

KINTBURY GUNDOG CLUB CONSTITUTION AND RULES

A. Name and objects

- 1) The club shall be called "KINTBURY GUNDOG CLUB" hereinafter called "The Club".
- 2) The objects shall be:-
To provide a facility whereby owners of working gundog breeds may train their dog to an acceptable standard for use as a shooting companion or in a related field, according to the requirements of the owner. This is to be accomplished by organised training sessions, working tests and field trials, or any such things as are, or seem to be in anyway incidental or conducive to the object hereto forenamed.

B. Officers and their duties

- 1) The Officers of the club shall consist of President, Vice President, Chairman, Vice-Chairman. Honorary Secretary and Honorary Treasurer. They shall serve for one year and are eligible for re-election.
- 2) The Chairman shall have a casting vote at all meetings in the event of a tied vote.
- 3) The President and Vice President have the right to attend all committee meetings in an ex-officio capacity, but do not have voting rights.
- 4) The duties of the Officers are:-
 - (a) The President and the Vice President shall promote the club as and when seems fit.
 - (b) The Chairman shall take the chair at all meetings of the club and sign the minutes of the previous meetings. If the Chairman is not present within 15minutes after the time appointed for holding the meeting, the Vice Chairman elected from the committee shall preside at that meeting only.
 - (c) The Honorary Secretary shall summon and attend all meetings and take minutes of the proceedings. He/she shall be in charge of the minute books and shall keep the register of members up to date. He/she shall ensure that the returns required by the Kennel Club are made by the date due and shall ensure that all licence applications and other administrative functions required to facilitate the efficient running of the club are completed at the due time.
 - (d) The Honorary Treasurer shall receive all monies payable to the club and make all payments. He/she shall attend all meetings and give the information as to the finances of the club. He/she shall cause proper books of account to be kept with respect to:-
 - (i) All sums of money received by the club and the matter of which receipt and expenditure takes place.
 - (ii) All sales and purchases by the club.
 - (iii) The Assets and Liabilities of the club.

C. The Committee

- 1) The management of the club shall be in the hands of the Officers and a committee consisting of 8 members. All of whom shall retire annually, but shall be eligible for re-election at the AGM.
- 2) Meetings of the committee shall be held as often as deemed necessary, but at least every six months. A minimum of one week's notice of a committee meeting shall be given.
- 3) A quorum for committee meetings shall consist of six members, this number to include at least two officers.
- 4) The committee shall have the power to co-opt members onto itself in the event of positions becoming vacant between the Annual General Meeting of the club at which an election of officers and committee takes place.
- 5) No individual who has been a member for less than six months may be elected to the committee.

- 6) The committee shall have the power to make such by-laws and regulations not inconsistent with terms of the constitution and rules as it may from time to time be deemed necessary.
- 7) All fully paid up members of the club shall be entitled to receive a copy of all committee minutes upon written request to the Honorary Secretary.
- 8) Any committee member being absent from three consecutive meetings and not submitting a valid reason shall cease to serve on the committee.
- 9) No expense in excess of funds shall be incurred by the committee.

D. Membership and Subscriptions

- 1) The club shall consist of an unlimited number of members, a register of whom shall be kept by the Honorary Secretary.
- 2) The decision of the committee not to admit candidates shall be final and it shall not be bound to disclose any reason for its decision.
- 3) The annual subscriptions shall be for such amounts for each category of membership as is agreed by members at the Annual General Meeting, and notified to the Kennel Club. It shall be payable on the 1st January each year, or on acceptance of membership. The liability of a member shall not exceed the annual subscription.
- 4) No member shall be entitled to be present or take part in any proceedings or vote at any General Meeting or to nominate as a candidate for election to the committee if and while He/She:-
 - a) Is in arrears with their club subscription
 - b) Is due to the club any other debt that has remained due for a period of more than three months after the same became due and payable.
 - c) Anyone who has not paid their subscriptions by the 1st March, and after having received due notice from the club of the fact shall no longer be considered a member, and shall be erased from the register of membership.
- 5) As payment of the subscription will entitle the member to enjoy every benefit and privilege of the club, such payment shall be his/her distinct acknowledgement of their acquiescence to the rules of the club.
- 6) A life member shall be a person who in the opinion of the committee has performed exceptional services over a prolonged period of time in furtherance of the club. The committee's decision shall be subject to endorsement at the next Annual General Meeting. A life member shall be exempt from the annual subscription but shall enjoy the rights of membership.
- 7) Resignation of membership must be submitted to the Honorary Secretary in writing, but members resigning remain liable for all of their subscriptions for that year.
- 8) A list of members and their addresses shall be available for inspection if so requested by a member or the Kennel Club.

E. Voting Rights

- 1) Members are entitled to vote immediately upon acceptance of membership.
- 2) Life members and ordinary members are entitled to one vote. Junior members, (being persons under sixteen years of age,) are not eligible to vote.
- 3) Postal and proxy votes are not allowed.
- 4) Voting shall be by a show of hands.

