



# Basingstoke and District Dog Training Club

## Club Constitution

### 1. Name and Objectives

The Society is called Basingstoke and District Dog Training Club (BDDTC). Its objectives are to promote good training and management of all types of dogs and to encourage an interest in Obedience and other dog related activities

### 2. Officers and Committee

The club consists of:

- A President (with no voting rights in committee, who may or may not be a member of the Society and who will be elected by the Committee for a period of 5 years)
- A Committee of up to 10 voting members, including a Chair, Secretary and Treasurer. Note: The Treasurer does not have to be a committee or club member. In such instance the Treasurer will have no voting rights
- An unlimited number of club members

### 3. Committee

- The management of the club is in the hands of the Committee
- Committee members will be elected annually at the Annual General Meeting (AGM)
- Committee meetings will be held as often as thought necessary but at least once every 3 months. Ongoing dates are agreed at each meeting. Members can put forward items for discussion at Committee
- The quorum for Committee meetings is 5
- The Committee has the power to co-opt new members should positions become vacant between AGMs
- Those co-opted will hold office until the next AGM when an election of Officers and Committee takes place. Co-opted members have voting rights at Committee meetings
- Only those who have been club members for more than 6 months may be elected onto the Committee

### 4. Election of Members to Committee

- Candidates for the Committee must each be proposed by one fully paid up member and seconded by another
- Voting is by a show of hands unless there are more candidates than places available
- If there are more nominees than Committee places available, a secret ballot will be held at the AGM. Members will be provided with a list of candidates and asked to pick their 10 preferred candidates. Voting forms will be collected and collated by the Chair of the AGM. Those with the most votes will be appointed to the Committee
- The Secretary and Treasurer will be elected at the AGM having each been proposed and seconded by two fully paid-up club members. The Chair will be elected annually at the first committee meeting post AGM and to be held within 1 calendar month of that meeting. The Chair has a casting vote at meetings in addition to his/her own vote
- The Committee may form sub-committees from the general membership and co-opt non-member specialists for defined tasks as appropriate

### 5. List of Members

- An up-to-date list of members' **names** and their addresses, must be maintained and, if so requested, **the list of names** made available for inspection by the Kennel Club **or members of the club**. A declaration of the number of members of the club must be made with Annual Returns

### 5A. Completion of Membership Forms

- All new members are required to complete a membership form when joining the club unless their full details (name, address, contact number and emergency contact person & number) were provided for temporary club membership on application for a training course. All club members are responsible to ensure that their details are kept up to date



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### 6. Voting Rights

- Each adult club member is entitled to one vote, which must be made in person
- Members are entitled to vote on acceptance of their membership request or on their 16th birthday, in the case of junior members. Junior members under 16 have no voting rights
- Joint members are entitled to one vote for each adult

### 7. Club Property

- The property of the Club is the responsibility of the Committee. Should the club cease to exist a final General Meeting will be called to decide on the disposal of the club's assets. The Kennel Club will be notified about the outcome of this meeting
- As a Registered Society, should the club be wound up or cease to be registered, a final statement of accounts with a record of the disposal of the property of the club shall be forwarded to the Kennel Club within 6 months. Named Officers and Committee members of the Society are held responsible by the Kennel Club for the proper winding up of the club

### 8. Club Accounts

- A Bank and/or Building Society Account, as agreed by the Committee, will be held in the name of Basingstoke and District Dog Training Club (BDDTC) into which all Club revenue shall be paid
- All payments are to be drawn up by the treasurer and to be authorised by any 2 signatories to the account
- The club accounts will be certified annually by an external auditor and will be presented to the members at the AGM
- Either a qualified accountant, or two unqualified individuals with accountancy experience must carry out the annual certification of accounts. Those undertaking the certification must be independent from those who prepared the accounts
- A copy of the annual statement of accounts for the last financial year will be made available on request to members of the club 2 weeks prior to the AGM. The annual statement of accounts will be available for inspection by members at the AGM
- Any reasonable expenses incurred on behalf of the Committee with their approval, shall be reimbursed from club funds on the presentation of a proper receipt

