

## **The Skye Terrier Club - Constitution & Rules**

### **1. NAME**

1.1 The Club shall be called the Skye Terrier Club having been formed in 1946 by the amalgamation of the Skye Terrier Association and the Skye and Clydesdale Terrier Club.

1.2 The Club shall not join any federation of societies or clubs.

### **2. OBJECTS**

2.1 The objects of the Club shall be to encourage the responsible ownership and breeding of Skye Terriers of correct type and temperament, and the judging of them at shows to be according to the Kennel Club standard for the breed. To hold shows and by offering guarantees and other means (offering special prizes and rosettes) procure classes for Skye Terriers at dog shows.

2.2 To promote educational, social activities, study and discussion, and research conducive to any of the objects heretofore named.

2.3 To provide a rescue scheme for all Skye Terriers.

### **3. MEMBERSHIP**

3.1 The Club shall consist of an unlimited number of members whose names and addresses shall be entered in a register to be kept by the Secretary which shall be available for inspection by the Kennel Club or a member of the Club on request.

3.2 The acceptance of members shall be vested solely in the committee and be by ballot or show of hands. The committee may, in recognition of exceptional service to the breed, bestow an honorary life membership on an individual.

3.3 Every candidate must complete and sign a membership form containing the code of ethics on the reverse side and be proposed and seconded by fully paid up members of the Club and must be known personally to the proposer and seconder. At the discretion of the committee, an application can be considered without a proposer or seconder.

3.4 Any member may withdraw from the Club on giving notice to the Secretary in writing. The retiring member to have no claim whatever against the Club and to be liable for his or her subscription for the current year in which notice is given.

3.5 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 vote by postal ballot, or to nominate or be nominated as a candidate for election to committee if and while he or she:

- a. Is due the Club any subscriptions or
- b. Is due the Club any other debt which has remained unpaid for a period exceeding 3 months, or
- c. Is an undischarged bankrupt.

### **4. MANAGEMENT OF THE CLUB**

4.1 The affairs of the Club shall be managed by a Committee comprised of Club President, Honorary Secretary, Honorary Treasurer, and 12 ordinary Committee members all of whom must be fully paid up members of the Club. A minute book with a record of all business conducted at committee meetings shall be kept by the Secretary.

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4.2 The President shall be elected by the members at the annual general meeting and serve for a period of three years, after which he or she may offer himself or herself for re-election. The President has full voting rights, except when in the chair at the annual general meeting.

4.3 The Secretary and Treasurer shall be elected by the members at the AGM and serve for three years retiring after which they may offer themselves for re-election. The Treasurer and Secretary shall have full voting rights.

4.4 Officers and ordinary members of committee shall be elected by the members at the AGM and shall retire annually on a three-year rotation after which they may offer themselves for re-election. No two members residing at the same address should hold positions of Officers of the Club.

4.5 All nominations for Officers and ordinary members of the committee must be received by the Secretary by 31 January. Nominees must have paid their subscriptions by this date to comply with 3.5. Should there still be vacancies for committee places on the day of the AGM, the committee have the power to co-opt from the membership present duly proposed and seconded. Those co-opted will stand until the next AGM.

4.6 A Chair and Vice Chair of committee shall be elected each year from the committee at their first meeting immediately after the AGM. The Chair of committee, at all times, shall have a casting vote only.

4.7 Seven members shall form a quorum two of whom must be Officers (viz President, Secretary, Treasurer) or Chair of committee. Should the Chair not be present, the Vice Chair will chair the meeting. Should neither be present, the Officers and ordinary members of committee shall choose one of their number to chair that meeting only.

4.8 Should a committee vacancy occur during the year, such vacancy shall be filled where possible by co-opting from the unsuccessful candidates at the last ballot then from among the members of the Club. The co-opted member shall serve until the next AGM. The co-opted member shall have full voting rights.

4.9 No person shall be elected to any post either as a committee member or as an Officer of the Club until they have been a fully paid up member of the Club for a period of three calendar years.

4.10 The Club committee shall have the power to appoint a Patron of the Club. Such appointment to be ratified by the members at the AGM.

4.11 The committee shall ensure that the Club has Public Liability Insurance covering the Club, Club trophies and rescue in accordance with Kennel Club guidelines.

4.12 The committee shall have the power to elect sub-committees as and when the need arises. Each sub-committee must have at least one committee member in its number.

4.13 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 by the Secretary for the continuance of Registration and that by 31st July each year, other returns, as stipulated by the Kennel Club Regulations for the Registration and Maintenance of Title 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 year.

4.14 No person whilst an un-discharged bankrupt may serve on the committee or hold any other office or appointment within a Kennel Club registered society.