F. Club Property

- 1) The property of the club shall be vested in the committee.
- 2) The club may be dissolved and wound up provided that a resolution to that had been passed by a majority of two thirds of the members present at a General Meeting of which notice specifying the intention to propose the resolution has duly been given.
- 3) If the club is wound up or ceases to be a registered society under Kennel Club regulations, a final settlement of audited accounts with a record of the disposal of the property of the club shall be forwarded to the Kennel Club within six months. The persons named as officers and committee on the last return furnished to the Kennel Club will be held responsible by the Kennel Club for the proper winding-up of the club.
- 4) All cups and trophies etc, for award at the clubs' events shall be the property of the club, and they will be accepted on this understanding only.
- 5) A member who shall win one of the clubs' perpetual trophies and who elects to take temporary possession of the same, shall sign for it's receipt and undertake to take every care to safeguard it against loss / damage whilst it is in his / her custody or control. He / She shall ensure that it is returned by the time specified by the club. Should a trophy be lost or damaged the holder must immediately notify the fact to the Honorary Secretary and is liable for repair replacement and engraving.

G. Club accounts

- 1) A banking account shall be held in the name of the club in a financial institution decided by the committee, into which all the revenue of the club shall be paid, and from withdrawals shall only be made on the signature of the Honorary Treasurer and either the Chairman or Honorary Secretary.
- 2) The Honorary Treasurer shall maintain the accounts and an Auditor(s) shall be appointed at each Annual General Meeting for the purpose of auditing the clubs accounts for the ensuring year. The auditor(s) shall be one fully qualified auditor or two unrelated auditors.

H. Expulsion of members

- 1) Any member who shall be suspended under Kennel Club rule A42j(4) and/or any member who's dog(s) is/are disqualified under Kennel Club rule A42j(8) shall ipso facto cease to be a member of the club for the duration of the suspension and/or disqualification.
If the conduct of any member, shall, in the opinion of the committee, be injurious or likely to be injurious to the character or the interests of the club, the committee may at a meeting, the notice convening which includes as an object the consideration of the conduct of the member, determine that a Special General Meeting of the club shall be called for the purpose of passing a resolution to expel him/her.
Notice of the Special General Meeting shall be sent to the accused member, giving particulars of the complaint, and advising the place, date, and hour of meeting that he/she may attend and offer an explanation. If at that 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 cease thereupon cease for all purposes to be a member of the club except that he/she may within two calendar months from the date of such meeting appeal to the Kennel Club upon and subject to such conditions as the kennel Club may impose.

I. Financial year.

The financial year shall be from 1st January to 31st December.

J. Annual General Meeting.

- 1) The Annual General Meeting of the club shall take place in March of each year, and every member shall receive one calendar months notice of the meeting along with the agenda.
- 2) The AGM shall:-
 - a) Receive the reports of the Officers, together with audited accounts from the previous year.
 - b) Approve the minutes of the previous AGM and any Special General Meeting's held in the preceding year.
 - c) To elect the Officers and committee.
 - d) Discuss any resolution duly placed in the agenda and notice of meeting which shall be sent in writing to every member at least one month before the proposed date of such meeting.
- 3) The agenda shall contain:-
 - a) The minutes of the previous Annual General Meeting.
 - b) The minutes of any Special General Meetings held since the previous AGM.
 - c) All Officers and committee members shall automatically resign at the AGM but may immediately be voted for re-election by a two thirds majority of the members present and entitled to vote.
 - d) The reports of Officers and committee activities from the previous year.
 - e) The approval of audited accounts and subsidiary funds.
 - f) Motions submitted for discussion.
 - g) Any other business which shall cover any item not considered separately on the agenda and on which general decision may be taken. Provided that nothing is decided, which is important enough to have appeared on the agenda and discussed separately.
 - h) No Business shall be transacted at the AGM unless notice thereof appears on the agenda, with the exception of routine matters under Any Other Business, or those which, in the opinion of the Chairman are urgent.

K. Special General Meetings.

- 1) A Special General Meeting shall be called by the Honorary Secretary at the request of one third paid-up members of the club submitted to the Honorary Secretary. Such meetings shall be called within 28 days of the request and all members shall be notified within 14 days prior to day of the meeting.
- 2) No business other than that stated in the notice shall be discussed at a Special General Meeting.

L. Notices.

- 1) A notice may be given by the club to any member:-
 - a) Personally or
 - b) By sending it by post to the address known to the club. Where a notice is sent by post service the notice shall be deemed to be effected by properly addressing, pre-paying and posting it, and to have been effected at the expiration of 72 hours after posting.

M. Amendments to the rules.

- 1) The rules of the club may only be altered at the Annual General Meeting, or Special General Meeting, notice of which details of the proposal to alter rules. Such alterations shall not be brought into force until the Kennel Club has been advised and given its approval of the alterations.

N. Annual Returns to the Kennel Club.

1) The Officers acknowledge that during the month of January each year Maintenance of Title fee will be forwarded to the Kennel Club by the Secretary for the continuance of registration, and that by 31st July each year, other returns as stipulated in Kennel Club regulations for the registration and Maintenance Title of the Societies and Breed Council, 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 change of Secretary of the club which may occur during the year.

O. General.

- 1) The Kennel Club shall be the final court of appeal in all matters of dispute.
- 2) The club shall not join any Federation of Society of Clubs.
- 3) No person whilst an undischarged bankrupt may serve on the committee or hold any other office or appointment within a Kennel Club Registered Society.