

# The Midland Basset Hound Club – Rules & Regulations

## 1) NAME

The Club shall be called 'The Midland Basset Hound Club' herein after called the club.

## 2) OBJECTS

- a) To encourage the breeding of Basset Hounds to the published Kennel Club standard.
- b) To promote the interest and welfare of the breed, further its interests and encourage appropriate activities.

## 3) CONSTITUTION

The Club shall consist of one life President (who shall hold no other office), Honorary Vice Presidents (who shall be Honorary Life Members) a Chairman, a Vice Chairman, an Honorary Secretary and Assistant Secretary, an Honorary Treasurer, Membership Secretary, 12 Committee Members and an unlimited number of Members - all of whom shall be interested in the Basset Hound. (Honorary Life Memberships shall be at the discretion of the Committee and approved by the Membership at the AGM.)

## 4) MEMBERSHIP

- a) Members shall be nominated by two current members of the Club and approved by the Committee whose decision shall be final.
- b) Any Member whose subscription remains unpaid within three months of the due date will cease to be a Member except, if the arrears are paid, at the discretion of the Committee. Any member whose subscription is unpaid by the AGM shall not have any voting rights in the elections held before the Annual General Meeting. They will not be eligible for election to the General Committee, and will cease to be a member.
- c) The Club must 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, as at the end of the Society's financial year, must be sent to The Kennel Club with the Annual Returns.
- d) Any member who shall be disqualified under the 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.

## 5) SUBSCRIPTION

- a) The annual subscription shall be £5.00 Single, £7.00 Joint, £1.50 Junior.
- b) Joint members must be in joint ownership of a Basset Hound, a registered partnership, husband and wife or two members of the same family living at the same address. Junior members shall be under 18 years of age. Subscriptions shall be due on 1st January annually, and no one shall be deemed a member and entitled to the privileges of membership until his/her subscription has been paid.

## 6) MANAGEMENT

- a) The affairs of the Club and its management shall be conducted by the elected Officers and Committee i.e. the President (by virtue of his office), a Chairman, a Vice Chairman, an ~~Honorary~~ Secretary and Assistant Secretary, an ~~Honorary~~ Treasurer and 12 Committee Members. With power to co-opt.
- b) A quorum for the transition of business shall be two Officers and four Committee members.
- c) The Club undertakes to produce an annual list of Judges, divided into 5 parts i.e. A1, A2, A3, B and C, which indicates the criteria required for each level. Such list shall state the date of expiry and should be forwarded to the Kennel Club with the Annual Returns.
- d) The Club undertakes to keep a Minutes ~~Book which must contain a full record~~ of all business transacted at General Meetings and Committee Meetings, ~~including a record of all guarantees offered by the Club and~~ The membership secretary to maintain a list of the names and addresses of all current members of the Club; and to maintain a system of accounts showing a complete record of the income and expenditure of the Club and a Balance sheet. Such documents outlined above and also any other documents belonging to the Club are to be produced to the Kennel Club at any time when required.
- e) The Club will submit a written statement on steps being taken to maintain the health and welfare of the breed shall be submitted to the Kennel Club along with the Annual Returns.
- d) Except in an emergency, at least seven days' notice of the place, date and time convening a General Committee meeting shall be sent to every General Committee member together with a copy of the agenda of the business to be transacted.
- e) No business shall be transacted by the General Committee unless notice thereof appears on the agenda. The exceptions being ordinary office routine or matters arising from the minutes of the previous meeting, which need to be dealt with or matters which, in the opinion of the Chairman of the meeting, are urgent.
- f) Each member of the General Committee present at a General Committee meeting shall be entitled to one vote on each motion, except the Chairman of a meeting who shall have a casting vote only.
- g) In the event of the retirement, death or resignation of any member of the General Committee between the Annual General Meetings (AGMs), a majority of all remaining members of the General Committee shall have the power to co-opt any member to the General Committee. Any member so co-opted shall have the same voting rights as any elected General Committee member and shall serve until the next AGM.
- h) The General Committee shall have the power to invite any person or persons to attend any meeting to assist the General Committee. Such person or persons shall not be entitled to vote or take part in any of the proceedings of the meeting except in respect of the item on the agenda requiring their presence at the meeting.
- i) If a proposed decision of any committee or subcommittee has the potential to undermine the impartiality of a committee member because of the possibility of a clash between the persons self-interest and the interest of the club, that person must declare their interest and is not to be counted as participating in the decision making process for quorum or voting purposes.

