

CONSTITUTION AND RULES OF THE BEARDED COLLIE CLUB

Where the male personal pronoun has been used its provisions apply to members of either sex

1. NAME AND OBJECTIVES

- (a) The Club will be called the Bearded Collie Club, hereinafter called "the Club". The objects of the Club are to promote the interests and the welfare of the Bearded Collie.
- (b) The Club will comply with all rules and regulations applying to breed clubs as required by The Kennel Club.

2. CONSTITUTION

- (a) The Club shall consist of a President, Chairman, Vice Chairman, three Officers namely Secretary, Membership Secretary, Treasurer and an unlimited number of members. There may also be Patrons

The above are defined as:

- (b) Patron(s): There may be a Patron or Patrons who on appointment by the General Committee shall automatically become an Honorary Life Member. The Patron may attend General Committee meetings but have no voting rights.
- (c) President: There shall be a President who shall be elected for a term of two years by postal ballot. The President may attend General Committee meetings but have no voting rights.
- (d) Chairman: There shall be a Chairman who shall be elected for a term of two years.
- (e) Vice Chairman: There shall be a Vice Chairman who shall be elected for a term of two years.

NOTE: Election for Chairman and Vice Chairman shall take place at alternate years.

- (f) Secretary: There shall be a Secretary who shall be elected for a term of two years.
- (g) Treasurer: There shall be a Treasurer who shall be elected for a term of two years.

NOTE: Election for Secretary and Treasurer shall take place at alternate years.

- (h) Membership Secretary: There shall be a Membership Secretary who shall be elected for a term of two years.

NOTE: This term to run concurrently with that of the Secretary

- (i) Honorary Life Members: A person may be elected an Honorary Life Member by postal ballot on the recommendation of the General Committee for outstanding service to the Bearded Collie or the Club.
- (j) No person whilst an undischarged bankrupt may serve on the General Committee of the Club or hold any office or appointment within a Kennel Club Registered Society.

3. MANAGEMENT OF THE CLUB

- (a) The management and control of the affairs of the Club shall be vested in an elective committee (referred to in these Rules as "the General Committee.")
- (b) The General Committee shall consist of the Chairman, the Vice Chairman, and three Officers namely the Secretary, the Membership Secretary, the Treasurer and a maximum of nine other members of the Club, three of whom shall retire, in rotation each year but be eligible for re-election.
- (c) Election to the General Committee shall be by postal ballot.

- (d) Eight members of the General Committee shall form a quorum, one of whom must be either the Secretary or the Treasurer.
- (e) Meetings of the General Committee shall be held as often as deemed necessary, but at least every three months.
- (f) Special meetings of the General Committee may be convened if any two of the Chairman, Vice Chairman or Officers consider it necessary.
- (g) * 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.
- (h) 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.
- (i) 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.
- (j) 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
- (k) 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.
- (l) If a proposed decision of any committee or sub committee has the potential to undermine the impartiality of a committee member because of the possibility of a clash between the person's 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.

4. ELECTION TO THE GENERAL COMMITTEE

- (a) Elections to the General Committee will be held annually by postal ballot for posts which have become vacant. The results will be announced at the Annual General Meeting and are effective immediately after that AGM. Only adult members of the Bearded Collie Club may stand for the General Committee.
- (b) Candidates must be proposed and seconded by members and submitted on the Club's nomination form. The form must be signed by the candidate and received by the Secretary no later than 31st December.
- (c) Voting papers shall be posted after 31st January to all members at their last known address or delivered by hand to the addressee.
- (d) Completed voting papers must be returned as directed, to be received by the date stated on the form.
- (e) If, following the ballot for the General Committee for the ensuing year, there are vacancies, then the Chairman of the AGM can call for nominations from the floor.
- (f) Candidates must be proposed and seconded, be present and indicate their willingness to stand.
- (g) Should there be more than one candidate for any position there shall be a vote by secret ballot of the members present at the AGM. The person with the most votes will be deemed elected for one year.
- (h) Should any member of the General Committee resign from their position during their term of office, then they may not stand for election for the same position on the General Committee for two years from the date of the acceptance of their resignation.
- (i) Should a member of the General Committee cease to be a member of the Club he shall thereupon cease to be a member of the General Committee.

5. ANNUAL SUBSCRIPTION

- (a) The annual subscriptions shall be subject to change, but will be of such amounts as agreed by members at the Annual General Meeting each year to be effective from that point.
- (b) New members must pay their subscription when applying for membership, however the General Committee reserve the right to refuse membership to the Club.
- (c) As payment of the subscription according to the rules will entitle the member to enjoy every benefit and privilege of the Club, such payment shall be his/her distinct acknowledgement and acceptance of the Constitution, Rules and Regulations of the Club. Annual subscriptions are due on 1st January each year and are payable to the Membership Secretary.
- (d) Any member whose subscription is unpaid by 31st January 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.
- (e) Membership will lapse if the annual subscription is not paid by 31st January.

