

The Windhoek Dog Club

Constitution

1 The Club shall be known as The Windhoek Dog Club

2 OBJECTIVES

- 2.1 To encourage and improve the welfare and treatment of all dogs and promote humane and up to date training methods
- 2.2 To protect and advance the interest in all dogs in all fields of training by the holding of dog shows, match meetings and working trails, in conformity with the Constitution, Rules and Regulations of the Kennel Union of Southern Africa (KUSA).
- 2.3 To encourage and promote the training of all types of dogs in obedience, Agility and working trails as developing their natural qualities.
- 2.4 To promote friendship and harmony amongst all those interested in dogs.
- 2.5 In general, the purpose of the Club shall be to bring together persons who are interested in all types of non-punitive dog training, and to hold all types of training, competition, obedience trials, tracking tests, security work and any other such competition sanctioned by the KUSA and Windhoek Dog Club.

3 MEMBERSHIP

Any person shall be eligible to be submitted for election as a member of the club, as provided hereunder:

- 3.1 Application for membership shall be made on such form or in such manner as may from time to time be prescribed by the Committee.
- 3.2 The name of every person applying for membership shall be submitted to the committee for election, or otherwise, but any two members of the Committee may demand a ballot and if such a ballot be held, three adverse votes in five shall exclude such a person from membership and subscription shall be refunded.
- 3.3 The Committee shall have the power to refuse applications for membership without any reasons.
- 3.4 Membership shall be granted on condition that the member has all dogs in his possession inoculated against Distemper, Rabies, etc.
- 3.5 If any member applicant is under 21 years the parents or guardian must sign the application.
- 3.6 Membership shall be refused or withdrawn should it be found that the person be involved in any action of cruelty towards any animal.
- 3.7 If at any time a member wishes to resign from the club, he shall give notice of such intention in writing to the Secretary. There will be no refund of annual fees or portion thereof.

- 3.8 Membership fee will be adjusted annually.
- 3.9 Any member whose dues have not been paid for three months from the date they were due, shall be dropped from membership.
- 3.10 Any member who has been dropped from membership because of non-payment of dues shall not be re-instated unless dues have been brought up to date.
- 3.11 Any person may be elected an honorary member by a unanimous vote of the Committee. An honorary member shall not hold office, vote, or pay membership dues (unless he wishes to).
- 3.12 Expulsion from Membership:

Whenever in the majority opinion of the Committee the behavior or conduct of a member has been harmful, prejudicial or injurious to the interest, good order or character of the club, the Committee shall have the power to suspend such member from all privileges of membership for any period not exceeding six (6) months or to expel such member who shall thereupon be debarred from all privileges of membership following a hearing at which such member may be present or represented. Always provided that any member expelled may within one (1) month of receipt of notification thereof appeal to a the Special General Meeting of the Club summoned by the Secretary specially to decide by ballot the member's appeal against expulsion. The decision upon which such an appeal shall be determined by a majority of not less than two thirds of the members present and voting thereat. Whenever a member has been expelled he shall forthwith cease to be a member of the Club and his name shall be removed from the register of members.

4 COMMITTEE

- 4.1 The committee shall consist of the following officers:
- 4.1.1 Chairman
 - 4.1.2 Vice-chairman
 - 4.1.3 Secretary
 - 4.1.4 Treasurer
 - 4.1.5 Chief Trainer
 - 4.1.6 Up to three ordinary members and up to three co opted members.

The Chairman shall have a casting vote. The Committee shall serve for one year.

- 4.2 Members shall have been members of the club for a minimum of three months to be eligible for election to the Committee.
- 4.3 A committee member of the Club is allowed to become an active member of any other dog club but cannot be a member of the Committee of more than one dog club without the permission of the committee.

4.4 Special meetings may be convened by the Chairman at any time or on request of any four (4) members of the Committee, or any ten (10) ordinary members.

4.5 The Chairman of the Club shall be the Chairman of all meetings but whenever he is not available the Vice-Chairman shall take the chair and in the event of them both being unavailable the Committee shall elect the chairman for that occasion.

4.6 The committee shall at all times enjoy the full confidence of the club, and shall be empowered to take whatever measures to meet the interest or objectives of the Club in accordance with this Constitution.

The committee shall in particular be empowered to make changes or amend rules or regulations in its discretion from time to time, subject to ratification at the AGM

5 NOMINATION AND ELECTION OF OFFICERS

5.1 The election of committee members shall take place at the Annual General Meeting.

5.2 The election of officers shall take place at the first Committee Meeting thereafter.

6 DUTIES OF COMMITTEE MEMBERS AND CHIEF TRAINER

6.1 Chairman

The Chairman shall preside at all meetings at which he is present, shall exercise general supervision over the affairs and activities of the club and may serve as a member ex-official on all sub-committees. The Chairman should represent the Club for official purposes.

