

# **Rules of the S.W.H.W.T. Club**

**as agreed by Members at the 2015 AGM**

## **1. Name and Objects**

The name of the Club shall be the "Southern West Highland White Terrier Club" and its objects shall be to further the Breeding, Exhibiting and Protection of the West Highland White Terrier. Also to uphold the current Code of Ethics and the Breed Standard.

## **2. Constitution, Election and Rules**

The Club shall consist of a President, a Chairman, a Secretary, a Treasurer, a Committee of 12, Life Members and Vice-Presidents and an unlimited number of Ordinary Members.

The Club must make a list of members and their addresses available for inspection if so requested by the members of the Club or by the Kennel Club.

Only one Member of an immediate family or Partner's family to serve as an Officer or Member of Committee at any one time. Any person favourable to the objects of the Club shall be eligible for Membership. Each applicant must be proposed and seconded by current Members of at least two years standing. Probationary membership commences on notification by the Secretary and payment of the Entrance Fee and Annual Subscription. Membership approval will be given for a probationary period of two years during which time the new member will not be eligible to vote. Full membership will be approved or declined by the committee at the end of the two year period and will be confirmed on notification by the secretary of the approval by the committee the new member will then be eligible to vote. In the case of a lapsed members applying to rejoin, the probationary period may be waived at the committee's discretion. A copy of the Rules and current Code of Ethics will be given to each applicant for Membership. Any person elected a Member and taking up their Membership shall be deemed to have read the said Rules of the Club and current Code of Ethics and be prepared to abide by them and shall be entitled to one vote. Joint Membership will be permitted with each partner entitled to one vote.

## **3. Subscription**

The Entrance Fee and Annual Subscriptions to be reviewed each year by Committee and fees decided subject to ratification at the Annual General Meeting and notified to the Kennel Club.

Juniors shall be eligible for all advantages but with no voting powers. At 16 years of age Juniors become full Members, Entrance Fee being waived. The Annual Subscription shall be payable on election and in advance of 1st January each year. The voting privileges of Members who have not renewed their subscription by 1st January will lapse from that date. However, Members who renew by 14th January will be sent Ballot papers in accordance with Rule 6.3. Members who renew prior to the A.G.M. may participate in full in the business of the A.G.M. regardless of whether or not they were entitled to Postal Ballot papers. No Member whose Subscription is unpaid shall be entitled to any of the privileges of Membership and if any Member shall fail to pay the Annual Subscription by 30<sup>th</sup> April the Committee shall have the power to erase his/her name from the list of Members, but if the Committee shall subsequently receive a satisfactory explanation the Member may, at the discretion of the Committee and on payment of arrears, be readmitted to Membership. Members joining for the first time after 1st October will have the concession of their Subscription covering up to 31st December of the following year.

## **4. Management**

4.1 The management of the Club shall be conducted by the President, the Chairman, the Secretary, the Treasurer and a Committee of 12 Ordinary Members all with at least two years continuous Membership.

At a duly convened Meeting seven shall form a Quorum. The Secretary shall be empowered to deal with any urgent matters in consultation with the President or Chairman but all correspondence relative to the affairs of the Club shall be tabled at every Committee Meeting. The Committee shall be empowered to appoint Sub-Committees to consider judges and the allotment of Guarantees and Special Prizes.

Postal ballots shall be used for selection of the Club Show Judges, nominated by any fully paid up Member, seconded by another each with at least two years continuous Membership with the written consent of the nominee. Nominations for Championship Shows must be selected from the Club's current <sup>Breed Specialist's</sup> Judges' list. Should the duly contracted judge for the Club Championship Show be unable to fulfil his/her

appointment the Committee reserve the right to invite a suitably qualified Breed Specialist judge taken from the Club's current A1 List. The contracted judge shall not judge the breed, at Championship level in the eighteen month period prior to the date of the Show. Nominations for the Open Shows can be selected from the Clubs' current A2, A3, or B Judges' lists. If there are insufficient nominations from the Members a Quorum of the Committee will invite judge(s) as needed from the appropriate list(s).

**4.2** After each A.G.M. set up a Sub-Committee of three drawn from the Committee to continuously monitor and assess the Club's Rules and Kennel Club instructions in respect of Rules. To keep a record of Committee decisions in respect of matters not covered by the Club's Rules.

