

**CORNWALL FIELD TRIAL SOCIETY**  
**ID 569**  
**CONSTITUTION AND RULES (AS AMENDED 2017)**

**Title**

1. The Society shall be called the **Cornwall Field Trial Society**
2. To help improve the breeding and training of sound working Gundogs

**Constitution**

3.
  - a. Honorary Members:  
The President and up to six Vice Presidents, all of whom are ex-officio members of the Committee
  - b. The Committee shall consist of the following officers:  
Chairman and Vice Chairman  
Field Trial Secretaries, Retrievers and Spaniels  
Working Test Secretaries, Retrievers and Spaniels  
Hon. Secretary  
Hon. Treasurer/Membership Secretary  
Plus up to ten elected members

**Election of the Committee**

4.
  - a. The Officers of the Committee shall retire annually but shall be eligible for re-election
  - b. The elected members will each serve for two years. Half shall retire each year but shall be eligible for re-election. The Hon. Secretary shall maintain a record of the members that are due to retire by rotation
  - c. No member can be elected to the Committee until they have been a member of the Society for at least two years, except in the case of a member being co-opted

**The Committee**

5.
  - a. Will be responsible for the day to day running of the Society, organising Field Trials and Working Tests, participation at County or Country Shows and general promotion of the Society
  - b. Shall meet as often as deemed necessary but at least once every three months
  - c. Five members, two of whom shall be officers, will be considered a quorum to transact business (co-opted members shall not count towards a quorum)
  - d. Only elected officers and members are eligible to vote. The Chairman shall have a casting vote should there be a tie
  - e. Shall have powers to co-opt a member, who will serve only until the next AGM
  - f. Shall have powers to make bye-laws and to decide upon matters in dispute not provided for in the Rules
  - g. Shall be responsible for the safe keeping of any property vested in the Committee. The Hon. Secretary shall maintain a register of such items and who has item(s) in their possession
  - h. Society Accounts
    - i. A banking account shall be held in the name of the Cornwall Field Trial Society, into which all revenue of the Society shall be paid. Withdrawals shall only be made on the signatures of two of the following Officers: Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer
    - ii. Accounts shall be kept by the Hon. Treasurer. Auditors shall be appointed at each Annual General Meeting who shall audit the Society's Accounts for the ensuing year before the next Annual General Meeting. Those undertaking the certification must be independent from those who prepared the accounts. A copy of the annual statement of accounts is to be made available on request to members 14 days prior to the AGM
    - iii. The Hon. Treasurer shall be authorised to make sundry small cash payments and these are to be accounted for in the main ledger

**Election of Members**

6.
  - a. Candidates for membership shall be proposed and seconded by paid up members of the Society. Their application shall be considered at a Committee meeting. If there are two or more objections, the matter will be held over to the next meeting, in order to allow a full and frank discussion to take place before making a final decision by a majority vote taken at that meeting. In the event of a membership refusal by the Committee, the proposed applicant may not re-apply for membership for a minimum of three years
  - b. The Membership Secretary shall maintain a register of the members, together with their addresses and telephone numbers. This register must be made available for inspection if so requested by the members of the Society or by the Kennel Club

**Membership**

7. Voting Rights  
Each member shall be entitled to one vote immediately upon acceptance of membership. Voting shall be by secret ballot/show of hands as decided by the majority at the meeting. The Chairman shall have the casting vote should there be a tie
8. Subscriptions
  - a. The annual subscription and joining fee shall be such amount as agreed by members in a General Meeting and notified as such to the Kennel Club. The annual subscription shall be paid to the Hon. Treasurer/Membership Secretary by 1 January each year
  - b. If any member should fail to pay the annual subscription by 1 March, he/she will cease to be a member of the Society. If the Committee should subsequently receive a satisfactory explanation, the member may, at the discretion of the Committee and on payment of any arrears, be readmitted to Membership
9. Expulsion of Member(s)
  - a. Any member who shall be disqualified under 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
  - b. 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 so 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 conditions as The Kennel Club may impose

- c. The Society must inform The Kennel Club within seven days in writing of the action taken to expel a member under Rule 9b. above and supply any particulars required
- d. If the Society expels any member for discreditable conduct in connection with dogs, trials or competitions, the Society must report the matter in writing within seven days and supply any particulars required

