



# THE BASSET HOUND CLUB

## Rules 1994

(As amended up to and including the AGM 2022)



### 1. Name and Objects

The Club shall be called 'THE BASSET HOUND CLUB' and its objects shall be

- (i) To promote the welfare of the Basset Hound and to encourage its breeding in accordance with the Standard laid down by the Kennel Club.
- (ii) To hold Shows, Working Trials and to promote classes for the breed at other Shows.
- (iii) To assist and facilitate the activities of all Members and to advise and encourage those Members who have no previous experience of the breed. Such activities may include Showing, Hunting and Working Trials.

### 2. Members and Election

There will be three categories of Membership, which shall be either Single, Joint or Honorary. The club shall consist of an unlimited number of Members who shall be elected to Membership in accordance with the following conditions:

- (i) Joint Membership shall consist of two individuals of the same family or two individuals who shall have joint interest in the breed.
- (ii) The name of persons applying for Membership shall be brought before the Committee for its consideration. Prospective Members, who have applied for Membership and paid their subscription, shall be entitled to exercise all rights of Membership except that of voting at Meetings until their application has been approved by the Committee. In the event of any application being refused, the subscription shall be refunded and that person or persons will cease to be entitled to exercise any rights of Membership.
- (iii) The Committee shall have the power to appoint Honorary Members who will have the rights of subscribing Members.
- (iv) At General Meetings, Honorary and Single Members shall have one vote each. Joint Memberships shall have two votes i.e. one vote each. There shall be NO entitlement to any Member to appoint a Proxy for voting purposes.
- (v) A Member may resign from Membership of the Club by giving notice to the Honorary Secretary but that Member shall be liable for all outstanding subscriptions, including that for the year of resignation, and for any sums due to the Club.
- (vi) Any member who shall be disqualified under the Kennel Club rule A42.j.(5) and/or Kennel Club Rule A42.j.(9) shall ipso facto cease to be a Member of the Club. 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 interests of the Club, the Committee of the Club 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 Club 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 him/her of the place, date and hour of the meeting 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 purposes 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.

- (vii) Basset Hound Club cups and trophies shall be confined to Basset Hound Club Members. Any Member who is awarded a Basset Hound Club cup or trophy and does not return it in time for it to be awarded to the winner of the following year, shall not be allowed to take possession of Basset Hound Club cups and trophies in the future, although their names will be recorded in the Trophy Record Books. If such Members wish their name to be engraved on a cup or trophy this will be arranged by the Cup Steward upon receipt of the appropriate payment.

### **3. Officers and Committee**

The affairs of the Club shall be managed by the Officers and Committee who shall be elected in accordance with the procedures laid down in Rule 4.

- (i) The Officers shall be, Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer, all of whom shall be ex officio Members of the Committee.
- (ii) In addition to the above, the Committee shall consist of eight Members elected by postal ballot in accordance with the rules for election under Rule 4.
- (iii) In addition, each Branch of the Basset Hound Club shall be required to elect a Representative to be a full Committee Member with equal powers to those elected under (ii) above, in accordance with the Branch Rules.
- (iv) A President and an unlimited number of Vice-Presidents may be elected by the Members at an Annual General Meeting. They shall remain in office for a period of five years and shall also be entitled to hold Honorary Membership. The President and Vice-Presidents may attend meetings of the Committee but shall not be entitled to vote thereat. Nominations for President or Vice-President must be proposed and seconded by Members of the Club and be accompanied by the Nominnee's written acceptance of the nomination.
- (v) No person whilst an undischarged bankrupt may serve on the Committee or hold another office or appointment within a Kennel Club registered Society.

### **4. Election of Officers and Committee**

Nationally elected Officers and Committee Members shall be elected to serve for a period of three years.

- (i) Only fully paid-up Members of the Club shall be eligible for nomination for election, or re-election, as an Officer or as a Member of the Committee.
  - (a) The holding of office or that of nationally elected committee member shall be dependent on attendance at meetings. Should an officer or nationally elected committee member

be absent from three consecutive meetings (which term includes committee meetings and General meetings) without good reason, that person shall immediately forfeit office or membership of the committee, whichever the case may be.