## **5. Power of Committee and Expulsion**

The power of the Club shall be vested in the Committee, which shall have power to make Bye-laws, arbitrate in disputed matters, initiate/propose the expulsion of any Member for dishonourable conduct or in the breach of the Rules as provided for in Rule 10, and to proceed against any Member or person to recover arrears of Subscriptions, or any other monies or property due to or belonging to the Club. The Committee shall have power to deal with any question not provided for by the Rules, or in the event of any vacancy in the Offices of President, Chairman, Secretary, Treasurer or on the Committee, by death, resignation or otherwise, occurring after the Annual General Meeting, the Committee shall have power to fill the vacancy.

Voting power as follows: All Officers and Committee Members to have one vote.

## **6. Elections**

**6.1** The President, Chairman, Secretary, Treasurer and Committee shall be elected by postal ballot. The Term of Office for President, Chairman, Secretary and Treasurer shall be four years. These Officers may, at the end of this period offer themselves for re-election for a further term, subject to proposal and seconding in writing. Officers and Committee Members of the Club shall not serve as Officers or Committee Members of any other Single Breed Club for the duration of their term of office with this Club. Members of Committee shall each serve for a term of two years from the A.G.M. of the election. The Secretary shall prepare a ballot paper in accordance with Rule 6.3 for each and every election.

In the event of any Officer or Member of Committee not completing their term of service for any reason, their successor will only serve the unexpired period to the due date for the next election.

**No person whilst an undischarged bankrupt may serve on the Committee or uphold any other office or appointment within a Kennel Club Registered Society.**

**6.2** Nominations for Offices or vacancies on Committee shall be made in writing to reach the Secretary not later than the 14th January prior to the A.G.M. and must be proposed and seconded in writing by existing members with a minimum of two years Membership with a written statement by the candidate of eligibility and that he/she is willing to serve if elected. Current Committee members offering themselves for re-election need not be nominated but must indicate willingness to serve, in writing to the Secretary.

**6.3** The Secretary shall verify Membership qualifications of nominees and prepare a ballot paper showing, in alphabetical order, the names of all candidates and their proposers and seconders. Ballot papers, bearing the Official stamp of the Club and return envelopes addressed to an independent person, return envelopes numbered in seriatim will be posted to all paid up Members not less than three weeks prior to the A.G.M. Completed papers must be returned to arrive, not later than 7 days prior to the A.G.M. The Treasurer will collect the numbered envelopes and retain them unopened and hand to the scrutineers elected by the Members at the A.G.M. Result of all ballots will be declared by the Chairman and his/her declaration shall be final. Only fully paid-up Members will be allowed to participate in any Election or Meeting.

**6.4 Life Members.** The honour of Life Membership may be bestowed upon a Member who has given outstanding service to the Club and be submitted only through the Committee for approval at the A.G.M.

**6.5 Vice-Presidents.** Vice-Presidents may be elected only at the A.G.M. to persons who have given outstanding service and/or support to the Breed and are duly nominated as in Rule 6.2.

**6.6 Committee.** Any member of the Committee who fails to attend at three successive Committee Meeting/Club Shows shall be deemed to have resigned except under extenuating circumstances and at the discretion of the Committee. The Committee reserves the right to fill any vacancy arising from such action.

**6.7** Members present at the A.G.M. will elect and appoint, annually, an Auditor(s) for the Club's Accounts of the current financial year.

## **7. General Meeting and Accounts**

An Annual General Meeting shall be held at such a place as the Committee determines within four months after the close of the financial year, such year to end on 31st December, when an Audited and Certified Statement of Accounts will be presented to the Meeting. Any matter for discussion at the A.G.M. must reach the Secretary by 14th January prior to the A.G.M.

The Committee shall have the power to call a Special General Meeting at any time, or, on a requisition signed by 50 Members; the Secretary, in consultation with the Officers, shall call a Special General Meeting within 56 days of receiving the requisition. At least 14 days clear notice shall be given of all General Meetings, whether in writing or by publishing a notice in 'Dog World' and 'Our Dogs'. The notice calling a Special General Meeting shall specify the business to be covered and on which discussion shall be confined. No motion shall be allowed for discussion unless the Proposer and Seconded are both present. All signatures being accompanied by a clearly printed name by the side of each signature. Officers/Committee Members shall not be signatories to requisitions while holding office. The Secretary shall circulate to all Members a copy of the signed, properly dated requisition along with the Notice and the Agenda of the S.G.M.

