



# WINCHESTER CITY DOG TRAINING CLUB

## RULES AND REGULATIONS

### 1. Name and Objects

The Club shall be called the Winchester City Dog Training Club and its object shall be to advise Members in suitable methods of training their dogs. All instruction shall be given in line with Kennel Club regulations. The Club will be Registered with the Kennel Club and shall comply with the rules and regulations as laid down by the Kennel Club for a Training Society.

### 2. Officers and Committee

The Committee shall consist of a Chairperson, Hon. Secretary, Hon. Treasurer, and a maximum of five Members that hold full voting rights as Member of the Club. The Committee can appoint a Show Secretary to be an additional member of the Committee. The Chairperson, Hon. Secretary and Hon. Treasurer shall collectively be known as the Officers of the Club. All Officers should be independent of each other when elected and during their term of office. For example, not husband and wife or living within the same household. Where one person is undertaking the role of two Officers a member can be appointed as an additional member of the committee.

### 3. Committee

The management of the Club shall be in the hands of the Committee as described in paragraph 2. The Committee shall retire annually at the Annual General Meeting but are eligible to offer themselves, individually, for re-election for the following year. The Committee shall have full voting rights with the Chairperson having the casting vote, if required.

Meetings of the Committee shall be held as often as deemed necessary but at least every three months. A quorum for such meetings shall be four of which the Chairperson and Hon. Secretary should, where reasonably possible, be present.

The Committee shall have the power to co-opt Members on to the Committee in the event of positions being or becoming vacant between Annual General Meetings. Those co-opted shall hold office until the next Annual General Meeting of the club at which the re-election of the Committee takes place. No person that has been a Member for less than six (6) months may be proposed, elected or co-opted on to the Committee.

No person whilst an undischarged bankrupt may serve on the Committee. All the Committee will maintain Membership and pay Subscriptions in line with paragraphs 4 and 9 respectively.

#### **4. Election of Members**

Candidates for Membership shall be accepted upon payment of their Subscription.

Membership shall be classed as one of the following:

Single – being for an individual of 16 years of age and upwards who shall have full voting rights as a Member.

Joint – being not more than two people through marriage, partnership, or other common arrangement. Each individual Joint Member shall have full voting rights as a Member.

Family – being two adults and their children under the age of 16 where such adults are the parents or guardians of those children. Each adult Family Member shall have full voting rights as a Member.

Junior – being an individual under the age of 16 years at the date of acceptance of their Subscription. No voting rights are available with this Membership.

Hon. Life – being such Membership conferred on those by the Committee where such person has normally given outstanding service to the Club over a period of fifteen years or more. Such Member shall have full voting rights but is exempt from Annual Subscription. All other fees and dues in favour of the Club remain payable and such person is required to re-apply annually to renew such Membership.

#### **5. Membership List**

The Club shall maintain an up-to-date list of Members and their addresses and if so requested, make the list available for inspection by the Kennel Club and Members of the Club. A declaration of the number of members of the club must be made with annual returns.

#### **6. Voting Rights**

Each Member entitled to voting rights shall be entitled to one vote upon acceptance of Membership. Proxy votes are allowed but postal votes are not allowed. Such Proxy votes must be advised to the Chairperson before the commencement of such General Meetings. Voting shall be either by show of hands or ballot, as decided by the Chairperson, but in the case of the election of the Committee this will be undertaken by ballot unless such appointments are not contested or are unopposed.

#### **7. Club Property**

Any property of the Club shall be held at the discretion of the Committee and not in trust for any other party. In the event of the Club ceasing to exist a Special General Meeting shall be called to decide the disposal of the Club's assets. If the Club is wound-up or ceases to be a Registered Society with the Kennel Club, it is the duty of the last-named Officers and Committee of the Club to forward to the Kennel Club, within six months thereof, a final statement of audited accounts (as per 8 below) and a record of the disposal of the property of the Club. It is also the duty of such Officers and Committee to ensure a proper winding-up of the Club.

## **8. Club Accounts and Annual Audit**

A bank account(s) shall be held in the name of the Club at a banking institution approved by the UK regulator for such purposes. The Committee shall have discretion to open and close such Bank Account(s) according to the needs of the Club. All monies should be paid into such account(s) and any withdrawal is to be made against the signature of at least two from either of the Chairperson, Hon. Secretary or Hon. Treasurer. Where one person is holding more than one of these positions of Office a nominated committee member will be added to the bank mandate as a third signatory. In all such circumstances bank account signatories must be independent of each during the period of office. For example, not husband and wife or living within the same household.

The Hon. Treasurer shall maintain the financial records of the Club, which will be the subject of an annual review and certified prior to presentation at the Annual General Meeting. Either a qualified accountant or two individuals with accountancy experience must undertake certification of the financial records. Those undertaking the certification must be independent from those who prepared the accounts. A copy of the annual accounts for the year just ended will be made available to members at least fourteen days prior to the date of the Annual General Meeting.