4.15 If any committee member shall have been absent from three consecutive meetings of the committee without submitting a satisfactory explanation, they shall be deemed to have resigned from the committee. Attendance figures at committee meetings will be recorded on the ballot papers to help inform voters. Constitution with changes agreed at April 2017 AGM 3 Endorsed by The Kennel Club on 25 August 2017

4.16 All decisions at committee meetings shall be decided on a straight majority vote of those present with voting rights, except as described in 14.2. As noted in 4.6, the Chair shall have a casting vote only on any issue where the vote is tied.

## **5. ANNUAL GENERAL MEETING**

5.1 Annual General Meeting of the Club shall be held not later than 1st July in every year at such time and place as the committee shall appoint and three months notice shall be given to every paid up member of the Club. Notice shall be given in writing or, where the member has given consent, by email.

5.2 The minutes of the previous AGM and Financial Statement (certified by the Club Accountant, who shall be appointed annually by members at the AGM upon recommendation by the committee) shall be supplied to each member six weeks before the AGM. The financial year of the Club shall be from 1st January to 31st December.

5.3 All notices of motion, properly worded, duly proposed and seconded, or items for discussion on the Agenda must be in the hands of the Secretary by 31 January and circulated to members six weeks prior to the meeting.

5.4 The Chair of the committee shall chair the AGM, except as stated at 4.7.

5.5 Ballot papers for the election of Officers and ordinary members of the committee will be circulated to members no later than six weeks before the AGM. Results of Postal ballots for Officers, Committee and Judges will be announced at the AGM.

5.6 The Constitution & Rules, Code of Ethics, Rules of the Rescue Scheme and the Breed Standard shall be adopted by the Club and its members. The Constitution & Rules of the Club may only be altered at the AGM or a Special General Meeting. The detail of any proposed rule changes must be given to members six weeks prior to the meeting. A two third majority of the members present and voting is required to alter any rule in the Constitution & Rules, Code of Ethics or Breed Standard. Such alteration shall not be brought into force until the Kennel Club has been advised and given its approval of the alterations.

## **6. SPECIAL GENERAL MEETING**

6.1 A Special General Meeting may be called by the committee of the Club if they feel the business cannot wait until the next AGM or for whatever reason they deem it necessary. No less than 14 days notice shall be given in writing to members. No business other than that printed on the Agenda shall be brought before a Special General Meeting. The committee shall determine where the meeting is to be held.

## **7. EXTRAORDINARY GENERAL MEETING**

7.1 The committee shall, at any time, and upon a requisition signed by 25 members of the Club, a minimum of two who must be present at the Extraordinary General Meeting, (specifying the business for which such a meeting is required) summon a General Meeting of the Club. 14 days notice shall be given to Club members. No business other than that printed on the agenda shall be discussed. The committee shall determine where the meeting is to be held.

## **8. VOTING AT GENERAL MEETINGS**

8.1 Each UK member of the Club is entitled to a vote, excluding junior members, overseas members as decreed in 9.5 and life members without voting rights as decreed in 9.6.

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8.2 The Chair shall have a casting vote only on any issue where the vote is tied, but at all times the Chair should protect the status quo. All decisions shall be decided on a straight majority vote, except any alteration to the Constitution & Rules which will require a two thirds majority of the members present and voting.

8.3 Voting for election of Officers, Committee and Judges shall be carried out by Postal Ballot and ballot papers will only be issued to members complying with ref 3.5. In the event of a tied vote, this will be resolved by a secret ballot of members present and voting.

8.4 No member shall vote with regard to any matter in which he or she has a financial interest.

## **9. SUBSCRIPTIONS**

9.1 The annual subscription for members, both UK and overseas and the additional fee for Scottish Branch members shall be agreed at the respective AGM's. Membership is due on the 1st January each year, except for new members who join in the previous September to December who shall have the following year's membership free. Subscriptions may be repaid up to two years in arrears plus the current year's subscription. After a two year's lapse, membership must be re-applied for. To be eligible for any of the Annual Club awards, and to receive the ballot papers for the AGM, members must be fully paid up by the last day of January in that year.

9.2 ORDINARY MEMBERSHIP: Every member shall pay the Club an Annual Subscription for each year's ordinary membership of whatever sum may from time to time be decided by the Club at the AGM.

9.3 JOINT MEMBERSHIP: Any two members may apply for joint membership under which each person is entitled to the full benefits of ordinary membership except that they shall receive Club correspondence at a single address. The annual subscription for joint membership shall be whatever sum may from time to time be decided by the Club at the AGM.

9.4 JUNIOR MEMBERSHIP: Junior members shall pay whatever sum may from time to time be decided by the Club at the AGM. To qualify for junior membership the applicant shall be proposed and seconded by adult members and be under 16 years of age on the 1st January in that year. Junior members do not have voting rights.

9.5 OVERSEAS MEMBERSHIP: Every member resident overseas shall pay the Club for each year's overseas membership whatever sum may from time to time be decided by the Club at the AGM. Overseas members shall be entitled to the full benefit of ordinary members except voting rights and the holding of Club trophies.

