



CONSTITUTION

CONSTITUTION OF THE MID-NORFOLK GUNDOG CLUB

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Appendix 1 - Kennel Club Rule C3(a)7

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CONSTITUTION OF THE MID-NORFOLK GUNDOG CLUB

1. Name and purpose of the Club

i. Name

The Club shall be called The Mid-Norfolk Gundog Club.

ii. The purpose of the Club is to:

- a. Improve gundog training.
- b. Enhance the interest of Club Members in all aspects of gundog work.
- c. Provide opportunities for training, competition and general gundog work.
- d. Provide the opportunity for the exchange of information and ideas related to gundog work.

2. Membership

i. General information

The Club shall consist of unlimited membership which includes a President, Vice-President and Committee comprising Chairman, Vice-Chairman, Secretary, Treasurer and six Committee Members.

ii. Individual and Joint Membership

Ordinary annual (1st September to 31st August) membership is offered on the following basis:

- a. Individual.
- b. Joint, whereby two members of the same family may hold membership with the benefit of a reduced subscription.

Notes:

1. Only one of the members of a Joint Membership may utilise the membership to enter a Field Trial; this restriction does not apply to other competitions. Eligibility to enter Field Trials cannot be transferred between Joint Members; the first Joint Member to enter a Field Trial will be the nominated user.

2. Members become eligible for first preference to enter Gundog Working Tests (GWT) and Field Trials (FT) on election to the Club.

3. Membership will be automatically renewed, subject to the payment of the appropriate membership fee.

iii. Life Membership

Life membership may be awarded to individuals distinguishing themselves in gundog work or in service to the Club. Nominations for this award should be made to the Committee for their consideration and the subsequent approval of a General Meeting the Club.

iv. Application for Membership

Application is to be made in writing to the Secretary using the Application Form produced by the Club. All applicants are to be proposed by a Member and seconded by another Member. Members shall be elected to the Club by the Committee or a General Meeting of the Club.

v. **Resignation of membership**

- a. A Member may resign at will on giving notice in writing to the Secretary.
- b. If a member wishes to rejoin the Club after their resignation has been accepted application must be made as a new Member. See paragraph 3.iv.
- c. Any Member leaving the Club shall not be entitled to receive back any money paid to or on account of the Club during the period of membership, nor have any claim against the Club.

vi. **Expulsion of Members**

Members must also refer to Kennel Club Rule C3(a)7, which is reprinted at Appendix I.

- a. If it is the opinion of the Committee that the conduct of any Club Member is injurious to the character or interests of the Club the Committee may seek expulsion of the Member.
- b. Procedure:
 - i. The conduct of the Member will be considered at a Committee Meeting where the matter is a specific Agenda item.
 - ii. If the Committee concludes the alleged conduct of the Member warrants expulsion an Extraordinary General Meeting (EGM) of the Club will be called for the specific purpose of passing a resolution to expel the Member.
 - iii. Notice of the EGM (including date, place and time) and the allegations against the Member will be provided in writing to all Club Members.
 - iv. The accused Member will be given the opportunity to refute the allegations at the EGM.
 - v. A ballot of Members attending the EGM will decide the outcome. The resolution to expel must have the support of a two-thirds majority before it can be imposed.
 - vi. If the necessary majority supports the resolution the name of the Member will be removed from the Membership List immediately. Expulsion can occur two calendar months after the EGM subject to any appeal. The Kennel Club will be provided with all details within 7 days of the EGM.
 - vii. Any appeal against the expulsion must be made to the Kennel Club not later than two calendar months after the date of the EGM.
- c. 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

vii. **Membership List**

The Membership Secretary is to maintain an up-to-date list of members' names and addresses, and those of branch members where appropriate, and, if so requested, the list of names shall be made available for inspection by the Kennel Club and members of the Club. The number of members will form part of the annual return to the Kennel Club.

