addresses available for inspection if so requested by the members of the Society or the Kennel Club. An alphabetical register of members and their addresses shall be kept by the Hon. Secretary. The up to date list of members will be available for inspection by the Kennel Club and members of the Society if so requested. A declaration of the number of members must be made with the Annual Returns.

Members' names, addresses, K.C. affix, subscription and membership details are processed in a computer for the purposes of compiling and maintaining the Club's list of Members, the production of accounts and address labels. The list of members will not be issued or sold to commercial organisations. In order to comply with Data Protection Act 1984 and GDPR, signature of the application form or payment of annual subscriptions gives express consent that the Member has no objection to his/her name, address, K.C. affix, subscription and membership details being recorded in a computer

## 6. SUBSCRIPTION

With effect from January 2022, the annual subscription shall be £3.00 per member, or £4.00 jointly in the case of husband and wife, or partnership of two. Where dogs are owned in joint names, the membership must also be joint. This sum is due on the 1<sup>st</sup> January in each year and payable before 31<sup>st</sup> March. No member whose subscription is overdue shall be entitled to the privileges of membership. If any member fails to pay their dues before 31<sup>st</sup> March, the Committee shall have the power to erase their name from the list of members, but if the Committee shall subsequently receive a satisfactory explanation, the member may, at the discretion of the Committee and upon payment of arrears, be re-admitted to membership. Joint membership shall have one vote for each member of the partnership. For junior memberships (aged 6 to 16 years of age), the annual subscription shall be 50p, but that member shall have no voting rights.

## 7. CLUB PROPERTY

The property of the Society shall be vested in the committee, and in the event of the society ceasing to exist; any assets, cups or trophies shall be disposed of in a manner decided at the AGM or **Special General Meeting**. The disposal to be subject to the approval of those donors of the cups and trophies who can still be contacted.

## **8. EXPULSION OF MEMBERS**

Any member who shall be disqualified under the Kennel Club Rule A11.J. (5) under Kennel Club Rule A11.J. (9) shall ipso facto cease to be a Member of the Society. If the conduct of any member shall, in the opinion of the Committee of the Society be injurious or likely to be injurious to the character or interests of the society the Committee of the Society may, at a meeting the notice convening which includes as an object the consideration of the conduct of a Member, determine that a Special General Meeting of the society shall be called for the purpose of passing a resolution to expel him/her.

Notice of this Special General Meeting shall be sent to the accused Member, giving particulars of the complaint and advising the place, date and hour of the Meeting that he/she can offer an explanation. If at the Meeting a resolution to expel is passed by two-thirds majority of the Members present and voting, his/her name shall forthwith be erased from the list of Members, and he/she shall thereupon cease for all purposes to be a Member of the Society except that he/she may, within two calendar months from that date of such Meeting, appeal to the Kennel Club upon and subject to such conditions as the Kennel club may impose.

If the Society expels any member for discreditable conduct in connection with dogs, Dog Shows, Trials or Competitions the Society must report the matter in writing to the Kennel Club within seven days of the decision and supply any particulars required.

## **9. ANNUAL GENERAL MEETING**

The Annual General Meeting will be held not later than the 30 April of each year for the following purposes: To receive the report of the Committee and the annual certified accounts, to elect officers and committee members, to approve any rules changes (see rule 14) and to discuss any resolutions duly placed on the agenda, and of which prior notice has been given to the Hon Secretary.

No business shall be transacted to the Annual General Meeting unless notice thereof appears on the agenda, with the exception of routine matters or those which in the opinion of the Chairman of the meeting are urgent.

Notice of a General Meeting shall be given to members in writing with not less than 21 clear days' notice. Notice of the Annual General Meeting may be published in Our Dogs not less than 21 clear Days before the Annual General Meeting. Items for inclusion on the Agenda must be in the hands of the Hon Secretary at least 14 Days before the Annual General Meeting. Such notice must contain all the relevant information

concerning the meeting and business to be conducted. The agenda will be circulated at the meeting.

## **10 REIMBURSEMENTS.**

Committee members and /or Officers are required to obtain Committee approval prior to making purchases on behalf of the Society. All approved and valid expenses will be reimbursed by the Society on production of an appropriate receipt or proof of purchase or expenditure being presented to the Treasurer.

## **11. SPECIAL GENERAL MEETING**

A Special General Meeting shall be summoned by the Hon Secretary if 20 members send a signed requisition stating the subject to be discussed and requesting a Special General Meeting to do so. The Committee of the Society is also empowered to call a Special General Meeting. No business other than that detailed on the Agenda can be discussed at a Special General Meeting.

## **12. SOCIETY ACCOUNTS**

A Banking Account shall be opened in the name of the Society into which all revenue of the society shall be paid, and from which withdrawals can be made. Cheques drawn on the account for payment shall be signed by two of the following: Chairman, Treasurer or Secretary.

The financial year of the Society shall run from 1 January – 31 December. The accounts shall be kept by the Treasurer and will be certified annually and presented to the members at the AGM. Certification of accounts must be carried out by one qualified accountant or two unqualified individuals with accounting experience. Those undertaking the certification must be independent from those who prepared the accounts.

The certified accounts shall be available to members upon request no less than 14 clear days before the Annual General Meeting.

If the Society is wound up or ceases to be a Registered Society under the Kennel Club regulations a final statement of audited accounts with a record of the disposal of the property of the Society shall be forwarded to the Kennel Club within six months and the persons named as Officers and Committee of the Society on the last return to the Kennel Club will be held responsible by the Kennel Club for the proper winding up of the Society.

### **13. FEDERATION**

The Club shall not become a member of any Federation of Canine Societies.

### **14. ALTERATION OF RULES**

The rules of the Society may not be altered except at an Annual General Meeting or Special General Meeting, notice of which includes detail of the proposal to alter the rules. Such alterations shall not be brought into force until the Kennel Club has been advised and given its approval to the alterations. New rules or amendments introduced specifically to meet Kennel Club requirements shall be adopted immediately and be included in the Society's constitution with effect from the Annual General Meeting.

### **15. VOTING**

Every question submitted to a meeting shall, be decided in the first instance by a show of hands, or secret ballot and result in a majority decision.

### **16. ANNUAL RETURNS TO THE KENNEL CLUB**

The Officers acknowledge that during the month of January each year, maintenance of the title fee will be forwarded to the Kennel Club by the Secretary for the continuance of registration and that any amendments to officers and committee and any proposed amendments to the rules shall be notified.

By 31<sup>st</sup> July each year other returns, as stipulated in the Kennel Club regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Authorities, will be forwarded to the Kennel Club. The Officers also acknowledge their duty to inform the Kennel Club of any changes of Secretary of the Society which may occur during the course of the year.

The Kennel Club shall be the final authority for the interpretation of the rules and regulations of the Society and in all cases relative to Canine or Society matters.