- (b) The question of what is good reason will be judged by the committee which will decide the issue by a simple majority.
  - (c) A vacancy created by the enactment of Rule 4(i) (a) and (b) above may be filled by the committee by co-opting an additional member who must stand for formal election at the next Annual General Meeting.
- (ii) No two members of the same household shall hold Office at the same time.
  - (iii) No one person shall be entitled to hold two Offices. If a person holding an Office accepts nomination for another Office, then the Office he/she previously held shall be declared vacant in the Notification of Annual General Meeting and shall be open to nomination to other Members of the Club. Similarly if a Member of the Committee should be proposed for an Office then his or her position on the Committee shall be declared vacant.
  - (iiia) No person shall be an Officer or Committee Member of any other Basset Hound Club.
  - (iv) In view of the fact that persons nominated for Office may be considerably experienced in Club and General canine matters, it shall be in order for one person to be nominated for Office and, at the same time, stand for election, or re-election, to the Committee. Should that person be voted into Office, the votes cast in their favour for election to the Committee shall be nullified.
  - (v) Nominations for Officers and Committee MUST be submitted, in writing, to the Hon. Secretary of the Club to be received not less than thirty-five days prior to the Annual General Meeting. Nominations must be proposed and seconded by Members of the Club and be accompanied by the Nominee's written Curriculum Vitae plus acceptance of the nomination. Relevant extracts will be included on the ballot sheet.
  - (vi) If there are more valid nominations than vacancies for Officers and Committee, Election of Officers and Committee shall be by a postal ballot of Club Members. For this purpose postal ballot papers shall be sent to all paid-up and Honorary Members at least twenty-one days before the Annual General Meeting. The postal ballot papers, duly completed by Members MUST be returned to the appointed Scrutineer at least seven days before the Annual General Meeting. Such Scrutineer shall be appointed by the Committee in the course of general business. If there is no requirement for a postal ballot of Club Members then the names of all those duly elected (if any) shall be announced at the Annual General Meeting.
  - (vii) The names of all current Branch Representatives shall be announced at Annual General Meetings of the Club.
  - (viii) If a vacancy for any Officer or Committee Member occurs during the year following an Annual General Meeting, the Committee shall have the power to co-opt any Member to fill the post of Officer or Committee member until the next following Annual General Meeting.

- (ix) In the event of a tie in the ballot or vote at the Annual General Meeting, the Chairman at that Meeting shall either have a casting vote or shall put the matter to the Members present for a further ballot as he/she shall decide.
- (x) If a vacancy for any Officer or Committee Member occurs shortly before the holding of an Annual General Meeting of the Club, due to the death, resignation or through any other cause, where it is not practicable or possible to comply with Rules 4(v) and (vi), nominations shall be received verbally at the Meeting concerned, by being proposed and seconded by Members of the Club and the willingness of the candidate so proposed being demonstrated, and be elected by a majority on a simple show of hands at the Meeting. In the event of there being two or more persons so nominated for one post of Officer or Committee member a secret ballot of those attending the meeting will decide the outcome. The Officer or Committee Member so elected will hold office only until the next following Annual General Meeting.

## **5. Powers of the Committee**

Without prejudice to confirmation with the principle laid down elsewhere in these rules the powers and responsibilities of the Committee shall be:

- (i) To form sub-committees, not necessarily consisting of elected Members, for specific purposes. The Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer shall be ex-officio Members of all sub-committees.
- (ii) To invite Members or Non-Members of the Club to attend any Meeting to give specialist advice or information but without the power to vote.
- (iii) To compile and publish at Annual General Meetings, the list of judges as specified in Rule 9. Such lists shall be compiled by the Committee by a simple majority vote by secret ballot.
- (iv) To accept and hold in trust on behalf of the Club Members and for the benefit of those Members, all property vested in the Club.
- (v) To determine the nature and value of all prizes to be awarded. To draw up the rules for the award of such prizes and to determine thereon.
- (vi) To organise shows in accordance with Kennel Club rules.
- (vii) To deal with any matter not specifically dealt with or provided for in these rules but always in accordance with Kennel Club regulations prevailing at the time.
- (viii) To make a list of Members and their addresses available for inspection if so requested by a Member of the Club or Kennel Club.

