

THE ROUGH & SMOOTH COLLIE TRAINING ASSOCIATION

CONSTITUTION AND RULES

CONTENTS

I.	OBJECTS	XI.	FINANCE
II.	COMPOSITION		Financial Year
III.	OFFICERS AND COMMITTEE		Subscriptions
IV.	PRESIDENT		Association Funds
V.	MEMBERS		Re-imbusement of Travel Expenses
	Qualification	XII.	CONSTITUTION AND RULES
	Honorary Members		Changes to the Constitution
	List of Members		Interpretation of Rules
	Lapse of Membership		Kennel Club Requirements
VI.	DUTIES	XIII.	DISCIPLINE
	Committee	XIV.	DISPUTES
	Chairperson and Vice-Chairperson	XV.	HEALTH OF DOGS AT EVENTS
	Treasurer	XVI.	KENNEL CLUB REQUIREMENTS
	Secretary	XVII.	ACTIVITIES
VII.	MEETINGS		
	Annual General Meeting		
	Special General Meetings		
	Committee Meetings		
VIII.	ELECTIONS		
IX.	QUORUMS		
	General Meetings		
	Committee Meetings		
X.	VOTING AND VOTING MAJORITIES		
	Voting Rights		
	Elections		
	Propositions		
	Termination of the Association		

* The addition of (KC) to a rule indicates that the rule meets Kennel Club requirements as given in the KC Year Book or other source, either in subject matter or in wording. Double quotation marks usually indicate required KC wording.

THE ROUGH & SMOOTH COLLIE TRAINING ASSOCIATION

CONSTITUTION AND RULES

REVISED WITH EFFECT FROM 1 JANUARY 2012

I. OBJECTS.

1. The Association shall be called "The Rough & Smooth Collie Training Association" and its object shall be to preserve, promote and enhance the Collie as a working breed through the establishment and support of working events and tests.

II. COMPOSITION.

2. The Association shall consist of a Committee and an unlimited number of members from anywhere in the world.

III. OFFICERS AND COMMITTEE.

3. The Committee shall consist of a maximum of 11 members of whom four shall be the Officers of the Association - Chairperson, Vice-Chairperson, Treasurer and Honorary Secretary - and as many other members as is considered necessary. The Committee shall be elected by the members at an Annual General Meeting (AGM) to serve until the next AGM, and shall be eligible for re-election. The new Committee shall meet as soon as possible following the AGM to elect a Chairperson and to appoint a Vice Chairperson, Treasurer and Honorary Secretary from amongst its members. The Committee may co-opt fully paid-up members in the event of vacancies or to take advantage of special expertise. Co-opted committee members shall serve until the next AGM or until the requirement for their expertise is satisfied, whichever is the sooner. "No person whilst an undischarged bankrupt may serve on the Committee of, or hold any other office or appointment within" the Association (KC).

IV. PRESIDENT.

4. The Committee may elect a President to serve for 3 years, after which time the member is eligible for re-election.

V. MEMBERS.

Qualification.

5. Subject to any provision in these Rules, applicants for membership shall be accepted on payment of the correct subscription for Single, Joint or Junior membership, as appropriate. A Junior member shall be under 16 years. Applicants shall be in agreement with the Objects of the Association (KC).

Honorary Members.

6. The Committee may elect such persons as they wish to be Honorary Members of the Association. Such Honorary Members shall not be required to pay a membership fee nor shall they be entitled to vote at any meeting of the Association.

List of Members.

7. The Honorary Secretary shall maintain an up to date list of the names, addresses and telephone numbers of all current members. The list, and the information therein, shall be treated as Confidential. It shall be provided annually to The Kennel Club, periodically and upon request to members, and shall not be communicated to any other individual or organisation without the consent of the member(s) to whom the information relates (KC).

Lapse of Membership.

8. Membership of the Association shall be deemed to have ceased after a subscription has remained unpaid for 3 calendar_months after the due date.

Membership may be resumed at any time on payment of the appropriate subscription, in which case renewal shall next be due on the first day of the following year, anything else in these rules notwithstanding.

VI. DUTIES.

Committee

9. It shall be the duty of the Committee to ensure that the Association is managed in accordance with the Constitution and Rules as passed by members at an AGM, and as approved by The Kennel Club. Except as may be stipulated elsewhere in these Rules, the Committee may appoint members to sub-committees or posts as they see fit. The duties of such members shall be minuted.

Chairperson and Vice-Chairperson.

10. The Chairperson shall, when present, take the Chair at all General and Committee Meetings of the Association, and shall conduct such meetings in accordance with recognised practices. The Vice-Chairperson, when present, shall take the Chair in the absence of the Chairperson. In the absence of both Chairperson and Vice-Chairperson the Committee shall appoint one of their number to take the Chair at that meeting.

