

# UTILITY GUNDOG SOCIETY

## Society Rules and Regulations

The name of the Society shall be the UTILITY GUNDOG SOCIETY. This is of historical significance only and bears no relationship to the Utility Group as defined by The Kennel Club.

### 1. OBJECTIVES

The objectives of the Society are:

- 1.1. To organise Field Trials and Gundog Working Tests.
- 1.2. To promote and encourage the training of gundogs for work in the field by holding gundog training sessions.
- 1.3. To encourage high standards in breeding sound, purebred gundogs, free from hereditary faults.

### 2. SOCIETY OFFICERS AND COMMITTEE

- 2.1. The affairs of the PARENT BODY, hereinafter referred to as the SOCIETY, shall be conducted by a Committee, which shall consist of a President, Vice-President(s), Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Honorary Spaniel Secretary and a Committee, made up of four nominated members from each Branch.
- 2.2. Two representatives per Branch to attend SOCIETY Meetings to ensure a quorum and to represent the views of that Branch.
- 2.3. The offices of Secretary and Treasurer may be combined.
- 2.4. The management of the SOCIETY shall be in the hands of the Officers and the Committee.
- 2.5. All Officers [other than the President and Vice-President(s)] to retire annually but may offer themselves for re-election.
- 2.6. The Officers and the Committee shall have full voting rights. Each Branch shall have 4 votes regardless of members present. In the event of a split decision, the Chairman shall have the casting vote.
- 2.7. Meetings of the Committee shall be held as often as is deemed necessary, but at least twice a year.
- 2.8. A quorum of Committee Members shall be ten members including the Chairman, the Honorary Secretary and the Honorary Treasurer.
- 2.9. The Parent Body Chairman and Honorary General Secretary shall be de facto members of all four branches.
- 2.10. 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.

### 3. BRANCH OFFICERS AND COMMITTEE

- 3.1. The affairs of each Branch will be conducted by a Chairman and Committee with an Honorary Secretary and Honorary Treasurer.
- 3.2. The offices of Honorary Secretary and Honorary Treasurer may be combined.
- 3.3. The Officers and the Committee shall have full voting rights and in the event of a split decision, the Chairman shall have the casting vote.
- 3.4. Each Branch may also elect a Branch President and such Vice Presidents as the members may decide upon at the AGM.
- 3.5. The Branch President and Vice-President(s) will be ex-officio members of the Committee but shall not have voting rights.
- 3.6. All Officers [other than the President and Vice President(s)] to retire annually together with three members of the Committee.
- 3.7. No member may serve on the Committee for more than three years without standing for re-election.
- 3.8. All retiring Officers and Committee Members may offer themselves for re-election.
- 3.9. The Committee shall have the power to co-opt members onto the Committee in the event of a position becoming vacant between General Meetings, but those co-opted shall only hold office until the next General Meeting of the Branch at which an election of Officers and Committee takes place.

- 3.10. A quorum of Branch Committee Members shall be one third of the Committee plus one officer.
- 3.11. The Secretary of a Branch shall be de facto member of all other Branches.
- 3.12. 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. ELECTION OF MEMBERS

- 4.1. Candidates for membership of the Society must be proposed and seconded by fully paid up members of the Society or a Kennel Club Panel Judge. The applications will be presented to a subsequent Committee Meeting for approval. The vote to accept or reject the application shall be as decided by a majority in the Committee.
- 4.2. Members shall be accepted on payment of a Joining Fee and a subscription following approval by the Committee.
- 4.3. The Branches may consist of (a) Ordinary Members (b) Joint Members.
- 4.4. The Branches must provide the SOCIETY with the number of current members of the branch annually as part of the SOCIETY's Annual Returns to the Kennel Club.
- 4.5. A member may join as many Branches as he/she wishes.
- 4.6. In accordance with the requirements of the General Data Protection Regulations 2018 members must agree upon joining the Society and annually when renewing membership to their personal details being held on computer. Such details will be confined to the members' name, address, telephone number(s), e-mail address and breed of dog(s). No personal information will be divulged to an outside body other than The Kennel Club.

#### 5. VOTING RIGHTS

- 5.1. Each member (including those with Joint Membership) shall be entitled to one vote. Postal/proxy votes are not allowed.
- 5.2. Voting shall be as decided by the majority at the meeting.
- 5.3. Only paid-up members may vote at the Annual General Meeting and Special General Meetings.

#### 6. SOCIETY PROPERTY

- 6.1. The property of the Society shall be vested in the Committee. In the event of the Society ceasing to exist, a General Meeting shall be called to decide on the disposal of the Society's assets and the outcome of the Meeting notified to The Kennel Club.
- 6.2. A final statement of accounts with a record of the disposal of the property of the Society shall be forwarded to The Kennel Club within six months, and the persons names as Officers and Committee of the Society on the last Return furnished to The Kennel Club will be held responsible by The Kennel Club for the proper winding up of the Society.
- 6.3. Any Branch ceasing to exist must return assets, cups, etc to the SOCIETY.
- 6.4. Cups and trophies which are given as outright gifts to the SOCIETY will become the property of the SOCIETY and must remain within the UK.
- 6.5. Each Branch shall notify the SOCIETY of all trophies donated to the Branch, and the SOCIETY shall be responsible for the insurance and insurance claims of such trophies, however the Branches shall be responsible for minor repairs and maintenance, including new plinths etc.