## **6. Meetings**

- (i) Meetings of the Committee shall be held at least three times a year and more if deemed necessary by the Committee. The Chairman of the Club shall be the Chairman of the Committee and the Vice-Chairman of the club shall be the Vice-Chairman of the Committee. Quorum shall consist of at least six persons, one of whom must be an Officer and three of whom must be nationally elected Committee Members.

- (ii) When a Committee Meeting is called, all nationally elected Officers and Committee Members and elected Branch Representatives must be informed giving 21 days notice. Emergency meetings shall be called at the discretion of the Chairman of the Committee giving not less than forty-eight hours notice.
- (iii) The Annual General Meeting shall be held during the month of April or as soon as possible thereafter.
- (iv) Members shall receive at least forty-two days notice of the Annual General Meeting. A proposed Agenda shall be included in the Notification of the Meeting.
- (v) Members may submit items for the Formal Agenda. Such items must be proposed and seconded by fully paid-up Members and be submitted, in writing, to the Honorary Secretary to be received not less than thirty-five days prior to the Annual General Meeting.
- (vi) If the Formal Agenda is to be different from the proposed Agenda it shall be sent to all Members to be received by them not less than twenty-one days prior to the Annual General Meeting. Otherwise the proposed Agenda included with the Notification of the Meeting sent under Rule 6(iv) above shall become the Formal Agenda.
- (vii) A Special General Meeting may be called by the Committee at any time.
- (viii) A Special General Meeting shall be called by the Honorary Secretary within sixty days of receiving a requisition, signed by at least twenty-five Members, setting out the purpose of that Meeting.
- (ix) Members shall be notified of the intention to hold a Special General Meeting at least forty-two days in advance. (The Formal Agenda shall be included).
- (x) No business other than that laid down in the Agenda arising from the requisition shall be discussed at a Special General Meeting.

## **7. Branches**

- (i) Groups of Members may apply to the Committee to form a Branch of the Club. These Branches will be formed strictly in accordance with the Rules of Branches of a Breed Club as laid down by the Kennel Club.
- (ii) A grant may be made to a Branch from the Club at the discretion of the Committee of the Basset Hound Club.
- (iii) Regional Branches may organise all forms of activities in their area including Matches (but excepting Shows or Hunt activities) and organising walks restricted to Club Members.
- (iv) A Special Branch may be formed to organise the Hunting and Working activities of the Club.
- (v) A regional Branch may be asked by the Committee of the Basset Hound Club to take the responsibility of organising one of the Club Shows under a Show Manager appointed by the Committee of the Basset Hound Club.

- (vi) Regional Branches may sponsor and guarantee classes for Basset Hounds at Limited and Open Shows held under Kennel Club Rules.
- (vii) Branch Rules shall be subject to the approval of the Basset Hound Club Committee. All Branches shall submit to that Committee the minutes of their Annual General Meeting and all other Branch Committee Meetings held during the year. All Branches shall submit, also, a Statement of Accounts as approved at their Annual General Meeting. The Branches are required to submit a financial statement with their report to the Basset Hound Club's meetings.
- (viii) The Basset Hound Club Committee shall have the power to disband a Branch if, in the opinion of that Committee, the Branch is not abiding by the Branch Rules as laid down.