## 7) ELECTION OF OFFICERS AND COMMITTEE

- a) The President shall be nominated by the Committee and elected by the membership at the Annual General Meeting. The membership status shall be that of an Honorary Member and he shall, as an ex officio member of the committee, have **No** the right to vote thereat. His role shall be to assist and advise the Committee.
- b) Officers and Members of the Committee shall be elected by ballot at the Annual General Meeting. Votes to be received and summarised by an independent scrutineer who shall present the result at the Annual General Meeting.
- c) Nominations must be received in writing by the Honorary Secretary **at least 21 days before the Annual General Meeting by the 15<sup>th</sup> December**. Nominees must be fully paid up members of the Club and have expressed a willingness to serve. No member shall be nominated as an Officer unless they have served on the Committee for the **three-two** consecutive years prior to the relevant AGM. **In an emergency where there is no committee or officer able to take up the position, a member of the club can be cooped to that position until the next AGM when it will be ratified or otherwise.**
- d) Officers and Committee members shall serve for a three-year period before retiring or seeking re-election. Any position, which becomes vacant before the expiry of the three-year term, may be filled by a new (co-opted) Officer or Committee member for the remainder of that term, after which they shall retire or seek re-election
- e) The officers shall, in rotation, retire in the following sequence – Secretary and **Vice** Chairman. **2** Assistant Secretary and **Vice** Chairman. **3** Treasurer.
- f) The retiring Officers and Committee shall be eligible for re-election without nomination. Any Officer or Committee Member who has not attended 50% of the club events in the preceding three years shall require a Nominator and Secunder and at the discretion of the Membership a vote shall be taken at the AGM,
- g) The members of the Committee shall be elected for a period of three years, one-third of whom shall retire in rotation each year.
- h) Co-opted members shall stand for election, without nomination, at the AGM immediately following their co-option.
- i) No person whilst an undischarged bankrupt may serve on the Committee or hold any other office or appointment within a Kennel Club Registered Society.

## 8) VOTING RIGHTS

Members of the Club, with the exception of Junior members, will be entitled to vote on any matters presented to the Annual General Meeting or a Special General Meeting. Joint membership will be restricted to TWO votes, irrespective of the number of members of any one partnership/family.

## 9) POWERS OF THE COMMITTEE

Without prejudice to the general power of the Committee to manage the Club's affairs.

- a) The Committee may elect such of its members as it, from time to time, thinks fit to constitute a subcommittee or subcommittees to exercise such powers of the Committee as the Committee may decide.
- b) The Committee may elect persons to fill any vacancies on the Committee or sub-Committee. [ full election to the committee covered in rule 7 above]

- c) The property of the Club shall be vested in the Committee.
- d) All cups, medals, cash or other such prizes offered for competition by members shall be awarded at such shows as the Committee may determine. In the case of Club Trophies to be held by winners for a given period, the Committee may, before handing them over, require a security or an undertaking by the holder that on receipt of a notice from the Honorary Secretary of the Club, such Trophy or Trophies shall be forwarded to him or her one week prior to such show.
- e) The Committee shall decide upon the value and nature of prizes to be offered at shows and other club events and may (subject always to the rules of the Kennel Club) make regulations for the conduct of shows and other club events.
- f) The Committee may deal with any matter not specifically provided by these rules.

## **10) EXPULSION AND RESIGNATION OF MEMBERS**

- a) Any Member who shall be suspended under Kennel Club Rule A42j(4) A 11.j.(5) and/or disqualified under Kennel Club Rule A42j(8) A 11.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, be injurious or likely to be injurious to the character or interests of the Club, the Committee may at a meeting, the notice convening which includes as an objective the consideration of the conduct of the member, determine that a Special General Meeting of the Club shall be called for the purpose to expel him or her. Notice of the Special General Meeting shall be sent to the accused member, giving particulars of the complaint and advising him of the place, date and hour of the meeting that he or she may attend and offer an explanation. If at the Special General Meeting, a resolution to expel is passed by a two thirds majority of the Members present and voting, his or her name shall be forthwith erased from the list of Members, and he or she shall cease for all purposes to be a Member of the Club, except that he or she may, within two calendar months, appeal to the Kennel Club upon and subject to such conditions as the Kennel Club may impose.
- b) If the Club expels any member for discreditable conduct in connection with dogs, Dog Shows, Trials or Competitions, the Club must report the matter in writing to the Kennel Club within 7 days and supply any particulars required.
- c) A member may resign his membership at any time but shall not be entitled to the return of any subscription paid. He shall, nevertheless, be liable for the payment of any subscription or charges due to the society.
- d) A member who has resigned, or whose resignation has been requested, or who has been removed from membership, or whose membership is suspended, shall forfeit all rights and privileges of the Club. He shall forthwith return to the Secretary any challenge cups or trophies belonging to the Club which he may hold.