6.2 Vice Chairman

The Vice-chairman shall assume the duties of the Chairman during his absence.

6.3 Secretary

The Secretary shall keep the minutes of all meetings of the Club and conduct all correspondence. He or she shall keep an up-to-date list of members at all times.

6.4 Treasurer

The Treasurer shall maintain the entire Club's financial transaction and submit a statement at the AGM.

6.5 Chief Trainer

The Chief Trainer shall have been appointed by the committee and not necessarily be a member, but should sit in on Committee meetings. He will have no voting rights either on the Committee or at a General Meeting if he is not a member of the Club.

The Chief Trainer's duties are:

6.5.1 To determine the training methods to be used in training session.

6.5.2 To secure and instruct sufficient trainers for all training sessions, subject to approval of the Committee.

- 6.5.3 To prepare a schedule of training for all training sessions.
- 6.5.4 To develop a program to meet the objectives set by the Committee.
- 6.5.5 To advise the Committee on resources of competent dogs and requirements for future needs.

7 MEETINGS

- 7.1 The Annual General Meeting shall be held in the first quarter of the year.
- 7.2 Two weeks notice shall be give to voting members of the Annual or Special Meetings.

A quorum shall consist of six members plus the Chairman or the Vice-Chairman.

- 7.3 The order of business at all meetings of the Club shall be as follows:

- 7.3.1 Meeting called to order
- 7.3.2 Roll call
- 7.3.3 Reading of minutes of previous meeting
- 7.3.4 Reports of officers and Committee Chairman
- 7.3.5 Unfinished business
- 7.3.6 New business
- 7.3.7 Adjournment

- 7.4 Special General Meetings may be called by the Committee whenever it is considered to be necessary or expedient to do so. The Secretary shall summon a Special General Meeting upon receiving a written requisition by not less than ten (10) members of the Club specifying in general terms the business to be brought before the meeting. No business except that stated in the notice convening the meeting shall be transacted at any Special General Meeting.

8 AMENDMENT OF THE CONSTITUTION

This Constitution may be repealed, substituted, amended or added to at any Annual General Meeting or Special General Meeting provided that any member desirous of moving any alteration shall notify the Secretary of the full terms thereof not less than seven days prior to the General Meeting and any alteration shall require approval by a two-thirds majority vote of those present entitled to vote.

9 DISSOLUTION OF THE CLUB

- 9.1 Any proposal to dissolve the club shall only be considered at a Special General Meeting convened for the purpose, and then only in terms of this section 7.
- 9.2 No proposal to dissolve the Club shall be considered unless there are present not less than two-thirds of the members with voting rights of the club at the time of such proposal, of whom not less than three-quarters vote in favor of such proposal.

9.3 Immediately after a decision to dissolve the Club has been carefully taken in terms of this section, the Committee shall forthwith liquidate the affairs of the Club and if there is any surplus of assets on realization, such surplus shall be disposed of to another body or bodies of similar interest in the manner prescribed by the Special General Meeting at which the decision to dissolve the Club was taken. Should there be no effective membership or Committee, any interested party may seek assistance from the Secretary of KUSA or the Provincial Council regarding the liquidation of the Club's affairs including the allocation of any surplus assets.

9.4 A proposal to merge with any other Club affiliated to the Kennel Union of Southern Africa shall be dealt with in the same manner as a proposal to dissolve the Club and the terms of such merge shall be approved at the Special General Meeting convened to consider the proposal to merge.

9.5 Any trophies in the possession of the Club being dissolved shall be disposed of as follows:

9.5.1 Donated Trophies- disposed of on the express instructions of the donor.

9.5.2 Where a donor, his legal representative or Executor in his estate, is deceased or cannot be located, trophies should be made available to another body or bodies with similar interests on the condition that any subsequent allocation of such trophies does not conflict in circumstances where the donor has detailed the conditions under which a trophy may be awarded.

10 FINANCE

10.1 The Club's financial year shall commence on the first day of January and expire on the thirty-first day of December in each year.

10.2 The funds of the Club shall be deposited in the name of the club in a Bank or other recognized deposit receiving institution. Three signatories shall be appointed by the Committee and withdrawals shall be made by the signatures of any two signatories provided they are not husband and wife or members of the same family.

11 RULES

It is strongly recommended that present and prospective members of the club give serious consideration to taking out insurance policies to cover themselves and their dog against eventualities, since the Club or its officers do not hold themselves responsible in the event of any claim whatsoever being lodged against them.

12 GENERAL RULES

General rules to be set by committee and updated periodically by the committee without the need to change the constitution.