## **8. Subscriptions**

- (i) The annual subscription for single, joint and overseas Memberships shall be decided at the Annual General Meeting and such subscriptions shall be due and payable on 1<sup>st</sup> January of each year. Standing Orders through the Bank shall be available.
- (ia) An Annual General Meeting may resolve that different levels of subscription may be set for each of the single, joint and overseas memberships dependent upon a Member or Members agreeing in advance to receive all communications, notices and publications electronically.
- (ib) Any Member who pays a subscription at the rate set under Rule 8(ia) above shall be deemed to have agreed that all communications, notices or publications will be issued to that Member by electronic means to the address supplied by that Member for the time being.
- (ic) A Member who has paid a subscription at the rate set under Rule 8(ia) above may revert to receiving all communications, notices and publications by Royal Mail post but only with effect from 1<sup>st</sup> January following notice being given to the Honorary Secretary either in writing or by email.
- (ii) No Member whose subscription is unpaid by 31<sup>st</sup> January in any year shall be entitled to voting rights for that year.
- (ia) No Member whose subscription is unpaid by 15<sup>th</sup> March in any year shall be entitled to the privileges of Membership, including third party insurance for that year and if that subscription has not been paid by the date specified, the Committee may, after giving fourteen days notice in writing (by ordinary Postal Service) cancel such Membership; except that on payment of outstanding subscription they may subsequently re-admit that person to Membership.
- (iii) An additional subscription shall be paid by Members who are also Members of a Regional Branch of the Club as defined in Rule 7. The appropriate Regional Branch subscription shall be payable into the funds of that Branch. Any alteration to the Regional Branch subscriptions shall be decided at the Branch Annual General Meeting and such alterations must be notified to the Committee of the Basset Hound Club at least three calendar months before being brought into force.
- (iv) Subject to their acceptance under Rule 2(ii), new Members joining on or after the first day of October in any year shall be entitled to exercise the benefit of Membership up to the 31<sup>st</sup> day of December in the following year.

## 9. Judging Lists

The Committee of the Basset Hound Club shall be responsible for compiling Judging Lists in accordance with Kennel Club Rules. Lists will be presented to Members at the Annual General Meeting. New lists will be compiled annually and will supersede all previous lists.

### Roll of Honour

Senior judges not necessarily currently active.

### List A 1

For persons who have previously been approved by the Kennel Club to award CCs in the breed and who have carried out their first appointment and are supported by the Club.

### List A 2

For persons who fulfil the requirements of the A3 list, have been assessed in accordance with KC requirements, and accepted by the KC for the A2 list, and are supported by the Club.

### List A 3 Specialist

- (1) To have a minimum of 7 (seven) years judging experience in the breed and have the support of the Club.
- (2) To have judged a minimum of 40 Classes to include a Breed Club Open Show (and/or 3 breed club supported entry shows).
- (2A) To have judged a minimum of 70 dogs in the classes mentioned in (2) above.
- (3) To have attended a seminar given by a Kennel Club Accredited Trainer, and passed the relevant examination on Kennel Club Regulations and Judging Procedures.
- (4) To have attended a seminar given by a Kennel Club Accredited Trainer on Conformation and Movement.
- (4A) To have attended a Conformation and Movement 'Hands On' Assessment conducted by a Kennel Club Accredited Trainer and passed the assessment.
- (5) To have attended at least one breed specific seminar run in accordance with Kennel Club Code of Best Practice and passed an examination/or assessment where applicable.
- (6) To have bred and/or owned a minimum of 3 dogs when they obtained their first entry in the KC Stud Book (save in exceptional circumstances).
- (7) To be prepared to submit a written critique on the first two places in each class within 4 weeks after the show to the Dog Press and a copy sent to the Secretary of the Basset Hound Club

(8) To have stewarded over a minimum of 12 days at shows.

#### List A 3 All Rounder

- (1) To have a minimum of 7 (seven) years judging experience in any one breed (to include 5 years in Basset Hounds) and have the support of the Club.
- (2) To have judged a minimum of 40 Classes to include a Breed Club Open Show (and/or 3 breed club supported entry shows).
- (2A) To have judged a minimum of 70 dogs in the classes mentioned in (2) above.
- (3) To have awarded CCs in at least one other hound breed.
- (4) To have attended a seminar given by a Kennel Club Accredited Trainer, and passed the relevant examination on Kennel Club Regulations and Judging Procedures (where applicable).
- (5) To have attended a seminar given by a Kennel Club Accredited Trainer on Conformation and Movement (where applicable).
- (5A) To have attended a Conformation and Movement 'Hands On' Assessment conducted by a Kennel Club Accredited Trainer and passed the assessment.
- (6) To have attended a Basset Hound Breed Club Judging Seminar (and passed an examination/or assessment where applicable).
- (7) To be prepared to submit a written critique on the first two places in each class within 4 weeks after the show to the Dog Press and a copy sent to the Secretary of the Basset Hound Club

#### List B Specialist

- (1) To have owned or exhibited the breed for a minimum of 5 years and have the support of the Club.
- (2) To have judged a minimum of 15 classes.
- (2A) To have judged a minimum of 30 dogs in the classes mentioned in (2) above.
- (3) To have attended a Basset Hound Breed Club Judging Seminar.
- (4) Stewarding experience (details to be supplied).

