



## **CLUB CONSTITUTION**

(Version Updated 2020)

### **1. Name**

The Club shall be called the Japanese Shiba Inu Club of Great Britain

### **2. Objects**

The objects of the Club shall be:

- i) To foster, promote and encourage responsible ownership, exhibition and breeding other than the Japanese Shiba Inu
- ii) For the benefit of the Breed and exchange of views and information
- iii) The Club will not be classed as a trading business and all profits from any source, functions and/or activities of the Club shall be maintained for the benefit and future education of its members in management, training, showing, breeding and every other aspect pertaining to canine activity.

### **3. Officers and Committee**

The Club shall consist of:

- i) A Patron who may be appointed as and when such an honour is considered to be deserved by a Member of the Club. Nominations being put to a General Meeting. The Office of Patron is non-voting.
- ii) Any number of Honorary Vice Presidents who shall be elected for life. The names to be proposed by the Committee and voted on at the AGM in recognition of outstanding service to the Club. The Office of Honorary Vice President will be non-voting.
- iii) The offices of President, Secretary and Treasurer will be ex-officio members of the Committee.
- iv) The Committee shall consist of 9 (nine) persons.

An unlimited number of members and junior members (junior members do not have voting rights).

No person whilst an undischarged bankrupt may serve on the Committee of, or hold other office or appointment within a Kennel Club Registered Club.

#### 4. The Committee

The management of the Club shall be in the hands of the following Officers of the Club and the elected Committee

The Committee shall stand for a period of 3 (three) years – except as in Note below – and thereafter stand down 3 (three) at a time but shall be eligible for re-election.

**NOTE:** The following transition rule applies from 1/1/06 through to 1/1/09  
Prior to 1/1/06, the rules of the Club allowed for 12 Committee members each serving a two-year term. To enable the number of committee members to reduce to 9 members each serving for three years, the following will apply.

At the 2006 elections, six Committee members will be elected – the three with the highest number of votes will serve a three-year term, the next highest three will serve a two-year term.

At the 2007 elections, three Committee members will be elected for a period of three years.

At the 2008 elections, three Committee members will be elected for a period of three years.

**NOTE:** If for any reason at the AGM more than three people need to be voted onto the Committee to bring it back to the full compliment of 9 (nine), then the three people with the highest number of votes shall stand for a period of three years, and the remainder based on the vacancies remaining.

The President, Secretary and Treasurer shall stand for a period of 3 (three) years, thereafter standing down but shall be eligible for re-election.

If for any reason any of the above named persons fail to complete their term of office the replacements elected at the following AGM are only for the completion of the term of office.

If for any reason any of the above named persons fail to complete their term of office the Committee shall have the power to co-opt to fill up to three vacancies arising during the year, but persons so co-opted must stand for election at the next Annual General Meeting and if elected, will then serve for the remainder of the term of the person they replace.

Meeting of the Committee shall be held as often as deemed necessary and called by the Secretary/Chairman or decided on by the Committee. 6 (Six) members shall form a quorum, one of whom shall be an Officer, for the transaction of business.

Responsibilities of the Committee shall include arranging day to day affairs of the Club, shows, social, educational and general meetings, collation of membership lists, judges lists (through the Judges Sub-Committee), and appointment of judges. Stewardship of Club assets and any other items at the direction of the members.

If any question or dispute arises as to the meaning or interpretation of these rules, the matter must be submitted to the Committee for a ruling thereon.

The Committee shall have the power to appoint sub-committees to deal with specific matters and shall at its discretion authorise co-option to such sub-committees.

Resolutions made by Sub-Committee shall be dealt with as “proposals” at full committee meetings and will be voted upon (with the exception of the Judges Sub-Committee).

The Committee shall appoint the following positions each year:

A Member(s) of the Committee shall act as Cup Steward(s), responsible for keeping a check on the whereabouts of each Club Trophy and ensuring the availability of such trophies at functions where required.

A Member the Committee will act as KCLC Breed Liaison Representative to be responsible to the Committee in all matters.

A Member of the Club will act as BUBA Representative to be responsible to the Committee in all matters.

A Member of the Club will act as Breed Historian(s) and maintain accurate records of breed activities and pedigree files and medical information of a veterinary nature. Such information may be made available to any Member upon request and shall remain the property of the Club. Periodic reports will be provided to the Membership of health related matters.

