

# THE USK VALLEY WORKING GUNDOG CLUB RULES

## **1. NAME AND OBJECTS**

- 1.1. The Society shall be called the 'Usk Valley Working Gundog Club'
- 1.2. The Aims of the 'Usk Valley Working Gundog Club' are to promote Working Tests, Field Trials and to provide facilities for gundog training under experienced instruction.
- 1.3. The affairs of the Club will be conducted for the benefit of its members and will not be classed as a trading business.
- 1.4. Any surplus funds generated will be maintained to further promote the aims of the Club.

## **2. OFFICERS AND COMMITTEE**

- 2.1. The Club shall consist of; a Patron, President, Vice President, Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Field Trial Secretaries, Working Test Secretaries, Official Trainer and a Committee of twelve.

## **3. COMMITTEE**

- 3.1. The control and management of the Club shall be vested in the Committee, who shall have powers to carry out the business of the Club, call Special General Meetings, elect members and arbitrate in any disputed matters for which no provision is made in the rules.
- 3.2. There will be a maximum of twelve Committee Members, two of whom shall retire in rotation annually, but shall be eligible for re-election
- 3.3. One Officer of the Club shall retire annually, but shall be eligible for re-election.
- 3.4. The Patron, President and a number of Vice Presidents shall be elected by the Committee and hold office during their pleasure.
- 3.5. The Patron, President and Vice Presidents shall not have voting rights.
- 3.6. Any person under the age of eighteen years shall not hold the position of Patron, President, Vice President, Committee Member or Officer of the Club.
- 3.7. The Chairman, or in his/her absence the Vice Chairman, shall take the Chair at all Committee Meetings. In the absence of either, a Chairman may be elected from those present, for that meeting only.
- 3.8. A quorum for Committee Meetings shall be six, one of who must be, either the Chairman (or one elected from the committee) or Vice Chairman, Treasurer or Secretary.
- 3.9. Before every Committee meeting the Minutes of the previous meeting, together with an agenda of the business to be transacted shall be sent to all Committee Members.
- 3.10. Items for inclusion on an agenda should be sent to the Secretary.
- 3.11. Meetings of the Committee shall be held as often as deemed necessary but at least every three months.
- 3.12. The Committee shall have the power to co-opt members onto the Committee in the event of positions becoming vacant between Annual General Meetings. Those co-opted shall only hold office until the next A. G. M. at which an election of Officers and Committee takes place. Co-

opted Committee Members shall have voting rights at Committee Meetings. No individual who has been a member for less than 12 months may be elected on to the Committee.

#### **4. ELECTION OF MEMBERS**

- 4.1. Candidates for membership must be proposed and seconded by members of the Club, both of whom must be fully paid up. The election of members shall be solely vested in the Committee.
- 4.2. The membership will be divided into five categories – Single, Joint, Gamekeeper, Junior and Honorary. Junior memberships are accepted from those who have not reached the age of sixteen at the date of their election. Joint membership is open to two people residing at the same postal address. Honorary Life Membership shall be awarded at the discretion of the Committee and such membership will enjoy all rights and privileges of fully paid-up members. Membership will not be subject to residential qualification.

#### **5. LIST OF MEMBERS**

- 5.1. The Secretary shall maintain a register of members together with their addresses and telephone numbers. The register must be made available for inspection by Members of the Club or by the Kennel Club.

#### **6. VOTING RIGHTS**

- 6.1. No person under the age of sixteen years will be entitled to vote.
- 6.2. Only fully paid-up members are allowed to attend or vote at an Annual General Meeting.
- 6.3. Each Club Member shall be entitled to vote immediately upon acceptance of membership.
- 6.4. Postal votes and proxy votes shall not be allowed. Junior Members will have no voting rights. Joint membership shall have one vote per member of partnership.

#### **7. CLUB PROPERTY**

- 7.1. The property of the Club shall be vested in the Committee. In the event of the Club ceasing to exist, a final General Meeting shall be called to decide the disposal of the Club's assets and the outcome of the meeting notified to the Kennel Club.
- 7.2. A final statement of audited accounts with a record of the disposal of the property of the Club shall be forwarded to the Kennel Club within 6 months. The persons named as Officers and Committee of the Club 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.
- 7.3. All cups, trophies and awards donated to the Club shall be deemed to be the sole property of the Club, although every effort shall be made to ensure the wishes of the donors are respected

#### **8. CLUB ACCOUNTS**

- 8.1. A separate Banking Account shall be maintained in the name of the Club and all cheques drawn on the account shall require the signatures of two Officers, one of whom shall be the Hon. Treasurer.

- 8.2. The Committee shall have the power to deal with any expenses incurred on behalf of the Club.
- 8.3. The Club Accounts shall be kept by the Hon. Treasurer.
- 8.4. The Clubs accounts shall be certified annually and presented to the Members at the A. G. M.
- 8.5. The Club's accounts shall be certified by a qualified accountant or by two individuals with accounting experience. Either shall be appointed at the A.G.M.

## **9. SUBSCRIPTIONS**

- 9.1. The annual subscription of the Club shall be set at a sum agreed by Club Members at the Annual General Meeting and payable by 1<sup>st</sup> March each year.
- 9.2. The club year will also start on the 1<sup>st</sup> March.
- 9.3. Membership shall run from 1<sup>st</sup> March until the last day of February of the following year. A full subscription will be payable upon election. If Subscriptions are not paid by the 1<sup>st</sup> March membership will have been deemed to cease.
- 9.4. Acceptance back on to the register will be dependent upon a new application. A member shall not be entitled to any privileges of membership until a subscription is paid.

