



## THE KENNEL CLUB

Shows, Trials and Awards Department

# GUIDE TO THE FORMULATION OF RULES OF CANINE, BREED AND TRAINING SOCIETIES

This Guide is intended to assist Societies in the formulation of comprehensive rules, thereby establishing a sound base on which they may operate.

The Guide should be read in conjunction with Kennel Club Regulations C, the Regulations under which General Canine, Breed and Training Clubs are registered.

Every Society's Constitution should include rules to cover the following points and Paragraphs 5, 10, 14 and 17 of this Guide must be included exactly as printed.

### 1 NAME & OBJECTS PLEASE COMPLETE IN BLOCK CAPITALS AND INK

The Society shall be called

and its objects shall be

### 2 OFFICERS & COMMITTEE

The Society shall consist of \_\_\_\_\_  
(Please specify e.g. Patron, President, Vice-President, Hon. Secretary, Hon. Treasurer) and a Committee of \_\_\_\_\_ and an unlimited number of Members (all of whom shall reside within \_\_\_\_\_ miles of \_\_\_\_\_ /no restriction).

### 3 COMMITTEE

The management of the Society shall be in the hands of the following officers of the Society: \_\_\_\_\_ and a Committee consisting of \_\_\_\_\_ Members, of whom \_\_\_\_\_ shall retire (annually/bi-annually/on a \_\_\_\_\_ year rotation). Officers shall retire (annually/bi-annually/on a \_\_\_\_\_ year rotation).

The Patron/President/Vice-President shall be elected by \_\_\_\_\_ (Committee/Members) for a period of \_\_\_\_\_ years.

Members of the Committee shall be eligible for re-election every \_\_\_\_\_ years.

The following Officers and Committee shall have ( \_\_\_\_\_ no/full voting rights at Committee and General Meetings) \_\_\_\_\_ (include Patron/President/Vice-President).

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

A quorum for Committee meetings shall be \_\_\_\_\_

The Committee shall/shall not have the power to co-opt members on to the Committee in the event of positions becoming vacant between General Meetings.

Those co-opted shall only hold office until the next General Meeting of the Society at which an election of Officers and Committee takes place. Co-opted committee members shall/shall not have voting rights at Committee meetings.

No individual who has been a member for less than \_\_\_\_\_ may be elected on to the Committee.

### 4 ELECTION OF MEMBERS

Candidates for membership shall be \_\_\_\_\_ (specify method of election e.g. proposed by one existing fully paid up Member, seconded by another/accepted on payment of subscription).

NOTE: If Members are nominated, rules must specify how ballot will be taken by Committee.

An up to date list of Members and their addresses, and those of branch Members where appropriate, must be maintained and, if so requested, made available for inspection by the Kennel Club and Members of the Society. A declaration of the number of Members of the Society must be made with Annual Returns.

## 6 VOTING RIGHTS

Each Member shall be entitled to one vote immediately upon acceptance of membership/after \_\_\_\_\_ months membership.

Postal votes/proxy votes are/are not allowed.

Voting shall be by secret ballot/show of hands/as decided by majority at meeting.

NOTE: If joint memberships are accepted, specify the voting rights of the individuals e.g. one vote per partnership, one vote for each member of the partnership.

If junior memberships are accepted, specify:- (a) age limits (b) voting rights.

## 7 CLUB PROPERTY

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

(If a Registered Society is wound up or ceases to be a Registered Society under these Regulations, 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 named as Officers and Committee of the Society will be held responsible by the Kennel Club for the proper winding up of the Society.)

NOTE: Societies are advised to obtain written acknowledgements from donors of cups and trophies that are given as outright gifts to the Society.

## 8 CLUB ACCOUNTS

(a) A Banking Account shall be held in the name of the Society at \_\_\_\_\_ into which all revenue of the Society shall be paid and from which withdrawal shall only be made on the signatures of \_\_\_\_\_

(specify which Officers – must be two or more).

(b) A rule stating that the accounts will be certified annually and presented to the Members at the Annual General Meeting.

NOTE: Certification of accounts must be carried out by one qualified accountant or two unqualified individuals with accountancy experience.

## 9 SUBSCRIPTIONS

The amount of subscription, and date upon which this is due each year, must either be stated in the rules or the following clause inserted:-

“The annual subscription shall be such amount as agreed by Members in General Meeting and notified to the Kennel Club.”

Consideration should be given to the inclusion of the following rule:-

“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 \_\_\_\_\_ his/her name shall be automatically erased from the register. Acceptance back on the register will be dependent upon a new application and payment of arrears.”

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 Society's register is by following the procedure defined in paragraph 10 of this guide.

## 10 EXPULSION OF MEMBERS

Any Member who shall be suspended under Kennel Club Rule A42j(5) and/or any Member whose dog(s) is/are disqualified under Kennel Club Rule A42j(9) shall ipso facto cease to be a Member of the Society.

If the conduct of any Member shall, in the opinion of the Committee of the Society, be injurious or likely to be injurious to the character or interests of the Society, the Committee of the Society 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 Society 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 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 condition as the Kennel Club may impose.