3. The Committee

i. Composition

The elected Committee will comprise: Chairman, Vice-Chairman, General Secretary, Treasurer, Membership Secretary, Field Trial (FT) Secretary, Gundog Working Test (GWT) Secretary and three Committee Members. The Committee may co-opt a maximum of four additional members.

ii. Responsibilities

- a. The management of the Club on behalf of the Members.
- b. To make bylaws.
- c. To decide upon all matters in dispute not provided for by the Rules (Constitution) of the Club. See Rule 12 *The Kennel Club as Final Court of Appeal*.
- d. Fixing the time, place and conditions of Field Trials, Gundog Working Tests and other competitions.
- e. To fill any vacancy occurring on the Committee.
Note. Any appointment made in this way must also be approved at a subsequent General Meeting of the Club.
- f. The proper investment of funds, after the payment of all expenses, produced by subscriptions, donations, fees and any fund-raising activity by the Club.

iii. Election of the Committee

- a. All Members of the Club shall be eligible to serve on the Committee unless Rule 4.iii.b applies.
- b. No person whilst an undischarged bankrupt may serve on the Committee or hold any other Office or appointment within a Kennel Club Registered Society.
- c. Candidates for the Committee must be proposed by a Member and seconded by another Member.
- d. Election to the Committee shall be by ballot of Members present at the A.G.M. or an E.G.M. where the matter is an Agenda item.

iv. Period of Office

Committee Members shall serve for a period of three consecutive years. At the end of the period of office they may stand for re-election by ballot of Members present at the A.G.M.

v. Privileges of Committee Members

Payment of fees for training will be waived for all elected Committee Members.

4. Officers of the Club

i. Officers:

President, Vice-President, Chairman, Vice-Chairman, General Secretary, Treasurer, Membership Secretary, FT Secretary, GWT Secretary

ii. Election of Officers

- a. Candidates for offices shall be proposed by one Member and seconded by another Member.

- b. Election of officers shall be by ballot of Members present at the A.G.M.
- iii. **Chairman – Period of Office**
No person shall serve in the office of Chairman for longer than three consecutive years. The Vice-Chairman will be automatically nominated as successor at the end of the period.
- iv. **General Secretary – Honorarium**
The General Secretary shall be paid an honorarium. The Committee will make a recommendation for approval at the A.G.M.
- v. **Treasurer – Honorarium**
The Treasurer shall be paid an honorarium. The Committee will make a recommendation for approval at the A.G.M.
- vi. **Membership Secretary – Honorarium**
The Membership Secretary shall be paid an honorarium. The Committee will make a recommendation for approval at the A.G.M.
- vii. **FT Secretary – Honorarium**
The FT Secretary shall be paid an honorarium. The Committee will make a recommendation for approval at the A.G.M.
- viii. **GWT Secretary – Honorarium**
The GWT Secretary shall be paid an honorarium. The Committee will make a recommendation for approval at the A.G.M.

5. Committee Meetings

- i. **Frequency of Meetings**
A Committee Meeting shall be held monthly or as required.
- ii. **Quorum**
Four shall form a quorum at a Committee Meeting.
- iii. **Minutes of Meetings**
The General Secretary will record Minutes of General and Committee Meetings in a Minute Book. Minutes of a Committee Meeting will be distributed to all Committee Members within fourteen days of the Meeting to which they refer. Members of the Committee present at the meeting are to approve the Minutes. The Chairman's signature confirms approval.

6. Annual General Meeting (A.G.M.)

- i. An Annual General Meeting of the Club shall be held to receive the reports of the Committee, elect officers and discuss any resolution placed on the Agenda. *See also 6 iii.*
- ii. No business shall be transacted at an A.G.M. unless notice appears on the Agenda. However in the case of urgent or unforeseen matters the Chairman can be asked to rule on their inclusion. The Chairman has the authority to

direct the inclusion of any matter he considers appropriate business of the A.G.M.

