



**Chair: Rebecca Turner**

**Secretary: Shannon Higgins**

**Treasurer: Richard Turner**

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## **SOCIETY RULES**

### **1.0 NAME OF THE SOCIETY**

- 1.1 The society shall be called "Havanese Breed Society UK".
- 1.2 The society's objects shall be:
  - (i) To promote the responsible ownership of purebred Havanese.
  - (ii) To promote the responsible breeding of purebred Havanese, including health testing and breeding for temperament.
  - (iii) To make representations and recommendations to ensure the health of the breed.
  - (iv) To endeavour to protect the interests of the breed, including consistent adherence to the breed standard.
  - (v) To promote the role of the breed as a therapy dog.
  - (vi) To forge relationships with UK and International Havanese fanciers, with a view to working together in the best interests of the breed.

### **2.0 OFFICERS AND COMMITTEE**

- 2.1 The Society shall consist of a Chair, Secretary and Treasurer and a Committee of 6 persons and an unlimited number of Members.
- 2.2 At the discretion of the Committee, a Patron may be appointed.

### **3.0 COMMITTEE**

- 3.1 The management of the Society shall be in the hands of the following officers of the Society: Chair, Secretary, Treasurer and a Committee of 6 Members (9 total including officers), of whom 3 shall retire on a 3-year rotation.
- 3.2 Members of the Committee shall be eligible for re-election every 3 years.
- 3.3 The following Officers shall have full voting rights at Committee and General Meetings
- 3.4 Chair, Treasurer, Secretary

3.5 Meetings of the Committee shall be held as often as deemed necessary but at least once every 4 months.

3.6 A quorum for Committee meetings shall be 5.

3.7 The Committee shall have the power to co-opt members onto the Committee in the event of positions becoming vacant between General Meetings.

3.8 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 have voting rights at Committee meetings.

3.9 No individual who has been a member for less than 6 months may be elected on to the Committee. The exception to this will be during the first 6 months of the Society's existence.

#### **4.0 CATEGORIES OF MEMBERSHIP AND ELECTION OF MEMBERS**

4.1 The following categories of membership shall be allowed: Single (Age 18+), Joint (2 adults 18+), Junior (Under 18 years), Family (Persons living as a family in one household).

4.2 Candidates for membership shall be considered at the next Committee meeting and accepted or rejected based on a majority vote of those present and voting. Following acceptance by Committee, payment of subscription will confirm their membership.

#### **5.0 MEMBERSHIP RECORDS**

5.1 An up-to-date list of Members and their addresses must be maintained and, if requested, the list of names 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.

#### **6.0 VOTING RIGHTS**

6.1 Each Member shall be entitled to one vote immediately upon acceptance of membership.

6.2 Junior Members shall not have voting rights.

6.2 In relation to Joint Membership, there will be one vote for each member of the partnership.

6.3 Postal votes/proxy votes are allowed.

6.4 Voting shall be by show of hands, or secret ballot, as decided by majority at meeting.

#### **7.0 SOCIETY PROPERTY**

7.1 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 dispose of the

Society's assets and the outcome of the meeting shall be notified to the Kennel Club.

7.2 If the 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 Royal Kennel Club within six months and the persons named as Officers and Committee of the Society will be held responsible by the Royal Kennel Club for the proper winding up of the Society.

7.3 The Society will obtain written acknowledgement from donors of cups and trophies that are given as outright gifts to the Society.

## **8.0 SOCIETY ACCOUNTS**

8.1 A Banking Account shall be held in the name of the Society at Lloyds Bank, into which all revenue of the Society shall be paid and from which withdrawal shall only be made upon the signatures of Treasurer or Committee Members authorised by Committee to be signatories. A minimum of 2 signatories will be required to authorise payments. Passwords, PINs and usernames must be kept private, and details will not be saved on a device. Payments shall not be made from a device using a public Wi-fi network, and users are responsible for ensuring their device has suitable security measures installed.

(b) The accounts will be certified annually by either one qualified accountant or two unqualified individuals with accountancy experience. Those undertaking certification must be independent from those who prepared the accounts. The accounts will be presented to the Annual General Meeting.

(c) A copy of the annual statement of accounts for the last financial year will be made available on request to members 14 days prior to the AGM. Additionally, the annual statement of accounts will be available for inspection by members online.

## **9.0. SUBSCRIPTIONS**

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

9.2 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 6 months past their due date, their name shall be automatically erased from the register. Acceptance back on the register shall be dependent upon new application and payments 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 the following procedure defined in section 10 of these Rules.*

## **10.0. EXPULSION OF MEMBERS**

10.1. Any Member who shall be disqualified under Royal Kennel Club Rule A11.j(5) and/or Kennel Club Rule A11.j(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, 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 them.

10.3. 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 they may attend and offer an explanation.

10.4. If at the Meeting, a resolution to expel is passed by a two-thirds majority of the Members present and voting, their name shall forthwith be erased from the list of Members, and they shall thereupon cease for all purposes to be a Member of the Society except that they may, within two calendar months from the date of such Meeting, appeal to the Kennel Club upon and subject to such condition as the Royal Kennel Club may impose.

10.5. 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.

## **11.0. FINANCIAL YEAR/ANNUAL GENERAL MEETING**

11.1. The financial year of the Society shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

11.2. The Annual General Meeting shall be held between 1<sup>st</sup> April and 1<sup>st</sup> June each year.

## **12.0. ANNUAL GENERAL MEETING**

12.1. Nature of Business to be conducted:

- To receive the report of the Committee and Balance Sheet,
- To elect Officers and Committee,
- To discuss any resolution duly placed on the agenda of which prior notice has been given to the 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 the Chairman of the Meeting are urgent.

12.2. Notice of such meetings will be given to members in writing or by notice in the canine press.

12.3. Not less than 21 clear days' notice must be given to members of the Annual General Meeting.

12.4. Members must submit items for inclusion on the agenda by 14 days before the

meeting.

12.5. The quorum for an Annual General Meeting shall be 8.

#### **12A. SPECIAL GENERAL MEETING**

12A.1. A Special General Meeting shall be summoned by the Secretary if 4 Members send a signed requisition stating the subject to be discussed and requesting a Special General Meeting to do so.

12A.2. The Committee of the Society is also empowered to call a Special General Meeting.

12A.3. No business other than that detailed on the agenda can be discussed at a Special General Meeting.

12A.4. The quorum for a Special General Meeting shall be 8.

#### **13.0 AMENDMENTS TO RULES**

13.1 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.

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 Royal Kennel Club requirements shall be adopted immediately.

#### **14.0 MAINTENANCE OF TITLE FEE**

14.1 The officers acknowledge that a maintenance of title fee will be forwarded annually to the Royal Kennel Club whether by the secretary or by direct debit for continuance of registration and that any amendments to officers and committee members and any amendments to the rules of the society shall also be notified.

#### **15.0 OTHER**

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

15.2 The Society shall not join any federation of societies or clubs.

15.3 No person whilst an undischarged bankrupt may serve on the committee of or hold any other office or appointment within a Royal Kennel Club registered society.

**RULES END**