9.6 LIFE MEMBERSHIP: Life members are not required to pay annual subscriptions. Life members shall be entitled to the full benefit of ordinary members including voting rights, except in the case where the committee has awarded the life membership on an honorary basis.

## **10. JUDGING LIST AND JUDGING**

10.1 A list of judges will be prepared annually in accordance with Kennel Club guidelines of best practice and shall be managed by the Judges Sub-Committee, which shall consist of all championship show judges on the committee, together with any other appointed committee members, the latter not to exceed 25% of the Sub-Committee. The Judges Sub-Committee will appoint a chair who must report regularly to the committee.

10.2 The Club will do its best to assist novice and aspiring judges to attain a high standard of efficiency when judging the breed by organising seminars and judges development talks.

10.3 The Club will approach other societies regarding the use of judges from our lists.

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## **11. WEBSITE**

11.1 The Club shall administer a website on the Internet to promote the breed and the Club. The site shall be administered by the Secretary or an appointed person from the committee.

## **12. MERCHANDISE**

12.1 The Club may if it desires sell merchandise via a Club stall at events, by post or by advertising on its website. The administration of this shall be delegated to a person or persons nominated by committee.

12.2 The administrators shall keep records and produce an appropriate stock list to the committee at least annually with a copy to the Club Treasurer for inclusion in the annual accounts of the Club. All records must be kept for a minimum of seven (7) years.

## **13. RESCUE**

13.1 The rescue co-ordinator shall be appointed by the committee and shall be responsible for the administration of the rules of the rescue scheme and shall keep, on file, records of all rescued Skye Terriers.

13.2 The rescue co-ordinator shall present to the Treasurer as required a balancing figure at the year end with a detailed list of expenditure. All records must be kept for a minimum of seven (7) years.

13.3 Following assessment, any dog placed in a new home by the rescue co-ordinator, shall become the legal responsibility of the new owner who will be responsible for the behaviour of the dog and shall take out his or her own liability insurance.

## **14. EXPULSION**

14.1 Any member who shall be disqualified under Kennel Club rule A11.j.(5) or Kennel Club rule A11.j.(9) shall ipso facto cease to be a member of the Club.

14.2 If the behaviour of any member is in the opinion of the committee, injurious or detrimental to the breed or Club, the committee may, if agreed by a two thirds majority of the members present and voting at a committee meeting, write, under registered cover, to the said member, inviting him or her to meet with the Officers of the committee to answer the complaint against him or her. They may bring a representative, but if they do so they must inform the committee of his or her identity and designation. The Officers will then report back to the full committee the outcome of the meeting and the committee will then debate which way to proceed. Should the said member refuse to meet with Officers, the committee would then write, under registered cover, to him or her, censuring him or her, and warning him or her as to his or her future conduct. This matter will then be concluded and no further correspondence will be entered into.

14.3 If the conduct of any member shall, in the opinion of the committee, be injurious to or likely to be injurious to the character or interests of the Club, the committee may at a meeting, the notice of which includes as an object the consideration of the conduct of a member, determine that a Special General Meeting of the Club shall be called for the purpose of passing a resolution 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 of the place, date and hour of the meeting, that he or she may attend and offer an explanation. If at that meeting a resolution to expel is passed by a two thirds majority of the members present and voting, his or her name shall forthwith be erased from the list of members, and he or she shall thereupon cease for all purposes to be a member of the Club, except that he or 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 may impose. 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 seven days and supply any particulars required.

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## **15. SUPPORT**

15.1 The Club's support shall only be given to such shows as are recognised by the Kennel Club.

## **16. CLUB PROPERTY**

16.1 The property of the Club shall be vested in the committee. In the event of the Club ceasing to exist, a final General Meeting shall be called to decide the disposal of the Club's assets and the outcome of the meeting notified to the Kennel Club.

16.2 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 six months, the officers and committee will be held responsible by the Kennel Club for the proper winding up of the Club.

16.3 Written requirements need to be obtained from the donors of trophies regarding their disposal.

#### **17. EMPOWERMENT**

17.1 The committee shall be empowered to deal with any matter which may arise and which is not provided for in these rules.

#### **18. FINAL AUTHORITY**

18.1 The Kennel Club is the final authority for interpreting the rules of the Club in all cases relative to canine and Club matters.

#### **19. CLUB ACCOUNTS**

19.1 A banking account shall be opened in the name of the Club into which all revenues shall be paid and from which withdrawals shall only be made on the signatures of two officers. The officers authorised to sign shall be determined by the committee. It shall be at the sole discretion of the committee to invest any surplus income of funds of the Club or disburse same in any manner it decides.

19.2 The account for each year shall be certified annually by the appointed accountant before the next Annual General Meeting and presented to the members.

**The foregoing Constitution and Rules of the club have been approved by the members at the Annual General Meeting held on 15 April 2017 and endorsed by the Kennel Club on 25 August 2017.**

#### **Honorary Secretary**

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#### **Honorary Treasurer**

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