

THE JERSEY DOG TRAINING ASSOCIATION

GENERAL RULES



1. NAME & OBJECTS

- a. The name of the Association shall be The Jersey Dog Training Association (previously known as The Alsatian GSD Training Club (Jersey)).
- b. The objects of the Association shall be
 - To promote responsible dog ownership and a better understanding of their care and welfare.
 - To train both handler and dog in all aspects of dog training and to promote the same with the general public.
 - To provide an atmosphere of friendship amongst members to stimulate an interest in all types of dogs with a view to helping each other.

2. OFFICERS & COMMITTEE

The Association shall consist of a President, Vice-President, Honorary Secretary, Honorary Treasurer and not less than 3 and not more than 6 Committee Members (together comprising the 'Committee' as referred to in these rules).

3. COMMITTEE

- a. The management of the Association shall be in the hands of the Committee which shall comprise the following officers of the Association: President, Vice-President, Honorary Secretary, Honorary Treasurer, and between 3 and 6 Members of the Association, all of whom shall retire annually.
- b. Each Officer shall be elected by ballot at an Annual General Meeting of the Members for a period of one year and are eligible for re-election for consecutive periods.
- c. Members of the Committee shall be nominated and elected by ballot at an Annual General Meeting of the Members for a period of one year and are eligible for re-election for consecutive periods.
- d. All Officers and other Committee Members are entitled to attend Committee meetings and are entitled to vote on any business brought before such a meeting
- e. A quorum for Committee meetings shall be 5 (including Committee Members and Officers).
- f. Meetings of the Committee shall be held as often as deemed necessary but at least one every two months.
- g. Committee, Annual General Meetings and Special General Meetings shall be presided over, in order of precedence, by the President and then the Vice President. In their

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absence, the members present shall elect a Chairman from amongst themselves. The Chairman of any meeting, in the event of an equality of votes, shall have a casting vote, in addition to his/her own vote.

- h. The Committee shall be responsible for the day to day running of all club activities and will approve all matters relating to the staging of Shows, Rallies or Matches as well as 'General Training Policies' and 'Standards Required for Instruction' in any class. The Committee shall be responsible for investigating complaints in respect of the conduct of any member or show competitor and determining the appropriate action. Appeals in respect of the decisions of the Committee shall be made to the Kennel Club of Jersey under their constitution.
- i. Any agreements, guarantees etc shall be signed on behalf of the Association by those Officers, Committee Members or others authorised to do so at a Committee Meeting. The completion of any such agreements, guarantees etc shall be minuted at the next Committee Meeting.
- j. Official correspondence from the Association shall only be sent with the approval of the Committee, except for routine correspondence from the Secretary or Treasurer.
- k. The Committee may at its discretion appoint any sub-committee it may think necessary to assist in the efficient running of the club and to co-opt any Members onto the sub-committee. Any sub-committee shall operate under such rules and conditions as the Committee may decide at its absolute discretion.
- l. Any Member may have a proposition, duly seconded, placed on the Agenda of the next scheduled Committee Meeting, provided the Honorary Secretary is notified in writing at least 10 days before the date of said meeting.
- m. Minutes shall be kept of the proceedings at Committee Meetings. Any member may inspect the Minutes of Committee Meetings (except for confidential matters) on the payment of £1 to the Honorary Treasurer. A copy of the approved minutes of each Committee Meeting (except for confidential matters) shall be placed in a folder maintained for the purpose at the Club House. Where complaints, disciplinary matters or other confidential matters are considered by the Committee, the minutes of such considerations may be in a separate confidential section of the minutes, which is not available to the Members. In cases of Appeals to the Kennel Club of Jersey the full minutes shall be disclosed, but treated as confidential.
- n. Any member of the Committee absent from three consecutive meetings shall cease to be a Member of the Committee unless a satisfactory explanation is given to, and accepted by, the other members of the Committee
- o. The Committee shall have the power to co-opt members on to the Committee in the event of positions becoming vacant between General Meetings.

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

4. ELECTION OF MEMBERS

- a. All persons over the age of 16 years shall be eligible for full membership.
- b. Junior members (under the age of 16 years) shall be entitled to junior Membership (excluding the right to vote at any meeting of the Association) providing the Association is provided with a letter of consent from the parent or guardian of the child concerned. Junior members should be accompanied by a parent or guardian or other responsible adult at all events run by the Association.
- c. Joint memberships (for 2 adults e.g. married couples, partners etc) shall be available at a fee set by the General Meeting of the Members.
- d. Overseas residents (i.e. individuals resident outside of Jersey) shall be eligible for membership at a fee of 50% of the normal annual subscription.
- e. Joint overseas resident memberships (for 2 adults e.g. married couples, partners etc who are both individuals outside of Jersey) shall be available at a fee of 50% of the normal joint membership.
- f. New members approved after 30th June in each year shall only be liable to pay 50% of the normal annual subscription.
- g. An application for membership, accompanied by the appropriate fee as set by the General Meeting of the Members, must be proposed by a member of the club and approved by a vote of the Committee at a Committee meeting. The vote may be by show of hands or by written vote. On acceptance, the Treasurer will forward a Membership Card and a copy of the Rules of the Association to the new member.
- h. An Annual General Meeting may grant Honorary Life Membership and such membership shall carry voting rights.