If the Society expels any Member for discreditable conduct in connection with dogs, dog shows, trials or competitions, the Society must report the matter in writing to the Kennel Club within seven days and supply any particulars required.

## 11 FINANCIAL YEAR/ANNUAL GENERAL MEETING

The financial year of the Society shall be from \_\_\_\_\_ to \_\_\_\_\_ .  
The Annual General Meeting shall be held on \_\_\_\_\_ .

## 12 ANNUAL GENERAL MEETING

This rule must specify the following:

- a) Nature of Business to be conducted-  
e.g. To receive the report of the Committee and Balance Sheet, to elect Officers and to discuss any resolution duly placed on the agenda of which prior notice has been given to the Hon. Secretary. No business shall be transacted at an Annual General Meeting unless notice thereof appears on the agenda, with the exception of routine matters or those which in the opinion of Chairman of the Meeting are urgent.
- b) How notice of such meetings will be given to members  
e.g. in writing or by notice in the canine press – name of publication(s).
- c) How much notice will be given of meetings  
NOTE: Not less than 14 clear days notice must be given to members of the Annual General Meeting.
- d) When items are required by the Secretary for inclusion on the agenda.
- e) When agenda will be circulated  
e.g. at the meeting or \_\_\_\_\_ days before the meeting.

It is important that the timescales set are chronological (e.g. it is not acceptable to give members a minimum of 14 days notice of a meeting and at the same time expect Members to give the Secretary 14 days notice of items for inclusion on the agenda). The correct sequence of events is that notice of the meeting is served to Members, they are given the opportunity of submitting items for inclusion on the agenda and then the agenda is compiled and, if it is to be distributed to Members before the meeting, the agenda circulated.

## 12A SPECIAL GENERAL MEETING

A rule must be included as follows:-

A Special General Meeting shall be summoned by the Hon. Secretary if \_\_\_\_\_ Members send a signed requisition stating the subject to be discussed and requesting a Special General Meeting to do so. The Committee of the Society is also empowered to call a Special General Meeting.

No business other than that detailed on the agenda can be discussed at a Special General Meeting.

It is important to establish a reasonable number of requisitioners for a Special General Meeting to prevent frivolous requisitioning of Special General Meetings.

The method of convening and notifying Members of a Special General Meeting must be clarified within the Rules.

## 13 AMENDMENTS TO RULES

The rules of the Society may not be altered except at a General Meeting, the notice for which contains specific proposals to amend the rules.

Any proposed alteration to the rules may not be brought into effect until the Kennel Club has been advised and approved the alteration. New rules or amendments introduced specifically to meet Kennel Club requirements shall be adopted immediately.

## 14 ANNUAL RETURNS TO THE KENNEL CLUB

The Officers acknowledge that during the month of January each year, the Maintenance of Title fee will be forwarded to the Kennel Club by the Secretary for continuance of Registration and that by 31st July each year, other returns, as stipulated in Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Authorities shall be forwarded to the Kennel Club.

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 AUTHORITY

The Kennel Club is the final authority for interpreting the rules of the Society in all cases relative to canine or society matters.

## 16

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

## 17

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.

Registered Breed Societies must produce a list of Judges each year, which must be submitted to the Kennel Club as part of the Society's Annual Returns. The purpose of Breed Society Judges Lists is to indicate to interested parties those persons a Breed Society would support at differing levels of judging. Membership of the Society must not be a prerequisite for inclusion in the lists. Judges Lists should be divided into five parts namely, A1, A2, A3, B and C, and must indicate the date on which the list will expire. On expiry a new list must be completed.

A1 List – Judges who have previously been approved to award CCs in a given breed and have carried out the appointment.

A2 List – Judges who, if invited to judge by a Society, would in principle be approved by the Kennel Club to award CCs in a given breed for that occasion.

A3 List – Judges who are recommended by a Society as being suitable to award CCs in the breed, but not yet approved by the Kennel Club for inclusion on an A2 List.

B List – Judges who have been approved by Breed Societies to judge at Shows without CCs or Open Shows.

C List – Any C List drawn up by a Breed Club should comprise aspiring Judges who do not fall into any of the above categories.

Such Lists should be prepared by a Judges Sub-Committee, consisting of at least 75% CC Judges for the breed, appointed by the Committee of the Society. For breeds without CCs, the Judges Sub-Committee members should be experienced Judges within the breed. Judges Sub-Committee members need not be Members of the Society Committee. Lists compiled are not subject to ratification by the committee or membership of the Society. It is recommended that such Lists be prepared by secret ballot of the Society's Judges Sub-Committee, and Societies must clearly indicate to Members the method by which persons may be nominated for inclusion in the ballot and indicate the judging experience necessary for inclusion of a person's name in the Lists.

NOTE: The Shows, Trials & Awards Department of the Kennel Club is always available to answer enquiries and give assistance regarding matters relating to Society rules – contact may be made either by telephone or in writing.

Issued February 2004

**Shows, Trials and Awards Department**  
The Kennel Club, 1-5 Clarges Street, Piccadilly, London W1J 8AB  
Telephone 0870 606 6750 Fax 020 7518 1046  
[www.the-kennel-club.org.uk](http://www.the-kennel-club.org.uk)

All information is correct at time of printing