

# CONSTITUTION



## 1. Name

The Club shall be known as The Working Newfoundland Club, and be managed as a not for profit organisation. It shall consist of at least five committee members residing permanently at different addresses, to include elected Chairman, Secretary and Treasurer.

## 2. Aim

The aim is to be a Club that seeks to encourage, preserve and celebrate the working traits of the Newfoundland Dog.

## 3. Objects

- a) To organise working and fun events for the enjoyment and participation of all of its members
- b) To provide a safe and stimulating environment in which to enjoy and learn the skills of working with Newfoundland Dogs
- c) To provide seminars and training events in relation to the working of Newfoundland Dogs and safety aspects of the Club
- d) To ensure that children are encouraged to become involved and that they are protected and safe in doing so
- e) To advance the education of the public in the welfare and skills of good dog ownership

## 4. Powers

In addition to any other powers the committee has the Club may exercise any of the following powers in order to further the objects:

- (1) To raise funds. In exercising this power, the Club must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations
- (2) To ensure that sufficient income is generated to carry out the aim and objects of the Club

## 5. Membership

The membership year will be April to March.

The Club will have unlimited household/family membership.

Membership is compulsory to be able to take part in the Clubs activities excluding fun events. This is due to member to member insurance, designed to protect all members of the Club.

A membership form must be completed by one adult person in a household, and payment made in full, in order to join the Club. Members are accepted upon receipt of these items in good faith.

Persons who have given continuous service to the working of Newfoundlands or to the Club, or are likely to confer honour on the Club, may be elected Honorary Members at an Annual General

Meeting, due notice of the intention to propose them having previously been given to the Secretary. Such Honorary Members shall be accorded all the privileges of fully paid up members.

## **6. Exclusions**

- The committee may withdraw membership without any reason from anyone eligible to join under section 3 above. This decision can only be taken at a meeting of the committee, which will duly consider the exclusion of any existing member.

## **7. Committee**

The committee shall be made up from a minimum of five fully paid up members of the Club including officers namely Chairman, Secretary and Treasurer. A quorum for Club committee meetings shall be at least three members. New committee members will be invited to join by the existing committee as necessary.

The Chairman, Secretary and Treasurer shall hold office for a term of three years and will have the opportunity to stand for re-election. Officers may hold consecutive terms of office. (The initial terms of office will be Treasurer 2 years, Secretary 3 years and Chairman 4 years in order to avoid the re-election of all Officers in the same year). In order that the Club becomes established, the founding Officers will remain for their first term of office and then membership elections will be introduced.

No two members of any family, partnership or household shall be committee members of the Club at the same time.

Any full committee member who does not attend three consecutive meeting is deemed to have resigned their position except in the event of exceptional circumstances.

The Secretary will keep a copy of minutes of all meetings and a register of all fully paid up members and their addresses.

## **8. Meetings**

- The business and affairs of the Club shall be governed by meetings of the committee for which an agenda will be available on the website. The committee shall meet on a minimum of four occasions per year. Member's views may be expressed in writing or advised to one of the committee members for discussion. Within 10 days of the meeting, the member will be written to advising them of the committee's decision or comments.
- There will be an Annual General Meeting (AGM) for the Club for which a quorum of 10% of the membership is required until the Club has in excess of 300 members where after a minimum of 30 members shall be required to be quorate. The agenda for the meeting will be circulated to members not less than fourteen clear days before the meeting. At this meeting, members will be presented with the accounts for approval, have opportunity to suggest changes to any policies including the approval of any changes proposed to the Constitution. The AGM will be preceded by an awards ceremony of certificates and awards to members and followed by a Members Meeting to discuss future developments of the Club.
- An Extraordinary General Meeting (EGM) of members can be convened at any time by a minimum of 20% of paid-up members, with 14 days notice given to all members by the secretary showing items of business to be discussed, date of meeting and procedures to be followed. In the first instance, a meeting with those members will be convened in an attempt to resolve the issue.
- The Chairman shall have a casting vote, in addition to his ordinary vote, in the event of a tied ballot in committee or at the AGM. This additional casting vote will effectively decide the matter.

## **9. Finance**

- The financial year will run from 1st July to 30th June.

- Membership fees will be payable from 1st March of each year so that membership is renewed by 1<sup>st</sup> April. Membership will cease if fees are not paid by 1<sup>st</sup> May, and membership will have to be reapplied for in the normal way.
- All expenditure over £10.00 must have prior approval from the treasurer and anything over £200.00 must be approved by the officers of the Club.
- The membership fees will be per family living at the same address. All individual registered full members of the Club, over the age of 16, will have full voting rights.
- A bank account will be held in the name of the Club, into which all revenue shall be paid and from which withdrawals shall only be made on the signature of two officers of the Club.
- The Treasurer shall maintain the accounts which will be certified annually and presented to the members at the AGM. Certification of accounts must be carried out by one qualified accountant or two unqualified individuals with accounting experience.
- Should the Club, for any reason, cease to exist, then all tangible assets shall be sold and funds shall be realised and dispersed to a Newfoundland Welfare Scheme or schemes after all debts have been settled, including the cost of having the account externally certified. The Officers of the Club will be responsible for selecting the Welfare Scheme or Schemes and for ensuring the appropriate closure of the Club.

## 10. Group Policies & Regulations

Membership of the Club implies unreserved acceptance and commitment to abide and support the Club's Code of Conduct, Policies and Safety Regulations.

## 11. Duties

It shall be the duty of all members of the Club to abide by this Constitution. Failure to do so is grounds for exclusion under (4) above.

I have read, understood and accept the group's constitution, policies and regulations and agree to abide by them at all times. Failure to do so may result in exclusion from the group under section (4)

Signatures:

Chair                      Kevin Mercer                      .....

Secretary                Llynda Baugh                      .....

Treasurer                Sandra Constable                      .....

Committee Member      Wendy Hawkes                      .....

Committee Member      Colin Chaplin                      .....

This Constitution was adopted and signed at a meeting held on 20<sup>th</sup> November 2011.