



MORAY FIRTH SPANIEL & RETRIEVER CLUB

KC NO 693

Chairman: Roddy Forbes

Vice Chairman: Alan Pett

CONSTITUTION AND RULES 2013

The masculine pronoun is used throughout this Constitution and Rules but the provisions apply equally to males and females.

1. NAME

The Club shall be called the Moray Firth Spaniel and Retriever Club.

2. OBJECTS

The objects of the Club shall be to promote and encourage the improvement and wellbeing of working gundogs by means of field trials held under the Rules and Regulations of The Kennel Club and by any other means which the Club may deem incidental or conducive to the objects heretofore named.

3. OFFICERS AND COMMITTEE

- (a) OFFICERS of the Club shall consist of a President/ Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.
- (b) THE COMMITTEE: shall not exceed **FOURTEEN** including the Chairman, Vice-Chairman, Secretary and Treasurer.
- (c) Committee members, including officers shall each be elected for a **three** year period at an Annual General Meeting. Approximately one third of the Committee membership will retire each year. Retiring members will be eligible for immediate re-election which shall be by show of hands or secret ballot. Elections shall be carried by majority of those present and voting at the Meeting.
- (d) No individual who has been a member for less than one year may be elected on to the Committee.
- (e) Any member, other than an existing Committee member, wishing to be considered for election to the Committee at an Annual General Meeting must be proposed and seconded by another member and this proposal notified to the Honorary Secretary by 31st January in that year.
- (f) No person whilst an undischarged bankrupt may serve on the Committee of or hold any other office or appointment within a Kennel Club Registered Society.

4. DUTIES OF OFFICERS AND COMMITTEE:

- (a) The affairs of the Club will be managed by the Officers and the Committee.
- (b) Meetings shall be held in such places and at such times as shall be required by the Chairman or Vice-Chairman and shall be called at the instance of one or other of them. At a meeting of the Committee, if the Chairman is absent, the Vice-Chairman shall preside and in the absence of both, any member of the Committee elected by the members present shall preside at all meetings of any sub-Committee and subscribe all the Minutes thereof. **FIVE** members (including officers) shall be a quorum.
- (c) Each member present at a Committee meeting or sub-Committee meeting shall be entitled to one vote on each motion except in the case of an equality of votes when the Chairman of the meeting shall have a second or casting vote.
- (d) The Committee shall be in charge of all business matters and make arrangements regarding fixtures to be made for trials and all business relative to them. They hold all responsibility to the Club to see that all regulations are carried out in accordance with The Kennel Club Rules and Regulations.
- (e) In the event of a vacancy occurring on the Committee in the course of any year, the Committee shall have the power to fill the vacancy at their next meeting after the vacancy has been intimated or has become known to the Secretary. Those co-opted shall only hold office until the next general meeting of the Club at which the election of Officers and Committee takes place.
- (f) The Secretary will maintain a list of Members and their addresses to conform to the Data Protection Act which will be available for inspection if so requested by the members of the Club or by The Kennel Club. A declaration of the number of members of the Club will be made with the Annual Return.

5. MEMBERSHIP

- (a) The Club shall consist of an unlimited number of Members.
- (b) All applications for membership to the Club shall be elected or balloted for by the committee at its first meeting following receipt of the application – a majority vote deciding. The decision of the Committee not to admit any candidate shall be final and it shall not be bound to give any reason for its decision.
- (c) Upon payment of the Joining Fee and Annual Subscription, the new member shall be supplied with a copy of these Rules. Payment of the subscription will entitle the member to enjoy every benefit and privilege of the Club and such payment shall be his distinct acknowledgment of and his acquiescence to the rules of the Club.
- (d) No Member shall be entitled to be present or take part in any proceedings or vote at any General Meeting whether on a show of hands or by ballot, or to nominate or be nominated as a candidate for election to the Committee, or if nominated to be elected, or if elected to take office as a Member of the Committee if and while he:
 - (i) is due to the Club any subscription;
 - (ii) is due to the Club any other debt which has remained due for a period of more than three months after the same became due and payable
- (e) If a Member's subscription is not fully paid by 1st April next after it becomes due, he thereupon ceases to be a Member; however, upon payment of a joining fee and subscription for the following year, he may be re-admitted to membership.
- (f) No Member shall vote with regard to any matter in which he has a financial interest and shall be under obligation to declare any such interest which he may have.
- (g) Honorary Members may from time to time be elected at an Annual General Meeting and shall be deemed patrons of the Club but shall not be debarred from acting in full capacity of ordinary membership.

6. EXPULSION OF MEMBERS

- (a) If the Club expels any Member for discreditable conduct in connection with dogs, dog shows or trials, the Club must report the matter in writing to the Kennel Club within seven days and supply any particulars required.
- (b) 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) shall ipso facto cease to be a Member of the Club for the duration of the suspension and/or disqualification.
- (c) 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 interest of the Club, 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 Club shall be called for the purpose of passing a resolution to expel him.