- iii. The Members present at an A.G.M. can be called on to interpret the Rules and Regulations of the Club. Generally this will be achieved by ballot and requires a two-thirds majority. *See also Rule 13.*
- iv. Members will be given sufficient written notice of an A.G.M. to submit Agenda items

7. Extraordinary General Meeting (E.G.M.)

- i. An Extraordinary General Meeting of the Club may be called at any time following a written request to the Committee. The request must state the reason for seeking an E.G.M.
- ii. Members will be given at least 14 days notice of an E.G.M.
- iii. Notice of an E.G.M. will also be published in The Shooting Times & Country Magazine.

8. Finance

- i. **Financial Year**
The Financial Year of the Club shall be from 1st September to 31st August.
- ii. **Bank Account**
An account shall be opened in the name of the Mid-Norfolk Gundog Club and all revenue received by the Treasurer, Secretaries, Committee Members or Members on account of the Club is to be lodged to the credit of the said account.
- iii. **Cheque Signatories**
All cheques issued are to be signed by any two of the following: Chairman, Treasurer, General Secretary, nominated Committee Members.
- iv. **Records**
The Treasurer shall maintain records of all income and expenditure to enable the preparation of the Balance Sheet.
- v. **Audit of Accounts**
The Committee will appoint an appropriately qualified and independent auditor. The Treasurer will liaise with the appointed auditor to ensure audited accounts are presented at the A.G.M.
- vi. **Annual Subscriptions**
Subscriptions for the forthcoming year will be recommended by the Committee and are to be approved by a majority of the Members attending the A.G.M.
- vii. **Payment of Subscriptions**

Annual subscriptions shall be payable on the 1st September and received by the Treasurer no later than one month from the date of the A.G.M. *See 8 viii.*

viii **Subscription Arrears and Limit of Liability**

Should a Member's subscription fees fall into arrears the privilege of Membership will cease. The liability of a Member shall not exceed the appropriate annual subscription fee. Any Member with subscription fees in arrears for a period of one year shall, after written notification from the Secretary, be struck off the list of Members.

ix. **Disposal of Assets**

Should the Members decide to wind up the Club and this decision is approved at a General Meeting of the Club the Committee must also be given instructions regarding the disposal of the Club's finances and assets. The Kennel Club will be notified of these instructions and compliance with them. In the event of the Club being unable to resolve any difficulty with the disposal of assets the Kennel Club will be asked to act as arbitrator. *See Rule 13.*

9. Membership of Federations and Societies

The Mid-Norfolk Gundog Club shall not join any Federation, Society or Club without specific permission of the Kennel Club.

10. Annual Return to the Kennel Club

- i. **Maintenance of Title.** The General Secretary is to ensure arrangements made for the Maintenance of Title Fee to be paid to the Kennel Club during the month of January.
- ii. **Date of Return.** The General Secretary is to ensure the annual return required by the Kennel Club is made by 31st July.
- iii. **Change of Secretary.** The Officers of the Club are to inform the Kennel Club of the change of General Secretary.
- iv. **Membership List.** The Membership Secretary is to maintain a List of Members and their addresses. The number of Members forms part of the Annual Return to the Kennel Club.

11. Amendments to the Rules of the Club

- i. The Rules of the Club can only be altered at a General Meeting when notice of the meeting includes details of the proposed alteration(s).
- ii. Approval of proposed alteration will be determined by ballot of Members present at the meeting; a two-thirds majority in favour is necessary.
- iii. The altered rules will not become effective until the Kennel Club has been advised and approved the alteration.

- iv. New rules or amendments to existing rules caused by Kennel Club requirements will be adopted immediately. In such cases the Committee will adopt the new rule or amendment on behalf of the Club. Members will be notified of the new rule or amendment as soon as possible afterwards and changes to the Constitution will be sought at the next A.G.M.

12. The Kennel Club as Final Court of Appeal

The Kennel Club is the final authority for interpreting the rules of the Society in all cases relative to canine or society matters.

Appendix I Kennel Club Rule C3(a)7

If the conduct of any Member shall, in the opinion of the Committee of the Society, 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 the 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 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 Society, 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.

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