



## RULES OF THE OXFORD DOG TRAINING SOCIETY

1. The name of the Society shall be 'The Oxford Dog Training Society'.
- AIMS
2. a) To promote the training of any dog deemed suitable by the Committee.  
b) To assist in the education of all who wish to promote their knowledge of dogs and dog training.  
c) To raise money in any manner the Society shall think fit for the objects of the Society.  
d) The Society may apply to the Kennel Club for Listed Status for the purpose of running the Good Citizen Award only.
- MEMBERSHIP
3. The Society shall consist of an unlimited numbers whose names shall be kept in a book by the Secretary.
  4. a) All applications for membership shall be in writing on the form prescribed by the Committee.  
b) All applications for membership must be accompanied by a current vaccination certificate.  
c) All fully paid up members will be notified of Club Events, including the AGM by leaflet at Society Meetings and no postal notification will be undertaken.
  5. The annual subscription shall be:
    - a) £15.00
    - b) Confirmed or amended only at an Annual General Meeting of the Society.
    - c) All **new** members shall have a cooling off period of 14 days (this is the minimum allowed under law). During this period a new member can request and will be granted a full refund of membership fees, after this period NO REFUND shall be given. This does not include fees paid for classes, which are separate and non refundable. Any member requesting such a refund does so on the understanding that it will immediately terminate their membership of the Society. This clause does not affect existing members or their renewal fees, which are non refundable. This does not affect your statutory rights.
  6. Each Members Annual Subscription shall be due for renewal 12 months after it was last paid.
  7. Any person authorised by a member shall be allowed to handle dogs owned by that member without payment of the Annual Subscription.
  8. If the conduct of any member is, in the opinion of the Committee, injurious to the interest of the Society, the Committee may call an Extraordinary General Meeting for the purpose of expelling them. The intention to call an EGM must be on the agenda of a Committee Meeting and the details of the EGM must be notified in advance to the member concerned.
  9. The Society in General Meeting may from time to time elect as Honorary Life Member any Member of the Society who, in their opinion, has rendered special service to the Society. Honorary Life Members have the same rights as full members.
- FINANCE
10. The Members of the Committee shall cause proper books of accounts to be kept with respect to:
    - a) All sums of money received and expended by the Society and the matters in respect of which receipt and expenditure takes place.
    - b) All sales and purchases to the Society.

- c) The assets and liabilities of the Society. Proper books are books of accounts as are necessary to give a true and fair view of the state of the Society's affairs and to explain its transactions.
11. The Committee shall provide for the AGM a balance sheet and an auditor's report, a copy of which shall be available to every member.
12. The Treasurer shall keep proper accounts and shall make all payments on behalf of the Society.
13. The financial and general year of the Society shall expire on the 31<sup>st</sup> day of December each year.
14. Cheques drawn on the Society bank account shall require the signatures of two officers. No two cheque signatories shall be from the same household, or have a financial interest together.

#### MANAGEMENT

15. The officers of the Society shall be President, Chair, Vice-Chair, Secretary and Treasurer, the President being ex-officio.
16. The Committee shall be of up to twelve Members in addition to the Officers. Should the Committee deem it necessary, an annual Honorarium shall be paid to the Secretary and/or Treasurer.
17. It shall be the duty of the Committee Members to promote and be responsible for the interest of the Society.
18. The Property of the Society shall be vested in the Committee. In the event of the Society being dissolved for any reason, or otherwise ceasing to exist, all cups, trophies, and other properties and assets shall be dealt with by a General Meeting convened for that purpose.
19. The instructor of any dog training class shall be in sole charge of that class and shall have the power to exclude any bitch in season or any dog which they believe to be infected or to have been in contact with an infected dog, and the Committee may require the owner of such a dog to produce a veterinary certificate before allowing it to attend any further classes.

#### ELECTIONS

20. Any member shall be eligible for election as an Officer or Committee Member but should have been a member for 12 months.
21. Candidates for election shall be nominated and seconded by two members, and the nominations shall be accompanied by an assurance that the candidate is willing to serve in the capacity for which they are nominated.
22. Committee shall retire annually but shall be eligible for re-election if they so desire.
  - a) Elected Officers shall serve a 3 year term.
23. The Committee shall elect their Chair and Vice-Chair from among their number.
24. The Committee shall have the power to co-opt a member to fill any casual vacancy.
25. Any Committee Member who fails to attend three consecutive Committee Meetings shall be deemed to have retired, unless good cause be shown to, and approved by the Committee.