#### List B All Rounder

- (1) To have a minimum of 5 years judging experience in any one breed and have the support of the Club.
- (2) To have judged a minimum of 15 classes.



(2A) To have judged a minimum of 30 dogs in the classes mentioned in (2) above.

(3) To have attended a Basset Hound Breed Club Judging Seminar.

(4) Stewarding experience (details to be supplied).

### List C

Formulated to include people who have limited judging experience of the breed but thought capable of doing so through experience of breeding and showing Basset Hounds or other breeds successfully for at least 5 years.

Persons from the above lists may be considered by the Basset Hound Club Committee from their own nominations or from receipt of nominations from Branches or from individual Members of the Club and must be accompanied by a current Basset Hound Club questionnaire. The Committee is empowered in exceptional circumstances to use its discretion in regard to these criteria.

## **10. General Business**

(i) The Financial year of the Club shall be from 1<sup>st</sup> January to the 31<sup>st</sup> December.

(ii) The Annual General Meeting shall:

(a) Receive the report of the Committee and the Balance Sheet and Accounts of the preceding financial year.

(b) Discuss any proposed resolution on matters duly placed on the Agenda in accordance with Rule 6(v).

(c) Receive and publish the names of the successful candidates in the postal ballot for Officers, Committee Members; and Branch Representatives for the ensuing year.

(d) To make available the new judging lists as compiled by the Committee for the ensuing year.

(iii) Voting at all meetings shall be by a show of hands or (if any Members shall so request) by secret ballot to be taken at the Meeting.

## **11. Bank Account**

An account shall be opened in the name of the Club at such Bank as the Committee shall decide. Such accounts shall be operated either on the signature of any two of the following, viz: The Chairman, The Vice-Chairman, The Honorary Treasurer, The Honorary Secretary or by other security measures enabling the operation of internet banking to take place. This would normally be in the form of secure confirmation by any 2 of the aforementioned.

## **12. Accounts**

Proper accounts and records shall be kept by the Honorary Treasurer and the accounts for each year shall be certified before the next Annual General Meeting by the Auditors who shall be appointed at the preceding Annual General Meeting.

### **13. Notices**

- (i) Notices may be served on any Honorary Member or Member either:
  - (a) in person or by sending the same by ordinary Royal Mail post addressed to such Member at the address last supplied for the purpose by that Member and shall be deemed to have been received in the ordinary course of post, or
  - (b) electronically by being sent to the address last supplied for the purpose by such Member and shall be deemed to have been received two working days after being sent.
- (ii) Notices under Rule 2(vi) shall be sent to the Member concerned by Royal Mail Special Delivery and shall be deemed to have been received two working days after being sent.

### **14. Winding Up**

If the Club shall, for any cause, cease to exist, all cups, trophies and other property of the Club shall be disposed of as the Members at the General Meeting may decide.

### **15. Club Authority**

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

### **16. Annual Returns**

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 the continuance of Registration and that by 31<sup>st</sup> July each year, other Returns, as stipulated in the Kennel Club Regulations for the Registration and Maintenance of Title of 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 Club which may occur during the course of the year.

### **17. Federation of Clubs**

The Club shall not join any Federation or other Club, Clubs or Societies.

### **18. Alteration of Rules**

The Rules of the Club shall not be altered except at Annual or Special General Meetings and any such alteration shall not be effective unless and until the Kennel Club has been advised and has given its approval of them. Any alteration made accordingly will be notified to all Members in writing within three months of such alteration being confirmed.

## **BASSET HOUND CLUB**

### **BRANCH RULES**

#### **1. Name and object**

The branch shall be called the ..... and its object will be to promote the aims of the Basset Hound Club in its area, to organise activities for its Members and to sponsor classes for the breed at local Shows (BHC Rule 7 parts (i) to (vi)).

#### **2. Accountability to the Basset Hound Club**

The Branch is subject to the jurisdiction of, and the control by, the main Committee of the Basset Hound Club and accordingly these Rules CANNOT be changed without prior approval of that Committee (BHC Rule 7(vii)).