- (d) Notice of the Special General Meeting shall be sent to the accused Member, giving particular of the complaint and advising the place, date and hour of the Meeting that he may attend and offer an explanation.
- (e) If at the Meeting a resolution to expel him is passed by a two-thirds majority of the Members present and voting, his name shall forthwith be erased from the list of Members and he shall thereupon cease for all purposes to be a Member of the Club except that he 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.

7. JOINING FEE AND SUBSCRIPTION

The Joining Fee and Annual Subscription shall be such amount as agreed by Members at the Annual General Meeting. All subscriptions shall be payable in advance on 1st January in each year.

8. FINANCE

- (a) The financial year of the Club shall be from 1st January to 31st December.
- (b) A separate Banking Account shall be opened in the name of the Club into which all revenues of the Club shall be paid and from which all withdrawals shall be made on the signature of two officers, one of whom must be the Honorary Treasurer. The remaining officer or officers authorised to sign shall be determined by the Committee.
- (c) Certification of accounts must be carried out by one qualified Accountant or two unqualified individuals with accounting experience. Certified accounts will be presented to the Members at the Annual General Meeting. No member of the Committee shall be eligible to act as an Auditor of the Club.

9. GENERAL MEETINGS

- (a) The Annual General Meeting of the Club shall be held not later than 31st March and shall be called in writing after the audited accounts are available. Members shall receive fourteen clear days' notice of the Annual General Meeting together with the Agenda of Business and details of any proposed alterations to the Constitution and Rules. The purpose of the Annual General Meeting shall be:
 - (i) to receive the Minutes of the previous Annual General Meeting
 - (ii) to receive and consider the Club's audited Accounts for the preceding financial year
 - (iii) to elect Office Bearers and Committee Members
 - (iv) to elect Honorary Members if appropriate
 - (v) to review the annual subscription and joining fee
 - (vi) to consider arrangements for events during the ensuing year
 - (vii) to consider amendments to the Constitution and Rules if appropriate
 - (viii) to consider any resolutions or items placed on the agenda of which prior notice has been given to the Honorary Secretary at least seven days prior to the Annual General Meeting.

No business shall be transacted at an Annual General Meeting unless Notice of such matters appears on the Agenda or, in the opinion of the Chairman, such matters are urgent or warrant discussion under the heading of Any Other Business.

- (b) Special General Meeting
A Special General Meeting shall be summoned by the Honorary Secretary if twenty members send a signed requisition to the Honorary Secretary stating the business to be discussed and requesting a Special General Meeting to do so. The Meeting shall be called within one calendar month of receipt of the requisition. The Committee of the Club is also empowered to call a Special General Meeting. Members shall receive fourteen clear days' notice of such meetings which shall state the business to be transacted. No business other than that detailed on the Agenda can be discussed at a Special General Meeting.
- (c) The Quorum for all general meetings shall be EIGHT and the Chairman shall, in the event of an equality of votes, have the casting vote.

10. CONSTITUTION AND RULES

The Constitution and Rules of the Club form the basis of membership and may not be altered except at an Annual General Meeting or a Special General Meeting. Notice of any proposal to alter or amend the rules must be given in writing to the Secretary at least twenty one days before the Annual or any Special General Meeting as intimation of such proposed alterations or amendments shall be made to all members at least fourteen days prior to the meeting at which the same will be decided upon by a majority of those present and voting. Such alterations shall not be brought into force until the Kennel Club has been advised and given its approval of the alterations.

11. ANNUAL RETURNS

The Officers acknowledge that during the month of January each year Maintenance of Title fee will be forwarded to the Kennel Club whether by the Secretary or by Direct Debit, for continuance of registration and that by 31st July each year, other returns, as stipulated in the Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Authorities, 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.

12. CLUB PROPERTY

The property of the Club shall be vested in the Committee. Trophies awarded to the Club shall be deemed the sole property of the Club and shall not be accepted under any other conditions.

13. WINDING UP OR DISSOLUTION OF THE CLUB

- (a) The Club may be dissolved or wound up provided that a resolution to that effect has been passed by a majority of two-thirds of the Members present at an Annual General Meeting of which notice specifying the intention to propose the resolution has been duly given.
- (b) If upon winding up or on dissolution of the Club there remains after the satisfaction of its debts and liabilities any assets other than trophies awarded to the Club, a general meeting shall be called to dispose of such assets.
- (c) With respect to the trophies, the donors shall, wherever possible, be consulted and such trophies disposed of in accordance with their wishes.
- (d) If the Club is wound up or ceases to be a Registered Society under Kennel Club Regulations, a final statement of certified accounts with a record of disposal of the property of the Club shall be forwarded to the Kennel Club within six months and 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 to the proper winding up of the Club.

14. KENNEL CLUB FINAL AUTHORITY

The Kennel Club shall be the final authority for interpreting the Constitution and Rules of the Club in all cases relative to canine or Club matters.

15. FEDERATION

The Club shall not join any Federation of Societies or Clubs.