#### RULES FOR MEETINGS

26. Within three months of the commencement of each year, the Annual General Meeting shall be held at such place and on such date as may be fixed by the Committee.
27. All General Meetings other than the Annual General Meeting shall be called "Extraordinary General Meetings".
28. An Extraordinary General Meeting may be convened:
  - a) By the Committee
  - b) At the request of twelve members.
29. Notice of meetings shall specify in the case of special business the general nature of that business.
30. All General Meetings shall be called by twenty one days notice in writing informing all members of the place, day, and hour of the meeting.
31. At any General Meeting, twelve Members shall form a Quorum. No business shall be transacted at any General Meeting unless a Quorum is present when the Meeting proceeds to business.
32. All General Meetings shall be chaired by the President or Chair or any Committee Member elected by the General Meeting.
33. At any Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a ballot is demanded by
  - a) The Chair

- b) At least three members present.
34. At Meetings of the Society, every Member shall have one vote and voting by proxy shall not be permitted.
35. At any Meeting, no member shall be entitled to vote unless all subscriptions due from them to the Society have been paid.
36. The Chair shall be entitled to vote on any motion or amendment, and in the event of the voting being equal they shall have a casting vote.
37. All points of order arising during a Meeting shall be decided by the Chair thereof, whose decision shall be final.
38. Items for the Agenda of a General Meeting shall be in the hands of the Secretary at least fourteen days prior to the date of the Meeting.
39. The Committee shall have the power to redraft any item submitted for the Agenda without altering the purpose.
40. At all Meetings, the Minutes of the last Meeting shall be submitted for adoption as a true record of the proceedings.
41. No alteration shall be made to the text of any of the minutes approved and adopted. The Secretary then reports on action, and on matters arising from these minutes.
42. Any Member may dissent from any resolution passed at a meeting at which they are present and have their dissent recorded in the minutes.
43. No resolution of any previous Meeting shall be rescinded within six months. After a period of six months has elapsed, any resolution of the Meeting may be rescinded by a majority of the Members present, provided that notice of such a motion to rescind appears on the Agenda.
44. At every Meeting, it shall be the duty of the Secretary to take note of all business done, and enter the Minutes of the proceedings without comment in a book kept for that purpose. All business submitted to the Meeting shall appear in the Minutes. The minutes shall contain items, which may have been rejected, together with any motions proposed but not carried.
45. A report by the Committee, to run from 1<sup>st</sup> January to 31<sup>st</sup> December, shall be drafted by the Secretary and, together, if possible, with the Annual Balance Sheet, shall be laid before the Members of the Committee at least one month prior to the Annual General Meeting to which it is to be presented.
46. Committee Meetings shall be held at such times and places as the Committee may appoint. The Members of the Committee shall be notified fourteen days prior to the meeting with an Agenda, of the date and place of such a Meeting.
47. The Secretary shall convene an Extraordinary Meeting of the Committee upon receipt of a written request from:
  - a) The Chair, or
  - b) Not fewer than three Committee Members, specifying the reasons why such a Meeting is to be called. The Meeting shall be held without delay, provided that notice thereof is posted (with an Agenda) to each Committee Member at least four days prior to the Meeting. No Matter except that for which the meeting has been called, shall be discussed.
48. At any Committee Meeting, fifty percent of the Committee Membership shall constitute a Quorum, and no business shall be transacted unless a Quorum is present.
49. The Rules of the Society shall not be rescinded, altered or amended except at a properly convened General Meeting of the Society, and notice of this shall appear on the Agenda for that Meeting.
50. A copy of the constitution must be given to ALL members on joining and the member shall be required to sign to say they have received it. This can be part of the Membership form. These records shall be kept by the Secretary so that in event of a dispute it can be shown and proven that the member was given such. In the event of changes to the constitution ALL members must be issued a copy of amendments by e-mail. Copies of the constitution can be obtained from the Secretary at any time, and shall also be available at every training session and at each venue where training takes place. A copy of the constitution shall also be available on the Society website.
51. The Health & Safety Policy and the Discrimination Policy shall be considered to form part of The Constitution, but maintained separate from it. Unlike the constitution, each shall be able to be updated to comply with any legal requirements, by the Committee, without the need to consult the membership. Any revised version of

either must be given to ALL members. Copies of both shall be made available on the Society website and also at all training sessions. It is also a legal requirement that the Health & Safety Policy is on display at all training sessions.

52. Severability. In the event that any provision within this constitution is deemed by a competent authority to be unenforceable or invalid, the relevant provision shall be modified to allow it to be enforced in line with the original text to the fullest extent permitted by applicable law. In any and all cases the validity and enforceability of the remaining provisions of this constitution shall not be affected.
53. In any legal dispute the laws of England & Wales shall preside, even if such dispute is initiated in another part of the UK or another country.

Constitution Amended:

As Amended At AGM Of The Society Held On 12.03.1984

As Amended At AGM Of The Society Held On 22.03.2004

As Amended At AGM Of The Society Held On 29.03.2010

As Amended At AGM Of The Society Held On 13.03.2017

As Amended At EGM Of The Society Held On 25.09.2017