#### **3. Members**

Membership is open to any paid-up Member of the Basset Hound Club by whose Rules all are bound. Honorary Members of the Club are not necessarily Honorary Members of the Branch nor are Honorary Members of the Branch necessarily Honorary Members of the Club.

#### **4. Subscriptions**

- (a) The annual subscription for Single and Joint Memberships shall be decided at the Branch Annual General Meeting and such subscriptions shall be due and payable on 1<sup>st</sup> January of each year. The initial subscription of those joining the Branch on or after 1<sup>st</sup> October shall cover the period up to 31<sup>st</sup> December, of the year following, (BHC Rule 8 parts (i) to (iv)).
- (b) No Member whose subscription is unpaid by 31<sup>st</sup> January in any year shall be entitled to voting rights for that year.
- (c) No Member whose subscription is unpaid by 15<sup>th</sup> March in any year shall be entitled to the privileges of Branch Membership for that year and if that subscription has not been paid by the date specified, the Branch Committee may, after giving fourteen days notice in writing (by ordinary Postal Service) cancel such Membership, except that on payment of outstanding subscription they may subsequently re-admit that person to Membership.

#### **5. Committee**

- (a) The Branch shall be managed by Officers and a Committee which shall consist of Chairman, Honorary Secretary and Honorary Treasurer and a Committee of a minimum of three to a maximum of twelve other Branch Members.
- (b) The Officers, Committee and Branch Representatives shall retire annually but remain eligible for re-election.

- (c) The Officers, Committee and Branch Representatives must be fully paid-up Members of the Basset Hound Club and of the Branch and be proposed and seconded by persons who are also fully paid-up Members of the Basset Hound Club and the Branch. (BHC Rule 4(i), (v) and (vii)).
- (d) Election of Officers, Committee and Branch Representatives shall be by a secret Ballot of the Branch Members.
- (e) No person may hold two Offices nor shall members of the same household hold Office at the same time (BHC Rule 4(ii) and (iii)).
- (f) A quorum shall consist of at least four committee members, one of whom must be an Officer and two of whom must be elected.
- (g) Nominations for Officers, Committee and Branch Representatives must be made in writing and submitted to the Branch Secretary showing the name of the Proposer and Seconder and the willingness of the Nominee to stand for election (BHC Rule 4(v) and (vii)).
- (h) No person whilst an undischarged bankrupt may serve on the Committee of or hold another office or appointment within a Kennel Club registered Society.
- (i) The holding of office or that of Committee Member shall be dependent on attendance at meetings. Should an officer or committee member be absent from three consecutive meetings (which term includes committee meetings and General meetings) without good reason that person shall immediately forfeit office or membership of the committee, whichever the case may be.
- (j) The question of what is good reason will be judged by the committee which will decide the issue by a simple majority.
- (k) A Branch President and an unlimited number of Branch Vice-Presidents may be elected by the Members of the Branch at an Annual General Meeting. They shall remain in office for a period of five years. The Branch President and Branch Vice-Presidents may attend meetings of the Branch Committee but shall not be entitled to vote thereat. Nominations for Branch President or Branch Vice-President must be proposed and seconded by Members of the Branch and be accompanied by the Nominee's written acceptance of the nomination.

## **6. Powers of the Committee**

- (a) To co-opt Members to fill vacancies (up to the maximum number of the Committee), but these Members must submit themselves for election at the next Annual General Meeting should they wish to continue a further term.
- (b) To form sub-committees, not necessarily consisting of elected Members, for specific purposes. The Chairman, Hon. Secretary and Hon. Treasurer shall be ex-officio Members of all subcommittees.
- (c) To make a list of Members and their Addresses available to the Committee of the Basset Hound Club and available for inspection by any Member of that Branch or by the Kennel Club (BHC Rule 5(viii)).

