

SOUTHERN CAVALIER KING CHARLES SPANIEL CLUB

Founded 1979

CONSTITUTION and RULES

1. NAME

The Club shall be called The Southern Cavalier King Charles Spaniel Club.

2. OBJECTS

The objects of the Club shall be:

- (a) To promote general interest and the breeding and exhibiting of SOUND Cavaliers.
- (b) Provide 3 (three) Shows a year in the South of England.
- (c) Providing other activities, i.e. Teach Ins, Ringcraft, and Social Events which may be found desirable or necessary.

3. MANAGEMENT

(a) OFFICERS

The Officers of the Club shall be:-

- The President
- Hon. Secretary) ex-officio
- Hon. Treasurer)

(b) COMMITTEE

The Committee shall consist of the Officers and nine Members. Chairman and Vice-Chairman will be voted for by the Committee Members.

- (i) All Officers and Committee to have voting rights, the Chairman has the casting vote
- (ii) The Quorum shall be five.
- (iii) The Management of the Club shall be vested in the Committee who will be responsible for the arranging of Breed Shows, social functions and all matters relating to the Club.
- (iv) No two members of the same family or of a partnership shall serve simultaneously either as Officers or Committee members.
- (v) The Committee's year of office shall commence immediately after the Annual General Meeting.
- (vi) The Committee shall meet not less than six times each year.
- (vii) The Chair at all Meetings of the Committee shall be taken by the Chairman or an Officer.
- (viii) The Committee shall have the power to appoint a Cup Secretary and such other officials as they deem necessary and to fix the duties, remuneration (if any) and other conditions of engagement and discharge of such officials or any of them
- (ix) Every Officer and Member of the Committee, and every official appointed by the Committee shall be indemnified by the Club against all claims, costs and expenses which such persons may incur or become liable to incur by reason of any act or things done or omitted to be done by him authorised by the Committee and/or in the discharge of his duties
- (x) Officers and Committee shall be entitled to an annual allowance towards the expense of attending Committee Meetings; the amount of such allowances will be determined by the Committee
- (xi) Any Officer or Member of the Committee who shall during his/her term of office be elected an Officer or Committee Member of any other Cavalier Breed Club in

the U.K. shall there upon resign from his/her Office or Committee Membership in this Club

- (xii) No individual who has been a member of the Club for less than five years may be elected on to the Committee. Time as an Associate Member counts toward the five years, but members must have been full members for at least two years.
- (xiii) 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) PATRON

If the Club is without a Patron and the Committee or membership feel it is appropriate to identify one, the Committee will make the appointment and inform the membership at the next Annual General Meeting.

4. ELECTIONS

(a) MEMBERS

- (i) All new candidates for membership of the Club shall apply for Associate Membership. No proposer is required but candidates must complete an application form. Associate Members may not attend AGMs/SGMs, propose candidates for the Committee nor have voting rights, but will otherwise share all the benefits of membership with existing members. After three years, and on completion of a further application form, which must be supported by a proposer and seconder (both full members of at least two years standing), a request for full membership will be considered by the Committee. The Committee will vote on all applications - three negatives shall exclude. Lapsed members wishing to rejoin will, subject to the Committee's approval, be assigned the category of membership they previously held.
- (ii) The Committee shall be empowered to nominate for Honorary Life Membership any person who has rendered outstanding service to the Southern Cavalier King Charles Spaniel Club. The election to this distinction shall take place at the Annual General Meeting. The number of Hon. Life Members shall be a maximum of ten at any one time; an Hon. Life Member shall have the right to vote as any fully paid up member; but no right to attend Committee Meetings.
- (iii) The Club must send a list of members and their addresses, and those of branch members where appropriate, to the Kennel Club with their 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.

(b) OFFICERS

- (i) President - A President shall hold office for a term of five years. When a new President is required, the Committee will choose their candidate and inform the membership. If any member wishes to propose another candidate, and provided they have a seconder and the agreement of the candidate, they must inform the Secretary in writing at least 28 days before the next AGM and a ballot will be held at the AGM.
- (ii) The Hon. Secretary shall remain in office until resignation is offered by the Officer or until asked to resign by the Committee. The Secretary to receive an honorarium to be determined at the Club's AGM. When a new Secretary is required, the Committee will select their candidate and the membership will be invited to endorse the selection at the next AGM.
- (iii) The Hon. Treasurer shall be elected at the Annual General Meeting. The Treasurer to receive an honorarium to be determined at the Club's AGM.
- (iv) The Chairman and Vice-Chairman will be chosen by the Committee elected for that year at the AGM or the first Committee meeting following the AGM.

- (v) The number of Hon. Life Vice-Presidents shall be a maximum of three at any one time; an Hon. Life Vice-President shall have the right to vote as any fully paid up member; but, in addition shall have the right to attend Committee Meetings; but shall have no power to vote at same.

(c) COMMITTEE

- (i) All Committee Members will offer themselves for re-election each year.
- (ii) A list of those nominated for election to the Committee (together with the names and signatures of the proposer and seconder in each case) and the names of the retiring members of the Committee who are eligible and willing to stand for re-election accompanied by a record of attendance at Committee Meetings during the preceding year, together with a Ballot paper, shall be sent to every paid-up member of the Club not later than 31st December. Joint memberships will be sent two ballot papers. A member of the Committee not attending three committee meetings without a reasonable excuse in writing, will not be eligible for re-election the following year.
- (iii) Completed Ballot papers shall be returned, by post, to scrutiners appointed by the Committee not later than 31st January. Any Ballot paper containing votes for more than the required number of candidates shall be considered spoiled and shall be invalid.
- (iv) The result of the Ballot shall be announced at the Annual General Meeting.