#### **5. Nomination for Officers and Committee**

Nominations for the Officers and Committee, from paid up Members (of at least twelve months standing) must reach the Hon. Secretary (by recorded or signed for Delivery) at least 28 days before the AGM, or by the date set by the Committee in the notice of the Annual General Meeting. This must include a written acceptance to stand for Officer/Committee position from the nominee and a short synopsis for distribution with the Agenda.

Nominees standing for the Committee must be fully paid up members for at least 1 (one) year concurrent to election, nominees standing for Officers must be fully paid up members for at least 2 (two) years concurrent to election. The nominations for Officers/Committee shall be proposed by one fully paid up members and seconded by one other fully paid up member, both of whom have been members for at least 1 (one) year.

No two members of the same household can simultaneously serve as Officers of the Club.

No Officer or Committee member of the Japanese Shiba Inu Club of Great Britain may serve as an Officer or Committee Member of any other National Shiba Inu Club.

#### **6. The Chairman and Vice Chairman of the Committee**

Shall be elected by and from the Committee annually at the first meeting held after the AGM. The Chairman of the Committee shall “ipso facto” be the Chairman of the Club.

#### **7. Resignations**

Of any Committee Member or Officer must be in writing to the Secretary within 14 (fourteen) days of intimation. No person who voluntarily resigns shall be allowed to stand for re-election for a period of 3 (three) years. In the case of the resignation of the Secretary, the letter of resignation must be sent to the Chairman/President with details of submission of paperwork etc.

Any Officer or Committee Member who has resigned shall immediately return all papers required by the Committee to the Secretary.

**8. Any Member Missing 3 (Three) Consecutive Meetings**

Any member (with the exception of Patron and Hon Vice Presidents) that fails to attend three consecutive meetings without adequate reason will cease to be a member of the Committee.

**9. Club Membership and Election of Members**

Candidates for membership of the Club shall be proposed by one member and seconded by another (both fully paid up member of at least 12 (twelve) months and passed by the committee at a committee meeting. A majority vote of the committee present will decide. All owners and those who have the good of the Breed at heart may apply for membership. A copy of the club's rules will be attached to the application for membership form.

All applicants for Membership shall be in writing on the form prescribed by the Committee.

No person shall be admitted as a Member of the Club unless proposed by a Member and after receipt of the Annual Subscription. Junior Members are deemed to be those under 16 years of age.

Members under the age of 16 (sixteen) years of age cannot vote. Joint members shall have a vote each. Each member shall be entitled to a vote 12 (twelve) months after the acceptance of membership by the Committee. Junior members do not have a vote.

**10. Membership List**

An up to date list of members and their addresses must be maintained and, if so requested, made available for inspection by the Kennel Club and members of the Club. Only addresses where the member has signed the membership disclaimer authorising release of their details in accordance with the Data Protection Act, will be issued. A declaration of the number of members of the Club must be made with the Annual Returns.

**11. Subscriptions**

The subscription shall be payable on acceptance and thereafter annually on 1 January. The level of subscription payable shall be determined by the members at the AGM and notified to the Kennel Club. Subscriptions should be paid to the Treasurer. Any member whose subscription remains unpaid by 1 February shall not be entitled to any privileges of membership. If any members shall fail to pay the annual subscription the Committee shall have the power to erase his or her name from the list of Members. Any new member paying their subscription on or after 1 November shall have the following year's membership included.

Any member shall on ceasing to be a member of the Club, forego all claims upon the Club, its property and funds. Acceptance back onto the register will be dependant on a new application.

**12. Club Property**

The property of the Club shall be vested in the Committee. All challenge cups given to the Club must be an outright gift to the Club. Cups and trophies shall be confined to Members only. The cups to be disposed of in the event of the Club ceasing to exist at the discretion of the Committee. In the event of the Club ceasing to exist a 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. The assets shall be disposed of on a majority of members at the meeting..

The final statement of accounts with a record of the disposal of the property of the Club shall be forwarded to the Kennel Club within 6 (six) months. The persons named as Officers and committee of the Club will be held responsible by the Kennel Club for the proper winding up of the Club.

**13. Expulsion of Members**

Any Member who shall be suspended under the 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 Club.

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/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 so 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 member's 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 Club. Except that he/she may within two calendar months from the date of such a 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.

**14. Financial Year**

The Financial Year of the Club shall be from the first of January to thirty-first of December.

**15. Annual General Meeting**

The Annual General Meeting shall be held before the end of April preferably the third Sunday in March.

The Hon. Secretary shall despatch a notice to all Members at least two calendar months before the Annual General Meeting and include the notice in both dog papers ("Our Dogs" and "Dog World"). The notice must provide details of the hour, date and place of the AGM.