#### 7. ACCOUNTS

- 7.1. The financial year of the SOCIETY shall be from 1st February until the 31st January the following year.
- 7.2. Bank or Building Society Accounts shall be held in the name of the Society and each Branch, into which all revenues of the Society/Branch shall be paid, and from which withdrawal shall only be made on the authorisation of any two of the following officers in writing: Chairman, Honorary Treasurer, Honorary Secretary, Honorary Spaniel/Field Trial Secretary or Honorary Working Test Secretary. Such

accounts may be registered for electronic banking and all withdrawals to be authorised in writing by any two of the afore- mentioned officers.

- 7.3. Each Branch will pay to the Society an annual capitation fee to be agreed at the Society AGM.
- 7.4. A qualified Accountant, or two lay-people with accounting experience, will be appointed to examine the accounts annually.
- 7.5. The Branch Accounts will be available by request not less than fourteen days prior to the Branch Annual General Meeting and available to all members who attend such meetings. Following approval, they will be forwarded to the Society's Honorary Treasurer.
- 7.6. The Parent Body Accounts will be available by request not less than fourteen days prior to the Society Annual General Meeting and available to all attending the meeting.
- 7.7. The duly examined Parent Body and Branch Accounts will be presented to the Parent Body General Committee and the Annual General Meeting for approval.

## 8. 8. SUBSCRIPTIONS

- 8.1. The annual subscription, payable on election and thereafter on 1st February, shall be £12.00 for Single Membership and £17.00 for Joint Membership, together with a joining fee set by each Branch to be paid to the Branch Treasurer.
- 8.2. These figures may necessarily be subject to review following agreement by the Committee of The Society at the Annual General Meeting, the outcome of which shall be notified to The Kennel Club.
- 8.3. 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 28th February, then his/her/their name(s) shall be automatically erased from the register. Acceptance back on to the register will be dependent upon a new application and payment of the joining fee.

## 9. HONORARY LIFE MEMBERSHIPS

- 9.1. These will be awarded at the discretion of the Society or Branch Committees.

## 10. EXPULSION OF MEMBERS

- 10.1. Any member who shall be disqualified under Kennel Club rule A11.i(5) and/or Kennel Club rule A11.i(9) shall ipso facto cease to be a member of the Society.
- 10.2. If the conduct of any member shall in the opinion of the Committee of the Society/Branch be injurious or likely to be injurious to the character or interest of the Society/Branch, the Committee of the Society/Branch 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 (SGM) of the Society/Branch shall be called for the purpose of passing a resolution to expel him/her.
- 10.3. Notice of the SGM 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 Society 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 may impose.
- 10.4. If the Society expels any member for discreditable conduct in connection with dogs, Field Trials or competitions, the Society must report the matter in writing within seven days and supply any particulars required to The Kennel Club.
- 10.5. The Kennel Club shall be recognised as the final court of Appeal in all matters of dispute concerning the Society and its members.

## 11. ANNUAL GENERAL MEETINGS

- 11.1. The Society Annual General Meeting (AGM) shall be held before the end of April.

- 11.2. No business shall be transacted at an AGM unless notice thereof appears on the Agenda which will be available by request not less than fourteen days prior to the meeting, with the exception of routine matters or those, which in the opinion of the Chairman, are urgent. Fourteen days notice shall be given to all Members of the agreed date of the AGM.

## 12. GENERAL MEETINGS

- 12.1. A Special General Meeting (SGM) shall be summoned by The Honorary Secretary of The Society if requested to do so in writing by not less than 5% of current Branch Membership stating the subject to be discussed and requesting an SGM to do so. The Committee of The Society is also empowered to call an SGM if it deems it necessary.
- 12.2. Any resolution passed either at the AGM or at an SGM can only be altered or rescinded at a subsequent General Meeting, due notice having been given to Members.
- 12.3. Ten shall form a quorum for each of the last-mentioned meetings to include two branch representatives and SOCIETY Officers.
- 12.4. Only paid-up members may vote at the General and Special General Meetings.
- 12.5. The minutes of all meetings held by the Parent Body or Branches will be retained by the relevant Honorary General Secretary for a period of 10 years.

## 13. AMENDMENTS TO THE RULES

- 13.1. The Rules of the Society may not be altered by the Society except at the AGM or a SGM, notice of which includes details of the proposal to alter the Rules.
- 13.2. Any proposed alteration to the Rules may not be brought into effect until The Kennel Club has been advised and approved the alteration.
- 13.3. New Rules or amendments introduced specifically to meet The Kennel Club requirements shall be adopted immediately and included in The Society's constitution with effect from The Society's Annual Meeting.
- 13.4. Each Branch may adapt the rules of the Society, however, the only differences in wording being those appropriate to the particular way the respective entities operate.
- 13.5. Proposals for Kennel Club Liaison Committee and Amendments to the Rules of Society should be discussed and agreed at local level, circulated to the other branches and then presented at the Society AGM for approval.

## 14. ANNUAL RETURNS TO THE KENNEL CLUB

- 14.1. The Society Officers acknowledge that during the month of January each year, Maintenance of Title Fee will be forwarded to The Kennel Club by the Honorary Secretary of the Society for continuance of Registration.
- 14.2. The Society Officers acknowledge 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.
- 14.3. The Officers also acknowledge their duty to inform The Kennel Club of any changes of Secretary of the Society which may occur during the course of the year.

## 15. KENNEL CLUB – FINAL COURT OF APPEAL

- 15.1. The Kennel Club shall be the final Court of Appeal in all matters of dispute concerning the Society and its members.

## 16. FEDERATION OF SOCIETY OR CLUBS

- 16.1. The Society shall not join any Federation of Society or Clubs.