## **9. Subscriptions**

The Committee shall determine the annual Subscriptions. No Member whose Subscription is unpaid is entitled to any privileges of Membership and if that Member fails to renew their Subscription by 1<sup>st</sup> March in each year, then that persons' name shall be erased from the Membership. Acceptance of Membership thereafter will be dependent upon a new application and payment of any outstanding arrears.

## **10. Expulsion of Members**

Any member who shall be disqualified under Kennel Club Rule A11.j.(5) and/or Kennel Club Rule A11.j.(9) shall ipso facto cease to be a member of the Club.

If the conduct of any member shall, in the opinion of the committee of the Club, be injurious or likely to be injurious to the character or interests of the Club, the committee of the Club may, at a meeting, for which the notice convening such meeting 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 the meeting that he/she may attend and offer an explanation. If at the meeting, a resolution to expel is passed by a 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 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 condition as the Kennel Club may impose. If the Club expels any member for discreditable conduct in connection with dogs, dog shows, trials or competitions, the Secretary will report the

matter, in writing, to the Kennel Club within seven days and supply any further particulars required.

## **11. Financial Year and Annual General Meeting**

The financial year of the Club shall run 1<sup>st</sup> January to 31<sup>st</sup> December. The Annual General Meeting shall be held in March.

## **12. General Meeting**

The Annual General Meeting shall be for the following purposes:

1. To receive reports of the Committee, including the annual report and financial accounts for the year just ended.
2. To elect Officers and the remainder of the Committee.
3. To discuss and vote upon any Resolution duly placed on the Agenda which has previously been advised to the Hon. Secretary.

No business shall be transacted at the Annual General Meeting unless it appears on the Agenda, with the exception of routine matters or those that in the opinion of the Chairperson are considered urgent.

One month's notice in writing is to be given to each Member together with a proposed Agenda. Further items for the Agenda, including nominations for the Committee must be advised to the Hon. Secretary at least fourteen days before the date of the meeting.

## **13. Special General Meeting:**

A Special General Meeting shall be summoned by the Hon. Secretary if ten (10) Members or more have signed a requisition, stating the subject to be discussed and requesting such discussion at a Special General Meeting. The Committee is empowered to call a Special General Meeting at any time. Any Special General Meeting can only be held upon one month's notice, in writing, being given to all Members. No business shall be transacted at the Special General Meeting unless it appears on the Agenda, with the exception of those that in the opinion of the Chairperson are considered urgent.

## **14. Amendment to Rules:**

The Rules and Regulations of the Club may not be altered except at the Annual General Meeting or at a Special General Meeting where the agenda has specific proposals to amend the Rules and Regulations of the Club. Any proposed alteration(s) shall not be brought in to effect until the Kennel Club has been advised and has given its approval of the alterations unless such new rules or amendments are being introduced specifically to meet Kennel Club requirements, in which case they can be adopted immediately.

## **15. Annual Returns to the Kennel Club**

The Officers acknowledge that during the month of January each year, the maintenance of title fee will be forwarded to the Kennel Club by the Secretary for continuance of registration and that by 31<sup>st</sup> July each year, other returns, as stipulated in Kennel Club Regulations for the registration and maintenance of title shall 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 course of the year.

## **16. Kennel Club Final Court of Appeal**

The Kennel Club shall be the final court of appeal for interpretation of these Rules and Regulations and for all disputes relative to Canine or Club matters.

## **17. Federation of Societies/Clubs**

The Club shall not join any Federation of Societies or Clubs and will be non-political save other than to further the Canine Objects of the Club.

## **18. General Business**

1. The Hon. Secretary shall hold a copy of the Kennel Club rules and regulations.
2. The Registration with the Kennel Club, payment of the Maintenance of Title fee and compliance with the regulations, confers on such a club the official use of its title and permission to hold obedience shows under Kennel Club rules and regulations so long as the club remains registered.
3. The Hon. Secretary or an Assistant Secretary shall attend all meetings. An Assistant Secretary may only vote if they have been elected to the Committee or at a General Meeting if they are Member with eligible voting rights.
4. The Club and/or Committee cannot be held responsible for any loss, damage and/or injury to persons, dogs, or property.
5. Those attending Club activities are required to advise the Committee if their dog is known to have displayed aggressive tendencies.
6. An adult must accompany children under the age of sixteen.
7. Cleanliness of the venue and surrounding area used by the Club is the responsibility of all Members.
8. Bitches in Season shall not attend Club activities.
9. Dogs/Bitches with symptoms of infectious diseases shall not attend Club activities.
10. All Club trophies presented to members are to be held in trust and shall be returned either on lapse of membership of the Club, liquidation of the Club. or as and when requested including to allow for such trophies to be awarded to new holders.
11. All Members have an obligation to abide by the Kennel Club Code of Ethics for Breeders and Owners regardless as to whether, or not, their dog or dogs is or are registered with the Kennel Club.

Updated March 2024 with immediate effect, subject only to KC approval.