## **8. Alteration to Rules**

Rules of the Club shall not be altered except at an Annual General Meeting or Special General Meeting. Notice of any proposed alteration to the Rules of the Club must be lodged in writing with the Secretary by 14th January for A.G.M.'s or at least 30 days before S.G.M.'s, and such notices of Motion must clearly define the proposed alteration or addition, and bear the Proposer's and Seconder's signatures. The full text of the proposed change/s will be published in the Notice of the Meeting. No rule shall become effective until the approval of the Committee of the Kennel Club has been given.

#### **9. Shows, Cups and Prizes and Judging Lists**

The question of giving Prizes or Cups and Guaranteeing Classes at Shows shall be decided by the Committee, or a Sub-Committee appointed for that purpose, who shall stipulate that the Show be held under the Rules or Licence of the Kennel Club, and shall satisfy themselves as to the Classes and Prizes. Competition for these Prizes or Cups shall be restricted to dogs which are registered at the Kennel Club. The Club shall maintain and produce a list of Judges each year, which must be submitted to the Kennel Club as part of the Club's Annual Returns. Candidates for inclusion in the Judges Lists must be proposed and seconded by existing Members each with at least two years continuous Membership and submit their application on the appropriate form with their qualifications to the Secretary by the end of August each year for consideration by the Club's Judges Sub-Committee who will compile the Judging Lists.

The Judging Lists will be maintained in accordance with the prevailing requirements of the Kennel Club and will be published in the Spring edition of the Sou'Westie, the Club Handbook and the combined Clubs Judges' List Booklet.

Persons applying to the Secretary to be included on a Judging list will be provided with an up-to-date copy of the requirements. Candidates should note the criteria and Judging experience necessary for inclusion on each of the lists A1, A2, A3, B and C. Membership of the Club is not a prerequisite for inclusion on the lists.

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#### **10. Expulsion of Members**

Any Member who shall be suspended under Kennel Club Rule A42j(4) and/or any member whose dog(s) is/are disqualified under Kennel Club Rule A42j(6) shall ipso facto cease to be a Member of the Club for the duration of the suspension and/or disqualification. 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 interest of the Club, or disregard the Club's current Code of Ethics, the Committee of the Club may at a Meeting, the notice convening of which includes as an object the consideration of the conduct of a 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 in order that he/she may attend and offer an explanation. If, at that Meeting, a resolution to expel is passed by a two-thirds majority of the Members present and voting his/her name shall be forthwith erased from the list of Members, and he/she shall thereupon cease for all purpose to be a Member of the Club 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 conditions as the Kennel Club may impose.

Should the Club expel any Member, the Club shall report to the Kennel Club within seven days, supplying particulars required.

#### **11. Dissolution of Club**

In the event of the Club ceasing to function, or it being necessary to wind up, an Extraordinary Meeting of the Members shall be called by the Secretary or any Member of the Committee, and at such a Meeting the Members can dispose of the Assets, Cups and Trophies as they think fit, provided two thirds of the Members present vote in favour.

A final statement of audited accounts with a record of the disposal of the property of the Club shall be forwarded to the Kennel Club in accordance with the regulations thereon. Notwithstanding the foregoing in Rule 11 any Cups, Trophies or Awards which carry special conditions as to their disposal in the event of a dissolution of the Club must be respected and those conditions must be set out in a letter to the Secretary of the Club.

#### **12. Club Report and Account**

A Banking account shall be opened in the name of the Southern West Highland White Terrier Club into which all revenues of the Club will be paid and from which withdrawals shall only be made on the signature of two or more Officers. All expenses incurred by the Secretary and Treasurer, for an on behalf of the Club shall be defrayed out of the funds of the Club. An Annual Report, containing the Rules, a list of Judges, the names and addresses of current Officers and Committee and the Annual Statement of Accounts, duly audited and certified, for the financial year, from 1st January to 31st December each year shall be forwarded to the Kennel Club and all UK Members.

#### **13. Maintenance of Title**

The Officers acknowledge that during the month of January each year 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 the Kennel Club Regulations for the Registration and Maintenance of Title will be forwarded to the Kennel Club. The Officers also acknowledge their duty to inform the Kennel Club of any change of Secretary of the Club, which may occur during the course of the year.

#### **14. Kennel Club: The Final Court of Appeal**

**14.1** The Southern West Highland White Terrier Club recognises the Kennel Club as the final authority for interpreting the Rules and Regulations of the Club and as the Final Court of Appeal in all matters of dispute.

**14.2** The Club shall not join any Federation of Societies or Clubs.