Bristol & West Working Gundog Society

CLUB RULES

(Revised and ratified by the Royal Kennel Club September 2026)

1. The name of the Society shall be The Bristol & West Working Gundog Society.

2. Objects: To promote and encourage the training of gundogs for work in the field and to organise Working Tests and Field Trials.

3. Management.

The role of the management committee is to manage the Society's affairs and business in accordance with the rules of the Society.

The management of the Society shall be the responsibility of a committee of not more than twelve, which shall include the Officers; Honorary Chairman, Honorary Secretary, Honorary Treasurer and Honorary Membership Secretary and at least 6 other members. Five members of the committee shall form a quorum. The Committee may appoint a President and Vice Presidents for a three-year term. Only the Honorary Secretary, The Honorary Treasurer, the Honorary Membership Secretary and the eight elected Committee members shall have full voting rights. The Chairman shall have a casting vote. Where a person holds more than one office, that person shall have one vote only, and shall count as one person for determining committee quorum. The Committee shall be elected at an AGM. The Chairman, Secretary, Treasurer and Membership Secretary, and two other committee members shall retire annually, but on signifying their agreement, be eligible for re-election. If at any time the committee should drop below the required number, provided it remains quorate, may co-opt to fill vacancies, who shall stand until the AGM. Co-optees have voting rights at committee meetings.
If the committee can no longer form a quorum, then those remaining can no longer be considered a committee and have effectively lost the mandate to manage the club. Therefore, they would need to call an SGM to advise members and ask that they appoint interim officers/committee members to serve until the AGM.

Meetings of the committee shall be held as often as deemed necessary but should be held a minimum of three times during the year in addition to the AGM.
Meetings may be held virtually or in-person.

Committee members will be automatically removed from the committee for non-attendance at three consecutive meetings whether in-person or online unless extenuating circumstances are agreed by the committee.

4. Membership: The requirement for applicants to be proposed and seconded is no longer required. Applications for membership shall be circulated by the Membership Secretary to the committee for approval. Three objections shall exclude and the Membership Secretary will duly write to the excluded applicant notifying the refusal. Approved applicants will be added to the membership list and informed of their approval for membership.

The Society will maintain an up-to-date list of members, which will be made available to members of the Society or the Kennel Club.

5. Members benefits: Members are entitled to a first preference dog in a Field Trial or Pointing Test In the first ballot, whether the dog is singly or jointly owned, (where a dog is jointly owned all owners must be members) subject to Kennel Club qualification for the stake.

6. **Subscriptions:** There are two types of membership, those being Single Membership and Joint Membership which are due on the 1st March annually.

   Any member whose subscription is not paid in full by the 30th April will be deemed to have lapsed. However, such lapsed members will have to pay a renewal fee of £5 if they apply to renew their membership. Subscriptions paid at less than the current rate will be deemed to be a donation to the club unless the outstanding balance is paid by 30th April.

7. **AGM.** The AGM shall be held as soon as possible after the end of the financial year, i.e. March 1st for the following purposes: To receive the Committee's report and elect Officers and Members of the Committee. To discuss items placed on the agenda, which must be submitted in writing to the Hon. Secretary, not less than 14 days prior to the meeting. No other business to be discussed. Notice of AGM must be forwarded to every member not less than 21 days prior to the meeting. Nominations for the Committee duly proposed and seconded and with the written consent of the nominee to stand, must be received by the Hon. Secretary not later than 14 days prior to the meeting.

8. **Society Accounts:** A bank account shall be opened in the name of the Society. Withdrawals can only be made by cheque bearing two signatures from the Treasurer, the Secretary or a nominated member of the Management Committee. In the event of Secretary and Treasurer posts being confined to one household, cheques to bear the signatures of the Treasurer and one other member of the Management Committee, to be nominated by the Committee. Three additional bank accounts shall be held in the name of the Society for the operation of the business of the Field Trial Secretaries of the three sections of the Society, namely, the Spaniel Field Trial Secretary, Retriever Field Trial Secretary and HPR Field Trial Secretary.

   Each Field Trial Secretary's account, to be subject to the oversight and financial management of the Management Committee. Withdrawals can only be made by cheque bearing the signatures of the Treasurer, Field Trial Secretary and one other member of the Management Committee, to

   be nominated by the Management Committee. Cheques up to a limit of £250 may bear one signature, cheques over £250 to bear two signatures which must not be signatories confined to one household.

   Funds paid into the main account will be used to cover expenditure that is non-specific to the Spaniel, Retriever and HPR accounts, ie Society insurance, maintenance of Title, website costs etc. A responsible level of reserves will be maintained to cover both short and long-term expenditure. Remaining surplus funds to be dispensed to the Spaniel, Retriever and HPR sections by way of an agreed budget each year. Requests for further funds can be made and discussed by the committee and will depend on the reserves of the Society. Any proposed capital expenditure above £500 must be discussed and approved by the committee.

   A copy of the certified annual accounts must be presented to the committee for agreement/approval prior to presentation of the annual statement of accounts to the membership at the AGM. A copy of the annual statement of accounts for the last financial year, which must be certified in accordance with the rules of the Society, must be made available to members, on request to the Honorary Secretary, fourteen days prior to the AGM. Additionally, the annual statement of accounts shall be available for inspection by members at the Annual General Meeting. Certification of the annual accounts must be carried out by one qualified accountant or two individuals with accountancy experience. Those undertaking certification must be independent from those who prepared the accounts.

9. An EGM may be held if 10 members present a written request to the Hon. Secretary. The committee has the right to convene a Special General Meeting. Five members shall form a quorum. The meeting must be held within 21 days of the receipt of such a request. Notice of an EGM must the forwarded to every member not less 14 days prior to the meeting. No other business may be discussed.

10. Rules: Other than from Kennel Club directives, which must be adopted, no rule may be altered other than at an AGM or EGM. Details of any proposed rule change must be on the notice of the AGM or EGM. Such alterations must be ratified by the Kennel Club.

11. Dissolution of the Society: In the event of the dissolution of the Society, an EGM shall be called to decide the disposal of assets. A final statement of audited accounts with a record of the disposal of the property of the Society shall be forwarded to the Kennel Club within six months and the Officers and Committee of the Society will be responsible to the Kennel Club for the proper winding up of the Society. 11. Any member who shall be disqualified under the Kennel Club Rule

12. Members Conduct: Any member who shall be disqualified under the Kennel Club rule A11.j.(5) and/or Kennel Club rule A11.j.(9) shall ipso facto cease to be a Member of the Society. If the conduct of any member shall, in the opinion of the Committee of the Society be injurious or likely to be injurious to the character or interests of the Society, the Committee of the Society 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 Society 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 society 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 condition as the Kennel Club may impose. Any Member expelled for discreditable conduct in connection with dogs, Dog Shows Trials, or Competitions, the Society must report the matter in writing to the Kennel Club within seven days and supply any particulars required.

13. The Kennel Club is the final authority for interpreting the Rules and Regulations of the Society and in all cases relative to canine or Society matters.

14. The Society shall not join any Federation of Societies or Clubs.

15. The Society shall not at any time, jointly with other Clubs or as a Club on its own, hold any Dog Show.

16. 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 July 31st each year, other returns, as stipulated in the Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal authorities, 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 Society which may occur during the course of the year.

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