6. FINANCES

- (a) Bank Account or Accounts shall be opened in the name of the Club into which all revenue of the Club shall be paid and from which withdrawals shall be made on the signature of two Officers, one of which shall be the Treasurer.
- (b) No expenditure or financial liability shall be incurred by the General Committee or any member of the Club beyond the funds of the Club. Any application for guaranteeing classes shall go before the General Committee for approval.
- (c) The Financial Year of the Club shall be 1st January to 31st December.
- (d) The accounts shall be kept by the Treasurer and will be certified annually and presented at the Annual General Meeting.
- (e) * A copy of the certified accounts will be available to members attending the Annual General Meeting. A copy will be sent, on request, to members who did not attend.

NOTE: Certification of accounts must be carried out by one qualified Accountant or two unqualified individuals with accountancy experience, independent of the committee.

7. GENERAL MEETINGS

Annual General Meeting:

There shall be an Annual General Meeting of the Club before 31st March each year for the following purposes:

- (a) To receive reports from the General Committee.
- (b) To receive and consider the Club's certified accounts for the preceding financial year.
- (c) To approve the accounts.
- (d) To appoint an accountant or two unqualified individuals with accountancy experience to certify the accounts for the ensuing year.
- (e) To declare the results of the postal ballots.
- (f) To discuss any resolutions placed on the agenda having been given in writing to the Secretary by 31st December.
- (g) To appoint scrutineers(s) for any ballots

- (h) * Notice of the AGM shall be sent to all members at their last known address at least 14 clear days before the closing date for items for the agenda.
- (i) * The agenda shall be sent to all members at their last known address at least 14 clear days before the AGM.
- (j) No business shall be transacted at an AGM 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.

Special General Meeting:

- (k) A Special General Meeting (SGM) shall be summoned by the Secretary if a majority of all the members of the General Committee deem it necessary, or upon receiving a requisition signed by not less than 50 members, stating the subject to be discussed. Any such requisition should be sent to the Secretary with a copy to the Chairman and/or Vice Chairman
- (l) No business shall be discussed or transacted at an SGM unless notice thereof appears on the agenda.
- (m) In the event of the General Committee failing to convene a Special General Meeting within 28 days of the receipt by the Secretary of a requisition for such a meeting, the requisitionists may call such a Special General Meeting to be held not later than 8 weeks after the deposit of the requisition with the Secretary.
- n) * Notice of an SGM, including the Agenda, shall be sent to all members at their last known address at least 14 clear days before the date of the meeting.
- (o) The Rules of the Bearded Collie Club may not be altered except at an Annual General Meeting or Special General Meeting notice of which includes details of the proposal to alter the Rules. Such alterations 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 included in the Club's Constitution with effect from the Club's annual meeting.

8. MEMBERSHIP

- (a) Any person is eligible to join the Club, however the General Committee reserve the right to refuse membership.
- (b) Members shall comply with the Club's Rules and Regulations and abide by the Club's 'Code of Ethics'.
- (c) 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.
- (d) * 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 be called for the purpose of passing a resolution to expel him. 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 may attend and offer an explanation. If at the meeting the resolution to expel is passed by a two thirds majority of the members present and voting, his name shall forthwith be erased from the list of members of the Club, and he shall hereupon 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 conditions as The Kennel Club may impose.
- (e) If the Club expels any member for discreditable conduct in connection with dogs, Dog Shows, Trials or Competitions the Club will report the matter in writing to The Kennel Club within seven days and supply any particulars required.
- (f) Any person who ceases to be a member of the Club shall forfeit all right and claim upon the Club and shall not be entitled to have any part of the annual subscriptions returned to him.
- (g) The judges for the Open Show and Championship Show will be chosen by secret ballot of the membership and voting forms will be sent to all members. On application in writing to the Secretary, a

member may choose to be treated as a Non-Voting member for Judges Ballots only and will therefore no longer receive Judges ballots. This decision may be revoked by contacting the Secretary.

9. MAINTENANCE OF TITLE

- (a) 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. 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 Council and the Affiliation of Agricultural Societies and Municipal Authorities will be forwarded to The Kennel Club.
- (b) The Officers also acknowledge their duty to inform The Kennel Club of any change of Secretary of the Club which may occur during the course of the year.
- (c) The Club will send a list of all members and their addresses to The Kennel Club with the Annual Returns, and, if so requested, make an up to date list of members available for inspection by The Kennel Club and members of the Club.

10. CLUB PROPERTY

- (a) If the Club is wound up or ceases to be a Registered Society with The Kennel Club, 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 and the persons named as the General Committee including the Officers, on the last returns furnished to the Kennel Club, will be held responsible by The Kennel Club for the proper winding up of the Bearded Collie Club.
- (b) The property of the Club shall be vested in the General Committee and in the event of the Club ceasing to exist a General Meeting shall be called to decide the disposal of all assets.
- (c) Persons donating challenge cups or similar trophies do so on the understanding that the gift is made outright to the Club. In the event of the Club ceasing to exist, challenge cups or similar trophies shall be returned, where possible, to donors or their heirs.

11. MISCELLANEOUS

- (a) The Kennel Club is the final authority for interpreting the Constitution, Rules and Regulations of the Club in all cases relative to Canine or Club matters.
- (b) The Bearded Collie Club shall not join any Federation of Societies or Clubs.

* For rules 3 (g), 6 (e), 7 (h), 7 (i), 7 (n), 8 (d) and 8 (g) the word sent shall mean either by post, or by email where an email address has been provided, or delivered by hand to the addressee.

Revised 18th March 2024