- (d) To instruct the Branch Representatives as to the views of the Branch on any Matter to be discussed at a Basset Hound Club Committee Meeting, but this will not preclude them from voting on any issues not previously discussed at Branch level. If the Representative cannot attend a Basset Hound Club Committee Meeting then a written report of the Branch's current Membership level and Financial position MUST be sent to the Secretary of the Basset Hound Club in time for that Meeting. The Branches' Representative is required to submit a financial statement with his/her report to each committee meeting of the Basset Hound Club.
- (e) To appoint Honorary Branch Memberships.
- (f) In the event of the winding up of a Branch, that Branch is to abide by any decisions made by the Committee of the Basset Hound Club, in conjunction with Branch Officers, as to the disposal of the Branch assets (BHC Rules 5(iv) & (vii) and 7(vii)) but the final decision will rest with the Committee of the Basset Hound Club.
- (g) To decide the extent of the guarantees, special prizes, etc. at local shows sponsored by the Branch (BHC Rule 7(vi)).
- (h) To organise the activities of the Branch (BHC Rule 7(iii) & (v)).
- (i) To decide whether a dispute within the Branch be submitted to the Basset Hound Club Committee as arbiter.
- (j) To make single donations out of Branch funds up to a maximum of £50 (fifty pounds) each on the approval of the Branch Committee. Donations in excess of £50 (fifty pounds) may be made only with the express written approval of the Honorary Treasurer and one other Officer of the Basset Hound Club.

## **7. Meetings**

- (a) Committee Meetings shall be called by the Honorary Branch Secretary on the instructions of the Branch Chairman, with a minimum of three meetings per annum. Twenty-one days notice shall be given to Officers and Committee and an Agenda shall be included with the notice. On completion of Branch Committee Meetings, a copy of the approved Minutes for the immediately preceding Branch Committee Meeting is to be sent to the Secretary of the Basset Hound Club before the next Branch Committee Meeting takes place. (BHC Rule 7(vii)).
- (b) The Annual General Meeting MUST be held prior to the Basset Hound Club Annual General Meeting and Branch Members shall receive at least twenty-one days notice (including Agenda) of the Branch Annual General Meeting.
- (c) A Special General Meeting shall be called if fifteen Members of the Branch so request in a written and signed statement indicating the subject for discussion. The Meeting shall take place within sixty days of the request being received by the Branch Secretary. No business other than that laid down in the Agenda arising from the requisition shall be discussed at the Special General Meeting so convened. (BHC Rule 6(viii) & (x)). Members shall be notified of the intention to hold such a General Meeting at least thirty-five days in advance.

## **8. Business**

- (a) The Financial Year of the Branch will run from 1<sup>st</sup> January to the 31<sup>st</sup> December.
- (b) The Annual General Meeting shall:
  - (i) Receive the report of the Committee, the Balance Sheet and Accounts of the preceding Financial Year.
  - (ii) Elect the Officers, Committee and the Branch's Representative.
  - (iii) Discuss any proposed resolutions on matters duly placed on the Agenda or notified as Any Other Business. Items designated as Any Other Business must be submitted, in writing, to the Branch Secretary not less than seven days prior to the Meeting and must be signed by the Proposer and Seconder who must be fully paid-up Branch Members.
  - (iv) Elect the Auditors for the ensuing year.
- (c) A copy of the audited Balance Sheet and Accounts, together with the draft Minutes of the Branch Annual General Meeting shall be sent to the Honorary Secretary of the Basset Hound Club in sufficient time to be presented to the Committee of the Basset Hound Club at their first Meeting held after the Basset Hound Club Annual General Meeting. (BHC Rule 7(vii)).

## **9. Accounts**

A Banking Account shall be opened in the name of the Branch into which all revenue of the Branch must be paid. Cheques drawn on this or any other such account must be signed by any two of the Officers of the Branch or by one Officer and a Branch Committee member who is specifically nominated by the Branch Committee for that purpose at a Branch Committee meeting (the "Signatories"). There shall be at least three Signatories to the Banking Account and any other such account at any time. No Signatories shall be members of the same household at the same time. The accounts shall be kept by the Honorary Treasurer and shall be audited before the next Branch Annual General Meeting by the Auditor appointed at the preceding Annual General Meeting.

## **10. General**

Any matter not specifically dealt with in these Rules or in the Rules of the Basset Hound Club shall be referred to the Committee of the Basset Hound Club who shall deal with the matter in accordance with Kennel Club regulations prevailing at the time. (BHC Rule 5(vii)).