#### **General Matters**

#### 10. Financial Year

The financial year for the Society will be from 1 January to 31 December

#### 11. Annual General Meeting (AGM)

- a. The AGM will be held at a time and place decided by the Committee. At least 56 days prior to the AGM, members are to be informed of the date, time and venue, together with a provisional agenda. A final agenda will be made available at the AGM
- b. Nature of Business

To receive reports from the Officers of the Committee and to receive the Society's Balance Sheet and to approve them

Members wishing to put an item on the Agenda **must** give 28 days prior warning in writing to the Hon. Secretary. No business shall be transacted at any AGM unless notice thereof appears on the Agenda. Routine matters are an exception or those which in the opinion of the Chairman of the meeting are considered urgent

- c. Election of Officers

The election of the Officers and Committee at the AGM shall be either by vote or by ballot of those present at the Meeting. Nominations for the election of the Officers and Committee must be in the possession of the Hon. Secretary at least 28 days prior to the AGM. All nominations shall have a proposer and seconder and shall be signed by the nominee to show his/her willingness to stand. The President and Vice Presidents once appointed shall remain in office during their pleasure

- d. Accounts

An audited statement of accounts for the last financial year will be published in the Year Book for the information of all members

#### 12. Special General meeting (SGM)

- a. A Special General Meeting shall be called by the Hon. Secretary if ten fully paid up members sign a requisition stating the subject to be discussed, or at any time by the Committee giving 28 days notice in writing **to every member of the Society**, giving the agenda, time and venue. No business other than the matter on the agenda will be discussed at this SGM
- b. For a SGM a quorum will be considered as: the Chairman or Vice Chairman, two officers and six members of the Committee and at least ten members. The Chairman of the meeting will hold the casting vote

#### 13. General Meeting(s)

A General Meeting may be called to discuss urgent business. Seven members shall form a quorum, which must include the Chairman or Vice Chairman and at least two officers. 28 days notice must be given to **members in writing** giving the agenda, time and venue

#### 14. Method of Conduct of Business

- a. At every meeting, whether General or Committee, the minutes of the last meeting shall be read, confirmed and signed before any other business is discussed. At least seven clear days notice shall be given for every Committee Meeting
- b. The Chairman of the Society or in his /her absence the Vice Chairman shall preside at every meeting. In their absence, the members present shall elect a Chairman to take their place, who shall have the casting vote in the event of a tie taking place and whose ruling on any point shall be binding until the next meeting

#### 15. Amendments to the Rules

The Rules of the Society may not be altered except at an Annual Meeting, or Special General Meeting, the notice for which contains specific proposals to amend the Rules. Any proposed alteration to the Rules may not be brought into effect until the Kennel Club has been advised and has approved the alterations. New Rules or amendments introduced specifically to meet Kennel Club requirements shall be adopted immediately and included in the Society's Rule Book, with effect from the Society's Annual General Meeting

#### 16. Annual Returns/Fees to The Kennel Club

The Officers acknowledge that during the month of January each year Maintenance of Title fee will be forwarded to the Kennel Club, whether by Secretary or by Direct Debit, for the continuance of registration and by 31 July each year other returns, as stipulated in the Kennel Club regulations for the Registration and Maintenance of Title of Societies and Breed Councils and 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. General

- a. The Society shall not join any Federation of Societies or Clubs
- b. No person whilst an undischarged bankrupt may serve on the Committee or hold any other office or appointment within a Kennel Club registered Society

#### 18. Resignation and Exclusion of a Member

Any Member who ceases to belong to the Society, either by resignation or otherwise, shall have no claim upon or be entitled to participate in any event or have call on any effects or property belonging to the Society, nor have any part of his/her annual subscription for the current year returned

#### 19. Final Court of Appeal

The Kennel Club shall be the Final Court of Appeal in all matters of dispute

#### 20. Field Trials

To qualify for preference in the draw for the Society's field trials owners must be fully paid up members

#### 21. Winding Up of the Society

In the event of the Society ceasing to exist, a General Meeting must be called to discuss the disposal of the Society's property and assets

A final statement of accounts with a record of the disposal of the property of the Society shall be forwarded to The Kennel Club within six months. The persons named as Officers of the Society will be held responsible to The Kennel Club for the proper winding up of the Society