5. EXPULSION OF MEMBERS

- (a) 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 A42.j.(9) shall ipso facto cease to be a member of the Club for the duration of the suspension and/or disqualification. 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 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 Club, 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 impose.
- (b) If the Club expels any members 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 seven days and supply any particulars required.

6. FINANCE

- (a) Subscriptions
 - (i) The Annual Subscription will be determined by the Committee and put to the Annual General Meeting for approval. This sum will be payable on 1st January each year. Any member failing to pay their subscription by the 30th June shall automatically cease to be a member. Each adult member shall be eligible to cast one vote.
 - (ii) Subscriptions shall be payable within one month of election.

- (iii) No member joining the Club after the 1st October in any year shall be required to pay a further subscription until the end of the following year.

(b) Bank Account

- (i) A banking account shall be opened in the name of the Club into which all revenue of the Club shall be paid and from which withdrawals shall only be made on the signatures of two or more Officers.
- (c) The financial year of the Club shall be from 1st January to 31st December.
- (d) If the Club is wound up or ceases to be a Registered Club under Kennel Club Regulations, 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 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 for the proper winding up of the Club.
- (e) Members of ten years standing on reaching their 75th birthday will have the option of remaining a member without paying further membership fees.

7. MEETINGS

(a) Annual General Meeting

The Annual General Meeting shall be held by 31st March each year to:

- (i) Elect the President - when required
- (ii) Elect the Treasurer
- (iii) Elect the Secretary - when required
- (iv) Receive the result of the Ballot for elections to the Committee
- (v) Nominate the Auditors and fix their remuneration
- (vi) Receive the Chairman's Report of the Club Activities and Committee Business
- (vii) Receive, and, if agreed, pass the annual certified accounts
- (viii) Transact business, notice of which appears on the agenda. No other business shall be transacted with the exception of routine matters or those which in the opinion of the Chairman of the meeting are urgent.

The Chair shall be taken by the President or, in his/her absence, by the Chairman.

Notice of the Annual General Meeting, together with the Agenda, shall be published in the Canine Press, namely Dog World & Our Dogs, or by a mailing to the whole membership, not less than fourteen clear days before the date of the meeting.

A quorum shall be twenty adult members.

(b) Special or Extraordinary General Meeting

- (i) A Special or Extraordinary General Meeting shall be called on the request of the President, the Committee or on the written requisition of twenty members who must state their reasons for requiring such a Meeting.
- (ii) The Notice convening such a Meeting shall specify the nature of the business to be transacted (and no business other than that named in the Notice shall be brought before the Meeting) and shall be circulated to all members at least twenty one days prior to the date of the Meeting.

8 CLUB ASSETS

The assets of the Club shall be vested in the Committee and if the Club shall be wound up or shall merge with any other Society, or shall fail to hold a show for twelve months, all

cups and trophies shall, if possible, be returned to the donors or their representatives and a General Meeting shall be called to decide the disposal of any other assets.

9 KENNEL CLUB

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

10 FEDERATIONS

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

11 ALTERATION OF RULES

The rules of the Club shall not be altered except at an Annual General Meeting or a 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 has 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.

12 ANNUAL RETURNS TO THE KENNEL CLUB

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 be forwarded to the Kennel Club.

The Officers also acknowledge their duty to inform the Kennel Club of any changes of Secretary of the Club which may occur during the course of the year.

13 WELFARE ORGANISATION

Structure:

SCKCSC Committee

Liaison Officer

Co-ordinator

Treasurer

Fund Raiser

Secretary

Helpers

Responsibilities:

LIAISON OFFICER:

The Liaison Officer is responsible to the SCKCSC for the operation of the Welfare Organisation. The Liaison Officer is to advise Officers of the Welfare Organisation on procedures and is to report progress and problems and disputes to the SCKCSC Committee.

CO-ORDINATOR;

The Co-ordinator is responsible to the SCKCSC through the Liaison Officer for all aspects of the Welfare Organisation within the prescribed area, except Fund-raising.

1 To compile and maintain a list of helpers (name, address, telephone) with the extent of assistance offered.

2 To maintain a list of vetted homes for re-homing.

- 3 To maintain a diary of activities. (Advice given, re-homing etc)
- 4 To ensure that the Welfare Organisation incurs no legal liability. (By obtaining signed permission before transferring dogs)
- 5 To advise and assist on welfare matters as required.
- 6 To re-home cavaliers if necessary.
- 7 To seek veterinary advice where necessary.
- 8 To liaise with the Treasurer regarding available funds.
- 9 To authorise Bills for payment.
- 10 To advise breeders (when known) that their stock is subject to welfare action. (This should be done as soon as a problem occurs so that the breeder has the opportunity to handle the problem, saving expenditure by the Welfare Organisation.)

SECRETARY:

The secretary is responsible to the Co-ordinator handling incoming and outgoing mail as directed, the compilation of reports and secretarial matters in general.

TREASURER:

The Treasurer is responsible to the SCKCSC through the Liaison Officer for the day to day financial matters of the Welfare Organisation and preparation of the Welfare Annual Accounts. The Treasurer is to liaise with the Co-ordinator regarding available funds.

FUND-RAISERS:

To act independently, other than where welfare organisation funds expenditure is required, when co-ordinator and treasurer authority is necessary.

OBJECTIVES:

To ensure the on going well being of any Cavalier King Charles Spaniel, placed in its care. To offer advice/help which may obviate the need to re-home.