Treasurer.

11. The Treasurer shall have custody of the Association funds and shall make disbursement from these funds under the direction of the Committee. He/she shall keep an accurate account of all monies received and disbursed, and shall provide a current statement of the finances for each committee meeting and whenever else the Committee may request. The Treasurer shall prepare the accounts for Annual Audit.

Honorary Secretary.

12. The Honorary Secretary shall keep the records, documents and correspondence of the Association. He/she shall summon and attend meetings, and in the absence of a Minutes Secretary take minutes of the proceedings, and shall conduct the correspondence of the Association.

VII. MEETINGS

Annual General Meeting.

13. The Annual General Meeting shall be held no later than 31 March in any year. It shall be held for the purpose of a) approving the minutes of the previous AGM and any Special General Meeting held in the last year; b) approving the reports presented by the Chairperson, Treasurer and Honorary Secretary; c) electing the Committee for the ensuing year; d) voting on any proposition on the Agenda; e) appointing an Auditor for the following year. Propositions for inclusion on the Agenda shall be in the hands of the Honorary Secretary at least 21 days before the meeting. No business shall be taken at the AGM which is not on the Agenda, with the exception of routine matters or matters which in the opinion of the Chairperson of the meeting are urgent (KC).
14. The Honorary Secretary shall issue to each voting member, to be received at least 14 days before the AGM, a numbered ballot paper for the elections, and to each member household a copy of the AGM Agenda, minutes of the previous AGM and of any General Meeting held since, the Annual Financial Statement certified by the Auditor(s) and a list of nominations for the Committee from which to vote (KC).

Special General Meetings

15. A Special General Meeting shall be summoned by the Honorary Secretary on a) instruction by the Chairperson, or b) if he/she receives a written request for such a meeting signed by at least 12 members and stating the subject of the meeting. The Honorary Secretary shall issue to each member household, to be received at least 14 days before the meeting, an Agenda stating the business to be considered, and no other business shall be taken than that on the Agenda (KC).

Committee Meetings.

16. The Committee shall meet as often as they deem necessary but at least 2 times a year.

VIII. ELECTIONS.

17. The Committee shall be elected by ballot of the members on numbered ballot papers authorised by the Honorary Secretary. Nominations shall be in the hands of the Honorary Secretary at least 21 days before the AGM at which the election is to take place. They shall have a proposer and seconder, except that a candidate nominated by more than one member shall count as both proposed and seconded, and the prior consent of the nominee shall be obtained. A candidate shall be a fully paid-up member of the Association at the time of nomination and shall have been a member for a minimum period of 12 consecutive months immediately prior to the election. In the event of there being insufficient nominations, the retiring Committee shall themselves nominate member(s) to complete the voting list. Members unable to attend the AGM may send their completed ballot papers to the Honorary Secretary to arrive at least 48 hours before the AGM (KC).
18. The new Committee shall take office immediately following the AGM.

IX. QUORUMS.

General Meetings.

19. Four members shall comprise a quorum for a General Meeting.

Committee Meetings.

20. Four committee members shall comprise a quorum for a Committee Meeting.

X. VOTING AND VOTING MAJORITIES.

Voting Rights.

21. All members except Junior members shall be entitled to one vote at a General Meeting provided that they have been a member for a minimum period of 12 consecutive months, immediately prior to the election, at the time of the vote. The Chairperson shall have a casting vote in addition to his/her own vote as a member of the Association or of the Committee.

Elections. (See also paragraph 17.)

22. To be elected to the Committee a candidate must receive a number of votes at least equal to 50% of the number of members on the Committee at the time of the election. However where there are more than 11 candidates meeting this criteria, only the 11 with the highest number of votes shall be deemed to have been elected. Postal voting is permitted.

Propositions.

23. Except where otherwise stated in these Rules, a proposition shall be deemed to have

been carried if a simple majority of members present and voting vote in favour. When considered necessary by the Committee, postal voting on a proposition may be allowed, in which case no amendment to the proposition shall be permitted.

Termination of the Association.

24. A proposition to terminate the Association shall require the agreement of a 2/3 majority of the whole membership.

XI. FINANCE.

Financial Year.

25. The Financial Year of the Association shall end on 31 December (KC).

Subscriptions.

26. Single, Joint, Junior (under 16 years on the 1st of January of that year), Family (two adults and their children under 16) and Overseas subscriptions shall be available, and shall be such amounts as members shall decide upon at an AGM or at a Special General Meeting. Renewals shall be due on the first of January each year. (See also paragraph 8 - Lapse of Membership). The subscription of a new member joining after July in any year shall entitle them to membership for the following calendar year also. Changes in subscription rates shall be brought into effect on the first day of the January following receipt of approval from The Kennel Club (KC).