Nominations for the Officers and Committee, and resolutions for the agenda from paid up Members (of at least twelve months) must reach the Hon. Secretary (by recorded or signed for Delivery) at least 28 days before the Annual General Meeting, or by the date set by the Committee in the notice of the Annual General Meeting.

For purposes of calculating the twelve-month voting moratorium, the date of membership shall be counted up to the date of the Annual General Meeting.

The Agenda will be circulated 14 (fourteen) days prior to the AGM by post.

Certification of the accounts must be carried out by one qualified accountant or two individuals with accountancy experience. Those undertaking certification must be independent from those who prepared the accounts. (Change to Rule 8) A copy of the annual statement of accounts for the last financial year which must be certified in accordance with the rules of the society must be sent to all members of the society, or provision made in the rules of the society for a copy of the annual statement of accounts to 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 at the Annual General Meeting and at times to be stipulated in the rules. (Include in Rule 12)

The AGM will be for the following purpose.

- i) To receive from the Committee the Annual Report and Statement of Accounts, duly certified.
- ii) To elect Officers and Committee in accordance with Rule 5
- iii) To elect a qualified accountant who is not a member of the Club for the purpose of certification of the Accounts.
- iv) To consider payment of an Honorarium to either the Secretary or Treasurer or both at the discretion of the members present.
- v) To discuss any resolution duly placed on the Agenda

No business shall be transacted at an AGM unless notice thereon appears on the Agenda with the exception of matters that in the opinion of the Chairman of the Meeting are of utmost urgency.

#### **16. Special General Meeting**

A Special General Meeting shall be summoned by the Hon. Secretary within two calendar months if 20 (twenty) fully paid up members of at least 12 (twelve) months membership send a signed requisition (by recorded or signed for Delivery) stating the subject(s) to be discussed and requesting a special meeting to do so.

The Secretary of the Club will notify club members through the papers "Dog World" and "Our Dogs" and by post giving 28 days notice of the place, date and hour of the SGM. The subject matter of any resolution at a Special General Meeting shall not be re-considered at any further meeting for a period of at least 2 (two) years.

A quorum of 20 (twenty) members 1 (one) of whom shall be an Officer of the Club shall be an Officer of the Club shall form a quorum for the transaction of business at the SGM.

The Committee of the Club is empowered to call a Special General meeting at its discretion.

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

#### **17. Amendment to Rules**

The rules of the Club may not be altered except at a General Meeting. The notice for which contains specific proposals to amend the Rules. Any amendments will be resolved by a majority of two-thirds of the members present and voting. Any proposed

alteration to the rules cannot be brought into effect until the Kennel Club has been advised and approved the alterations.

**18. Club Accounts**

A banking account shall be opened in the name of the Club into which all revenue of the club shall be paid and from which withdrawals shall only be made on the signature of the Treasurer and Secretary/Chairman. The accounts shall be kept by the Treasurer and a qualified Accountant shall be appointed at each AGM who shall certify the Club accounts for the coming year before the next AGM. Copies of the accounts will be circulated in advance of the AGM.

The Treasurer shall keep and maintain an accurate system of accounts showing a complete record of all income and expenditure, the assets and liabilities of the Club. The Treasurer will at the end of each Financial Year provide a Balance Sheet and Income and Expenditure Account for that year, detailing each separate event and function to show those providing a profit or loss.

The Treasurer shall also provide a Quarterly Report of the Club's Financial Position to the Committee as a fixed item on the Agenda for each Committee Meeting.

Certification of the accounts must be carried out by one qualified accountant or two individuals with accountancy experience. Those undertaking certification must be independent from those who prepared the accounts. (Change to Rule 8) A copy of the annual statement of accounts for the last financial year which must be certified in accordance with the rules of the society must be sent to all members of the society, or provision made in the rules of the society for a copy of the annual statement of accounts to 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 at the Annual General Meeting and at times to be stipulated in the rules. (Include in Rule 12)

**19. Annual Returns to the Kennel Club**

The Officers acknowledge that during the month of January each year Maintenance of Title fee shall be forwarded to the Kennel Club by the Secretary for continuance of registration and that by 31<sup>st</sup> 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 Affiliations of Agricultural Societies and Municipal Societies, be forwarded to the Kennel Club. The Officers also acknowledge their duty to inform the Kennel Club of any change of Secretary to the Club which may occur during the course of the year.

**20. Kennel Club the Final Court of Appeal**

The Kennel Club shall be the final authority for interpreting rules of the Club in all cases relative to canine or club matters.

**21. Embargo on Federation**

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