

# THE BARBET CLUB OF GREAT BRITAIN

## CONSTITUTION AND RULES



**Barbet Club GB**

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## **NAME**

The Club shall be called THE BARBET CLUB OF GREAT BRITAIN Hereinafter referred to as 'the Club'.

## **AIMS AND OBJECTIVES**

To promote the ownership, working, exhibition and breeding of the Barbet.

To maintain the breed as closely as possible to the breed standard.

To provide education and advice to newcomers to the breed.

To safeguard the welfare of the breed.

To unite those interested in the breed into a friendly, supportive group.

To seek Kennel Club recognition of the Barbet breed in the UK

## **THE OFFICERS AND COMMITTEE**

The club shall consist of a Honorary Secretary, Honorary Treasurer and Honorary Chairperson, Committee of up to seven and an unlimited number of Members.

The Honorary Chairperson, Honorary Secretary and Honorary Treasurer are referred to as Officers of the Club .

A Vice Honorary Chairperson may be elected by the committee from amongst the officers and committee after the AGM who shall oversee the Honorary Chairperson's role in the event of absence.

The management of the club shall be in the hands of the Officers and Committee of the Club. The Chairperson of the meeting shall have a casting vote.

Meetings of the Committee shall be held as often as deemed necessary but at least every six months.

The Officers and Committee shall have full voting rights and in the event of a split decision the Chairperson shall have the casting vote in addition to his or her member's vote.

A quorum for Committee Meetings shall be five. Except in emergencies, Committee Meetings shall be convened by the Honorary Secretary giving notice via email, post or telephone not less than fourteen days prior to the meeting.

The club recognises specific areas of responsibility, currently, Membership, Health and Breeding, KC Recognition, Re-Homing, Events and shows, Media and publicity. These responsibilities and any others the Committee see necessary will be agreed amongst the committee and officers and then communicated to the membership. One person can do more than one role.

The Committee shall have the power to co-opt non voting Members on to the Committee in the event of positions becoming vacant between Annual General Meetings. Those Co-opted shall only hold office until the next General Meeting of the Club at which an election of Officers and Committee takes place.

No individual who has been a member for less than one year may be elected as an Officer or a member of the Committee. For this purpose, in 2017, anyone a member at end February 2017 will be deemed to have been a member for at least a year.

No individual whilst an undischarged bankrupt may serve on the Committee, or hold any other office or

appointment in the club.

## **ELECTION OF OFFICERS & COMMITTEE**

The Honorary Chairperson shall be elected annually at the AGM by ballot of all fully paid up Members eligible to vote, shall have full voting rights and shall be eligible for re-election.

The Honorary Secretary and the Honorary Treasurer shall be elected for a term of two years at the AGM by ballot of all fully paid up Members eligible to vote, shall have full voting rights, shall retire in alternate years and be eligible for re-election.

Committee Members shall be elected for a term of two years by ballot of all fully paid up Members eligible to vote and shall have full voting rights. Half the Committee shall retire annually and shall be eligible for re-election.

Candidates for the election of Officers and Committee must be proposed and seconded by fully paid up Members of at least one year's standing or by members as at end February 2017.

Nomination of Officers and Committee Members may be proposed by any Member of the Club, provided that the proposer and seconder are fully paid up members of at least one year's standing. Nominations to be in the hands of the Honorary Secretary at least 4 weeks before the A.G.M. together with the name of the proposer and seconder and the nominee's agreement to stand.

## **ELECTION OF MEMBERS**

Candidates for membership shall be proposed by one fully paid up Member of at least one year's standing, seconded by another fully paid up Member.

Candidates who apply for Membership will have been deemed to have read the Club Rules and Regulations and must agree to comply with them.

Candidates for Membership shall be agreed by the majority of Committee Members either by email or at the earliest Committee meeting.

## **DUTIES**

The Chairperson shall take the Chair at all meetings. If the Chairperson is unable to attend then the meeting shall be chaired by the Vice Honorary Chairperson.

The Honorary Secretary shall normally, but not necessarily, solely be responsible to summon all meetings, take minutes and be responsible for the general administration of the Club. If the Honorary Secretary is unable to attend a meeting then a person must be nominated to take minutes. The Honorary Secretary shall be responsible for reminding committee members that there is a meeting due by sending out the agenda and for taking minutes of the meeting.

The Honorary Treasurer shall receive all monies for the Club and shall prepare an annual financial report for the Annual General Meeting. The Honorary Treasurer shall also provide a simple Profit and Loss sheet at committee meetings.

The Membership Secretary shall maintain a complete and up to date list of Members with their addresses. A declaration of the number of Members of the Club must be made with the annual accounts.

## **SUB COMMITTEES**

The Chair is to be an officer or member of the main committee.

Minutes of all sub-committee meetings must be forwarded to the Honorary Secretary and all financial information is to be forwarded to the Honorary Treasurer before the next main committee meeting.

Details of all sub-committee meetings are to be discussed at main committees and the main committee may veto decisions made regarding issues raised at Sub Committee meetings.

Any main committee member has the right to attend Sub Committee meetings as non-voting observer.