27. With effect from 1 January 2012 subscription rates shall be (KC):

Single:	£6.00	Family:	£8.00
Joint:	£7.00	Overseas:	£11.00 (to be paid in sterling)
Junior:	£1.00		

Association Funds.

28. The funds of the Association shall be deposited in the name of The Rough & Smooth Collie Training Association in an account approved by the Committee. Disbursements from these funds shall be under the control of the Committee who may direct the Treasurer to disburse without prior reference to them such sums as are for a specific agreed purpose and/or are below or are equal to a specified pre-set limit. The signatures of two or more Officers of the Association, one of whom should whenever possible be the Treasurer, shall be required for withdrawal from the account, and at least 3 Officers shall be authorised to sign (KC).
29. The Association accounts shall be audited annually by a qualified accountant or by 2 unqualified individuals with accounting experience, and the certified accounts shall be presented at the AGM. (KC) Following the close of each financial year the financial records of the Honorary Secretary shall be independently examined by an Examiner appointed by the Committee, and a Statement of Secretarial Income and Expenditure for the year and a current List of Stock held shall be presented to the Committee for scrutiny.
30. Organisers of events shall ensure that proper accounts are kept of receipts and payments in connection with the event, and shall provide a final financial statement to the Committee. All financial records in connection with the event shall be passed to the Treasurer for inclusion in the Annual Audit.
31. In the event that it is decided to terminate the Association, (see also paragraph 24) any assets remaining after settlement of all liabilities shall be donated to an animal charity chosen by the presiding Committee. In the event of termination or of de-registration with The Kennel Club, a final statement of audited accounts, with a record of the disposal of the

property of the Association, shall be forwarded to The Kennel Club within 6 months of the operative date. The Officers and Committee last notified to The Kennel Club shall be held responsible for the proper winding up of the Association (KC).

Re-imbursement of Travel Expenses.

32. The Committee may, at their discretion, and only if funds permit, re-imburse in part or wholly, travel expenses to committee meetings.

XII. CONSTITUTION AND RULES

Changes to the Constitution.

33. Changes to the Constitution and Rules of the Association shall be made only at an AGM or at a Special General Meeting called for the purpose, notice of which shall include details of the changes proposed. No changes shall be brought into effect until The Kennel Club approval has been received. New rules or amendments introduced specifically to meet The Kennel Club requirements shall be adopted immediately and shall be included in the Association's Constitution with effect from the Annual/Special General Meeting (KC).

Interpretation of Rules.

34. The Kennel Club shall be the final authority for interpreting the Constitution and Rules of the Association in all cases relative to Canine or Association matters. (KC)

The Kennel Club Requirements.

35. The Association shall include in its Constitution and Rules such matters as are detailed in section C3a of The Kennel Club Year Book (indicated herein by '(KC)').

XIII. DISCIPLINE.

36. "Any member who shall be suspended under The Kennel Club Rule A42.j.(5) and/or any member whose dog(s) is/are disqualified under The Kennel Club Rule A42.j.(9) shall ipso facto cease to be a member of the [Association]. If the conduct of any Member shall, in the opinion of the Committee of the [Association], be injurious or likely to be 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 Member, determine that a Special General Meeting of the [Association] 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 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], 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." (KC)
37. If the Association expels any member for discreditable conduct in connection with dogs, Dog Shows, Trials or Competitions, the Association shall report the matter in writing to The Kennel Club within 7 days and supply particulars required. (KC)

XIV. DISPUTES

38. The Kennel Club shall be the final court of appeal in all matters of dispute.

XV. HEALTH OF DOGS AT EVENTS.

39. No dog which has contracted a contagious disease shall be brought to any event or

activity organised by the Association unless and until it has received official clearance by a veterinary surgeon.

40. If in the opinion of any member of the Committee any dog brought to a function promoted by the Association is ill or is suffering from disease, said committee member, in the interest of other dogs present, acting on his/her own accord may refuse admission to the dog or have it removed.

XVI. THE KENNEL CLUB REQUIREMENTS (KC)

41. As a Registered Society, the Association shall comply with the requirements of The Kennel Club as listed below, and with any unlisted requirements subsequently notified:

- i. Pay the Maintenance of Title fee by 31 January each year.
- ii. Submit by 31 July each year Annual Returns as follows:

List of names and addresses of the current Officers and Committee, and of the current members.

Copy of the audited Statement of Accounts as approved at the last AGM.

Copy of the current Constitution and Rules.

- iii. Notify The Kennel Club as soon as possible of any change of Honorary Secretary.
- iv. The Association shall not join any federation of Societies or Club
- v. See paragraph 7, last sentence.

XVII. ACTIVITIES

42. To comply with the wishes of The Kennel Club it is herein noted that permission has been given for breed-specific (i.e. Collie Rough and Smooth) activities to be held by the Association. (KC)