## **10. EXPULSION OF MEMBERS**

- 10.1. Any member who shall be suspended under Kennel Club Rule A42.j.(5) and/or any member whose dog(s) is/are disqualified under Kennel Club rule A42.j.(9) ipso facto shall cease to be a member of the Club for the duration of the suspension/disqualification.
- 10.2. 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, 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 the Member.
- 10.3. 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 so that the member may attend and offer an explanation.
- 10.4. If at the Meeting a resolution to expel is passed by two-thirds majority of the members present, the member's name shall forthwith be erased from the list of members.
- 10.5. The Club must report the matter in writing to the Kennel Club within seven days of such action and supply any particulars required.
- 10.6. The Member shall thereupon cease for all purposes to be a member of the Club, except that the Member may, within two calendar months from the date of such a meeting, appeal to the Kennel Club upon and subject to such conditions as the Kennel Club may impose.
- 10.7. If the Club expels a member for discreditable conduct in connection with dogs, Dog Shows, Trials and Competitions, the Club shall inform the Kennel Club within seven days together with any relevant information.

- 10.8. The position of any Committee Member who has been absent from three successive Committee Meetings shall be declared vacant unless, in the opinion of the Committee, there are sufficient mitigating circumstances.
- 10.9. Notice of a specially convened Committee Meeting shall be sent to the said member giving particulars of the Meetings he/she were absent from and advising them of the place, date and hour of the Meeting so that the Member may attend and offer an explanation.
- 10.10. If the reasons put forward by the said Committee Member are, in the opinion of two thirds of the Committee Members present at the Meeting, not acceptable, then the said Committee Member's position will be declared vacant.
- 10.11. The Hon. Secretary will inform the said Committee Member, in writing, of the Committees decision.
- 10.12. The Committees decision is final.

## **11. FINANCIAL YEAR**

- 11.1. The financial year of the Club shall be from 1<sup>st</sup> March to the last day of February.

## **12. ANNUAL GENERAL MEETING**

- 12.1. The Annual General Meeting of the Club shall be held on a date before the end of May each year.
- 12.2. A notice convening the A. G. M. shall be sent to every member at least twenty-eight days before the date of the proposed meeting.
- 12.3. On this notice, details must be given of the election of Officers and Committee (together with notification of any vacancies that have occurred) and request for items for inclusion on the Agenda.
- 12.4. An Agenda will be circulated at the A. G. M. those members that require copies prior to the A. G. M. must contact the Hon. Secretary.
- 12.5. At the Annual General Meeting the Annual Report, Balance Sheet and Certified Accounts shall be presented.
- 12.6. Propositions duly proposed and seconded by fully paid-up members may be included in the Agenda of the A. G. M. Such proposals must be in the hands of the Hon. Secretary no later than fourteen days before the date of the A. G. M. Voting on propositions shall be by show of hands, unless otherwise arranged.
- 12.7. Nominations for vacant Officer and Committee places must be proposed and seconded by members of the Club, each of the foregoing being fully paid-up members. All nominations to be in the hands of the Hon. Secretary at least fourteen days before the date of the A. G. M. Where the number of candidates for vacant Officer and Committee positions exceeds the number of vacancies, a secret ballot will be held on the day of the A. G. M. by members attending the meeting.
- 12.8. The quorum for the Annual General Meeting shall be fourteen members of which three must be Officers of the Club, two of whom must be the Hon. Treasurer and Chairman/ Vice Chairman.
- 12.9. The Chairman/Vice Chairman shall have the casting vote and whose ruling upon any matter shall be binding.

- 12.10. No business shall be transacted at the A. G. M. 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.

### **13. SPECIAL GENERAL MEETING**

- 13.1. The Hon. Secretary shall be bound to call a Special General Meeting any time should he/she be required to do so, in writing, by no fewer than thirty Club Members or by at least two thirds of the Clubs Committee.
- 13.2. Meeting to be arranged by Hon. Secretary within 28 days of its request.
- 13.3. Notice of such a meeting must be circulated to all members at least fourteen days before the meeting.
- 13.4. Such notice to include details of the business to be conducted. No business other than that notified may be conducted at a Special General Meeting.
- 13.5. Fourteen members shall form a quorum at a Special General Meeting, two of whom must be either the Chairman/Vice Chairman, Hon. Secretary or Hon. Treasurer.

### **14. AMENDMENT OF RULES**

- 14.1. The Rules of the Club may not be altered except at an Annual General Meeting or a Special General Meeting the notice of which contains specific proposals to amend the rules. Any proposed alterations to the rules may not be brought into effect until the Kennel Club has been advised and approved the alteration. New rules or amendments introduced specifically to meet Kennel Club requirements shall be adopted immediately.

### **15. ANNUAL RETURNS TO KENNEL CLUB**

- 15.1. The Officers acknowledge that during the month of January each year Maintenance of Title fee will be forwarded to the Kennel Club by the Hon. Secretary for continuance of Registration and that by 31<sup>st</sup> July each year, other returns, as stipulated in the Kennel Club Regulations for the Registration and Maintenance of Titles of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Authorities will be forwarded to the Kennel Club.
- 15.2. The Officers, also acknowledge their duty to inform the Kennel Club of any changes of Secretary of the Club that may occur during the course of the year.

### **16. KENNEL CLUB AUTHORITY**

- 16.1. The Kennel Club shall be the final authority for interpreting the rules and regulations of the Club and in all cases relative to canine or Club matters.
- 16.2. All Field Trials and Working Tests held by the Club shall be held under Kennel Club Field Trial Rules and Regulations.

### **17. UN-DISCHARGED BANKRUPT**

- 17.1. No person whilst an un-discharged bankrupt may serve on the Committee or hold any office or appointment within a Kennel Club Registered Club.

**18. FEDERATIONS**

18.1. The Club shall not join any federation of Societies or Clubs.