## **VOTING RIGHTS**

Each Member shall be entitled to one vote immediately after 12 months membership. However for 2017 only any member who is a paid up member as at end February 2017 will automatically be entitled to vote.

In the case of Joint Subscription Members, each party shall be entitled to one vote.

Family Membership to include two Adult Members and Juniors resident at the same address; maximum of two votes eligible per family membership with no voting rights for the Junior Members.

## **CLUB PROPERTY**

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 assets and the outcome of the meeting notified to all members. Within six months of this meeting a final statement of audited accounts with a record of the disposal of the property of the Club shall be forwarded to all members by the committee. The committee will be responsible for the proper winding up of the Club.

Written acknowledgements from donors of cups and trophies that are given as outright gifts to the Club should be obtained.

## **CLUB ACCOUNTS & FINANCIAL YEAR**

Bank or Building Society accounts shall be held in the name of the Club into which all revenues of the Club shall be paid and from which withdrawals shall only be made on the signature of two of the following Officers: Honorary Chairperson, Honorary Treasurer, and Honorary Secretary.

The Accounts shall be kept by the Honorary Treasurer and will be certified as true and fair prior to the AGM. Certification of accounts must be carried out by one person of good standing approved by the committee.

The Accounts which must include a balance sheet shall be presented to the Club members at the AGM for their approval.

The Financial year of the Club shall be from 1st January to 31st December.

## **ANNUAL SUBSCRIPTIONS**

The annual Subscription will be eight pounds for a single membership and fifteen pounds for joint/family membership. This will be payable by 1st January each year.

Subscriptions may necessarily be subject to review at any Committee Meeting and agreed by members at an Annual General Meeting.

No Member whose subscription is unpaid is entitled to any of the privileges of membership and if the member shall fail to pay outstanding subscriptions by the end of January then his or her name shall be automatically erased from the register. Acceptance back on the register will be dependent upon a new application.

NOTE: Once Members have been accepted for membership, and providing they continue to pay their membership subscriptions at the correct time, they cannot be refused renewal of membership. With the exception of default on subscriptions, the only way to remove a Member from the Club's register is by

following the procedure defined below.

Foreign Membership: Open to adults who reside outside of Great Britain. Membership fees to be set to cover all additional postage costs; Will not be eligible to vote in any AGM, SGM or other ballot.

## **EXPULSION OF MEMBERS**

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 or 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 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.

The Committee reserves the right to refuse membership to, or to recommend to a General Meeting of the club for expulsion from membership of, any person who knowingly acts in breach of the Club's code of conduct to the detriment of the breed, an individual dog, or in such a manner as to bring the Barbet Club of Great Britain into disrepute.

## **ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held on or before the 31st July to:

To receive the report of the Officers and Committee which must include the accounts.

To declare the results of the ballots for Officers Committee Members. To declare the results of ballots for Amendments to the Rules and Regulations

To appoint an auditor.

To discuss items submitted in accordance with Club Rules and Regulations

To make any presentations if appropriate

Six weeks notice of such meetings must be given to members in writing/email Items for inclusion on the Agenda must be received by the Honorary Secretary four weeks before the meeting and must be proposed and seconded by fully paid up members.

The Agenda will include an item for the adoption of the Club's accounts.

The Agenda together with relevant ballot papers will be circulated three weeks before the Meeting.

The Honorary Secretary will act as scrutineer to whom all ballot papers must be returned by midnight seven clear days before the Meeting.

Only fully paid up members will be entitled to attend the Meeting and may vote in accordance with the rules.

A quorum shall be ten members.

Any proposals and nominations for the election of Officers and Committee must be received by the Honorary Secretary in writing six weeks prior to the AGM.

Election nominees shall signify in writing their willingness to accept office within a given period of time.

Existing Committee members shall be eligible for re-election and must notify the Honorary Secretary in writing six weeks prior to the AGM. They are not required to be proposed or seconded.

No business shall be transacted at the AGM unless notice thereof appears on the Agenda, with the exception of routine matters or those which in the opinion of the Honorary Chairperson of the meeting are urgent.

### **SPECIAL GENERAL MEETING**

A Special General Meeting (SGM) shall be summoned by the Honorary Secretary of the Club if requested to do so by a signed requisition of not less than 12 members stating the subject to be discussed and requesting a SGM to do so.

The Committee of the Club is also empowered to call a Special General Meeting.

The Special General Meeting should be held within 4 weeks of receipt of the request. The Honorary Secretary shall immediately inform the entire Committee of the meeting. Not less than 14 days notice of a SGM shall be given in writing (including email) to Members.

Only fully paid up Members will be entitled to attend the Meeting.

### **AMENDMENT TO THE RULES**

The rules of the Club may only be altered at an AGM/SGM, the alteration(s) being detailed on the notice of such meetings.

### **FEDERATION OF SOCIETY OR CLUBS**

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

### **IDENTIFICATION OF MEMBERS' DOGS**

Members must identify by means of microchipping all Barbets in their ownership or joint ownership.

### **KENNEL CLUB RECOGNITION**

It is acknowledged that numerous changes and additions will be required to these rules upon breed recognition by the Kennel Club. These changes will be made following the provisions above for rule changes at SGM or AGM.