5. MEMBERS REGISTER

The Club will have an unlimited number of Members and an up to date register of Members and their addresses must be maintained, and if so requested, made available for inspection by the Kennel Club of Jersey, the Kennel Club UK and Members of the Association. A declaration of the number of Members of the Association must be made with Annual Returns. Members will be requested to provide email addresses (where available) for use in communicating official notices and other correspondence and where an email address has been provided, Notices and other correspondence will be emailed and not posted. It is the members responsibility to ensure that changes of address and email address are notified to the Secretary.

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6. VOTING RIGHTS

- a. Each Member shall be entitled to one vote immediately upon acceptable of membership. Joint members are each entitled to one vote. Junior members (under the age of 16) are not entitled to vote at any meeting of the Association. Voting shall be by show of hands or secret ballot as decided by the majority at the meeting. Proxy voting is not allowed. Postal voting is available. Application for a postal voting form must be made to the Secretary within two weeks of the notice of the Annual General Meeting or Special General Meeting. A postal voting form will then be emailed or posted to the member's address (as per the membership records.) The completed form must be returned to the Secretary before the date of the meeting in a sealed envelope clearly marked POSTAL VOTES which will be held and opened by the scrutineers at the meeting .
- b. Where voting is carried out by show of hands, two scrutineers shall be appointed by the members present. It shall be the task of the scrutineers to count and agree the number of votes cast for or against each proposition and to inform the Chairman of the meeting of the result of each vote.

7. CLUB PROPERTY

- a. The property of the Association shall be vested in the Committee. In the event of the Association ceasing to exist, a final General Meeting shall be called to decide the disposal of the Association's assets and the outcome of the meeting notified to the Kennel Club
- b. If the Association is wound up or ceases to be a Registered Society under the Regulations, a final statement of accounts with a record of the disposal of the property of the Association shall be forwarded to the Kennel Club within 6 months and the persons named as Officers and Committee of the Association will be held responsible by the Kennel Club for the proper winding up of the Society.
- c. The Association shall obtain an acknowledgement from the donors of challenge cups that the gift is made outright to the Club. All trophy winners shall acknowledge receipt of their trophies, and shall return them upon request, in good time to be re-presented. The winners of Special trophies or awards shall be determined solely at the discretion of the Judge or Judges appointed for any particular show or rally.

8. ASSOCIATION ACCOUNTS

- a. A bank account shall be held in the name of the Association at any bank which the Committee shall approve. Authorised signatories to the bank account shall be appointed by the Committee from the Officers and Members comprising the Committee. All revenue of the Association shall be paid into the authorised bank account and withdrawals shall only be made on the signature of any two of the authorised signatories. Signatories should not be from the same family and or household.

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- b. The Honorary Treasurer shall be responsible for keeping proper accounting records of receipts and expenditure, for reporting the financial state of affairs of the Club to the Committee at each Committee meeting and for preparing the financial statements of the Association for each financial year.
- c. The financial statements shall be audited by either a qualified accountant or 2 unqualified individuals with bookkeeping experience, appointed at the previous Annual General Meeting. The auditor(s) need not be members of the Association but if they are members, shall not be committee members or officers of the Association during the period for which they are acting as auditors. If any one or more of the appointed auditors are unable or unwilling to carry out their duties as auditor, the power to appoint one or more persons to fill the vacancy or vacancies so created shall rest with the Committee.
- d. The Honorary Treasurer shall present the audited financial statements of the Association for the period to the Annual General Meeting.
- e. Capital Expenditure of more than £1000 on a single item or set of items requires the approval of Members at a General Meeting.

9. SUBSCRIPTIONS

- a. Annual subscriptions are due on 1st January of each year. Members who have not renewed their subscription will have one reminder sent to them by 14th February.
- b. No member whose subscription is unpaid is entitled to any of the privileges of membership of the Association (including voting) and if the member shall fail to pay outstanding subscriptions by 1st March his/her name shall be automatically erased from the register. Acceptance back on the register will be dependant on a new application and payment of arrears.
- c. The annual subscription for each class of member shall be such amount as agreed by the Members in General Meeting.

10. EXPULSION OF MEMBERS

- a. Any Member who shall be suspended under Kennel Club (UK) Rule A42j(5) and/or any Member whose dog(s) is/are disqualified under Rule a42j(9) shall ipso facto cease to be a Member of the Association. Any member who shall be suspended by the Kennel Club of Jersey shall ipso facto also be suspended as a Member of the Association.
- b. If the conduct of any Member shall, in the opinion of the Committee of the Association, be injurious or likely to injurious to the character or interests of the Association, the Committee of the Association may, at a meeting the notice convening which includes as an object the consideration of the conduct of the

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Member, determine that a Special General Meeting of the Association shall be called for the purpose of passing a resolution to expel him/her.