## **11) GENERAL BUSINESS AND MEETINGS**

- a) The financial year of the Club shall be from 1st January to 31st December.
- b) The Annual General Meeting shall be held during the first three months of each financial year at such time and place as the Committee may decide for the following purposes: -
  - i) To receive reports from the General Committee.
  - ii) To receive the Balance Sheet and Accounts for the preceding financial year.

iii) To approve the accounts.

iv) To appoint scrutineers(s) for any ballots

v) To discuss any proposed resolution or matters duly placed on the agenda of which 21 days prior notice has been given to the Honorary Secretary.

c) Members must receive any ballot papers pertaining to committee and officers' positions at least 40 days before the Annual General Meeting and the ballots must be returned and in the scrutineers' hands 10 days before the AGM

d) Members of the Club must receive up to 21 days and not less than 14 days notice of General or Special General Meetings and such notice may be given either in writing or by public notice in the canine press.

d) No business shall be transacted at an Annual General Meeting unless notice thereof appears on the agenda - with the exception of routine matters or matters which, in the opinion of the Chairman of the Meeting, shall be dealt with as matters of urgency.

e) The quorum for Annual General Meetings shall be two officers and twelve members personally present.

f) At all meetings of the Club (or of the Committee) voting shall be by a show of hands, or by ballot at the discretion of the Chairman.

g) A Special General Meeting shall be called by the Honorary Secretary upon receipt of a requisition signed by at least 10 Members and setting out the purposes of the meeting but no business other than the matters set out in such a requisition shall be discussed at a Special General Meeting.

## 12) ACCOUNTING

a) An account, into which all moneys shall be placed, shall be opened in the name of the Club at such a Bank as the Committee may decide, and such account shall be operated only by the signatures of any two of the following:- Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer.

b) The Treasurer shall receive all moneys and keep a proper record of receipts and payments.

c) The accounts will be certified annually and presented to the members at the Annual General Meeting. (Certification must be carried out by one qualified Accountant or two unqualified individuals with accountancy experience.)

d) A copy of the Annual Statement of Accounts for the last financial year, certified in accordance with the rules of the Club, shall be made available at the Annual General Meeting or shall be forwarded, upon request, to a member.

e) No Officer, Committee Member or Member shall incur on behalf of the Club, any expense to the Club's funds without the sanction of the Committee.

## 13) NOTICES

a) Notices shall be served on any Member either personally, by publication in the 'Our Dogs' and 'Dog World', or by the regular postal service addressed to such Member at his/her registered address and shall be deemed to have been received in the ordinary course of the post.

b) Such notice must contain all the relevant information concerning the meeting and business to be conducted.



#### **14) WINDING UP**

- a) If the Club shall, for any cause, cease to exist, all cups, trophies and other property of the Club shall be disposed of as members in a General Meeting may decide.
- b) If the Club is wound up or ceases to be a Registered Club under these Regulations, a final statement of certified accounts with a record of the disposal of the property of the Club shall be forwarded to The Kennel Club within 6 months and the persons named as Officers and Committee of the Club on the last return furnished to The Kennel Club shall be held responsible by The Kennel Club for the proper winding up of the Club.

#### **15) KENNEL CLUB AUTHORITY**

- a) The Club shall function under the jurisdiction of the Kennel Club and in accordance with its rules and regulations.
- b) The Kennel Club is the final authority for interpreting Rules and Regulations of the Club and in all cases relative to Canine or Society matters.

#### **16) FEDERATION OF RULES**

The Club shall not join a federation of any other Club or Society.

#### **17) AMENDMENT OF RULES**

Any alteration of these Rules shall be made only at an Annual General Meeting, or Special General Meeting. The notice of intention for any alteration must be given in writing to the Secretary ~~not less than 21 days before the date of such a meeting~~ **by the 31<sup>st</sup> December**. The Secretary shall advise members of the intention to propose any alteration to the Rules at the time when the notice of such a meeting is issued. Alterations to the rules shall not be brought into force until The Kennel Club has been advised and given its approval of the alterations. New rules or amendments introduced specifically to meet Kennel Club requirements shall be adopted immediately and be included in the Club's Constitution with effect from the Club's annual Meeting.

#### **18) MAINTENANCE OF TITLE**

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 the 31<sup>st</sup> July each year, other returns, as stipulated by Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Societies, 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 Society which may occur during the course of the year.