### 9. Membership Categories and Fees

The 3 club membership categories (and membership fee at the time of initial payment or renewal 01 January):

- ❖ Adult (£15)
- ❖ Joint (£20)
- ❖ Concession (16 years & under and 65 years & over) (£5)

- The annual membership fee will be an amount proposed by the Committee and agreed by members at a General Meeting and will be notified to the Kennel Club
- Notification of any change proposed to membership fees will be made available to members 1 month before the Annual General Meeting (or a special General Meeting called for this purpose) together with the Draft Agenda
- Membership fees are payable on 1 January every year and when a new member first joins the club
- Members whose membership fee lapses are not entitled to any of the privileges of membership. Members failing to pay their outstanding fees within the month of January, will be erased from the members list automatically. Acceptance back into the Club will be dependent on payment of arrears and the completion of a new club membership application form
- Once accepted for membership, providing subscriptions are paid on time, members cannot be refused renewal of membership except by following the procedure detailed in Item 10 below



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### 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 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 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 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 2 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 Society expels any member for discreditable conduct in connection with dogs, dog shows, trails or competitions, the Society must report the matter in writing to the Kennel Club within seven days and supply any particulars required

### 11. Financial Year

- The financial year of the Club shall be from 1 August to 31 July each year

### 12. Annual General Meeting

- The Annual General Meeting will be held in September or October each year unless exceptional circumstances dictate otherwise
- 1 month notice of the AGM will be given to all members by email, or in writing if requested. Simultaneously notices advertising the meeting will be displayed prominently at club reception, and will be posted on the Club Facebook page by the Secretary
- Notices will include a Draft Agenda for the meeting, advice of how and when items may be submitted for discussion at the AGM and a copy of any supporting documents to be discussed at the AGM
- Members must advise the Secretary, in writing or by email, of any items they would like to add to the agenda for discussion at least 2 weeks before the AGM
- The final agenda will be circulated to members at the AGM
- The nature of the business to be conducted at the AGM is to:
  - ❖ receive the report of the Committee and the Financial Report and Balance Sheet
  - ❖ advise and agree any changes in membership fees and categories of membership
  - ❖ elect a new Committee and the offices of Club Secretary and Treasurer
  - ❖ discuss items placed on the agenda by members, of which prior notice has been given to the Secretary (see above)
  - ❖ propose changes to the Club's Constitution
- No business shall be transacted at the AGM unless notice thereof appears on the agenda, with the exception of routine matters arising or those, which in the opinion of the Chair of the Meeting, are urgent
- The quorum for an AGM will be 7 voting members



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### **12A. Special General Meeting**

- A Special General Meeting will be called by the Secretary if 10 members send a signed request to the Chair of the Committee stating the subject to be discussed and requesting a Special General Meeting (SGM) for this purpose
- The Committee is also empowered to call a SGM
- No business other than that detailed on the agenda can be discussed at the SGM
- 2 weeks' notice of the SGM will be given to all members by email, or in writing if requested
- Simultaneously notices advertising the meeting will be displayed prominently at club Reception and be posted on the Club Facebook page by the Secretary
- Notices will include a Draft Agenda for the meeting and advice of how and when items may be submitted for discussion at the SGM
- Members must advise the Secretary, in writing or by email, of any items they would like to add to the agenda for discussion at least 1 week before the SGM
- The final agenda will be circulated to members at the SGM
- The quorum for a SGM will be 7 voting Members

### **13. Amendments to Rules**

- The rules of the Society cannot be altered except at a General Meeting, notice for which must contain specific proposals to amend these
- The exception to this is for new rules or amendments introduced specifically to meet Kennel Club requirements which shall be adopted immediately
- A copy of the Society's revised rules will be sent to the Kennel Club

### **14. 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 continuation of Registration and that by 31 July each year, other returns as stipulated in Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Authorities shall 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

### **15. Kennel Club Final Authority**

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

### **16. Joining other Societies or Clubs**

- The club will not join any Federation of Societies or Clubs

### **17. Un-discharged Bankrupts**

- No person whilst an un-discharged bankrupt may serve on the Committee of, or hold any other office or appointment within a Kennel Club Registered Society