- c. 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 Association. Alternately the Association may, on request of those present, impose time limited bans or suspensions whilst still retaining membership, such a resolution would still require a two-thirds majority, notwithstanding he/she may, within two calendar months from the date of such Meeting appeal to the Kennel Club of Jersey upon and subject to such conditions as the Kennel Club may impose.
- d. If the Association expels any Member for discreditable conduct in connection with dogs, dog shows, trials or competitions, the Association must report the matter in writing to the Kennel Club of Jersey within 7 days and supply any particulars required.

11. FINANCIAL YEAR END

The financial year end of the Club shall be on the 30th of September of each year.

12. ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Association shall be held during the first two weeks of December.
- b) The business of the Annual General Meeting shall be:
 - i. To approve the Minutes of the last Annual General Meeting and any Special General Meetings to which may have occurred during or since the last Annual General Meeting.
 - ii. To receive the report of the Committee
 - iii. To receive the Financial Statements for the year
 - iv. To elect Officers and Committee members for the following year
 - v. To appoint an Honorary Veterinary Officer
 - vi. To decide on the Annual Subscription including junior and joint subscriptions
 - vii. To decide on General Training Fees for the ensuing year (excluding puppy and domestic course fees which shall be decided by the Committee.)
 - viii. To elect Honorary Auditor(s)
 - ix. To consider any resolution duly placed on the agenda of which prior notice has been given to the Honorary Secretary under 12(g)
 - x. To consider any other business (for discussion only)

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- c) No business shall be transacted at an Annual General meeting unless notice thereof appears on the agenda, with the exception of minor matters or those which in the opinion of the Chairman of the Meeting are urgent.
- d) The quorum for the Annual General Meeting shall be 25% of Members, or 5 members whichever is the greater.
- e) A preliminary notice of the Annual General Meeting shall be posted on the Club Notice Board for 40 days prior to the date of the Meeting. All Members must be notified 21 days prior to the meeting by post or email.
- f) A copy of the Agenda, minutes of the last General Meeting and the Financial Statements for the year shall be hand delivered, emailed or posted to each member 7 days prior to the date of the Meeting, but the fact that any member has not received a copy of the Agenda shall not invalidate the meeting.
- g) Any Member who may have a proposition to make at the Annual General Meeting shall deliver a copy thereof to the Honorary Secretary at least 14 days prior to the date of the meeting.

13. SPECIAL GENERAL MEETING

- a. A Special General Meeting shall be summoned by the Honorary Secretary if 25% (or 5 members which ever is the greater) of Members send a signed requisition stating the subject to be discussed and requesting a Special General Meeting to do so. The Committee of the Association is also empowered to call a Special General Meeting.
- b. No business other than that detailed on the agenda can be discussed at a Special General Meeting.
- c. Any requisitioned Special General Meeting shall be held within 35 days of the receipt of any signed requisition by the Honorary Secretary.
- d. Subject to clause 13e, the Notice of the Special General Meeting, stating the place, date and time of the meeting, shall be hand delivered, emailed or posted to each member 14 days prior to the date of the Meeting and also shall be posted on the Club Notice Board.
- e. If a Special General Meeting is to be convened to consider any matter covered by Clause 10, the Notice convening the meeting shall be hand delivered, emailed or posted to each member 21 days prior to the date of the Meeting and also shall be posted on the Club Notice Board.

14. The quorum for the Special General Meeting shall be 25% of Members, or 5 members whichever is the greater.

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15. AMENDMENTS TO RULES

The Rules of the Association may not be altered except by a vote of 67% of those voting at a General Meeting, the notice for which contains specific proposals to alter 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 to meet Kennel Club requirements shall be adopted immediately. Notification of changes in the Rules of the Association shall be given to all Members and a notice on the Club Notice Board.

16. ANNUAL RETURNS TO THE KENNEL CLUB

The Officers acknowledge that during the month of January each year, the maintenance of Affiliation fee will be forwarded to the Kennel Club of Jersey and UK Kennel Club by the Secretary along with a full Committee list and approved minutes from any General Meeting in the previous year and other returns, as stipulated in Kennel Club Regulations for the Registration and Maintenance of Title 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 Jersey and UK Kennel Club of any changes of Secretary of the Association which may occur during the course of the year.

17. KENNEL CLUB OF JERSEY FINAL AUTHORITY

The Kennel Club of Jersey is the final authority for interpreting the rules and regulations of the Association and in all cases relating to Canine or Association matters.

18. FEDERATIONS

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

19. BANKRUPTS

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.

20. DISSOLUTION

The Association and all its effects shall be dissolved only on a vote of not less than 90% of the Members attending a duly convened Meeting called for that purpose.

21. OWNERS RESPONSIBILITY

All dogs involved in any activity arranged by the Association shall be the sole responsibility of the owner.