

The English Shetland Sheepdog Club

Rules for Branches - 2013

Any reference to “the Club” in these rules implies the ESSC

1. Objects.

The Branch shall promote the breeding, training and exhibiting of Shetland Sheepdogs, supporting shows and doing all in its power to protect and advance the interests of the breed.

2. Formation of new Branches.

Application for formation of a Branch must, in the first instance, be made in writing to the Secretary of the Club and must have the written support of a minimum of thirty prospective members who must be members of the Club.

3. Members.

1. Only fully paid-up members of the Club are eligible to be members of the Branch.
2. Each member of the Club may belong to the Working Section and one Branch, to be nominated by the member.
3. The Secretary of the Club shall maintain a list of members of each Branch and their addresses and will, on request, make the same available for inspection by any member of the Club or by the Kennel Club at any reasonable time.
4. The Secretary of the Club shall supply annually to each Branch a list of members who belong to that Branch.

4. Officers and Committee.

1. The Officers of the Branch (hereinafter called ‘the Officers’) shall consist of a President, a Chairman, a Vice-Chairman, a Secretary and a Treasurer. The President shall be non-executive and non-voting. No one person can be elected to more than one position on any one committee whether it be main Club or branch or section.
2. The Committee shall consist of five members and the Officers.
3. The Officers and Committee shall conduct the affairs of the Branch, but shall not incur expense beyond the funds of the Branch.
4. The Committee shall have the power to co-opt not more than two additional members in any year, but a co-opted member shall retire at the next annual general meeting and is then eligible for re-election in accordance with rule 4[7].
5. Any five members of the Committee, of whom at least two shall be Officers, shall form a quorum.
6. Any members of the Club normally resident in the British Isles shall be eligible for election as an Officer or a member of the Committee, save that no member shall be eligible if he/she is an officer or member of the committee of another Branch.
7. Each Officer and member of the Committee shall be elected by the members of the Branch by postal vote upon the nomination in writing of any other two members of the Branch, supported by the consent in writing of the nominee, to be received by the Secretary of the Branch not less than twenty-eight clear days before the day fixed for the next annual general meeting of the Branch. The Secretary of the Branch shall where necessary send to each member of the Branch a ballot paper returnable within fourteen clear days.
8. Subject to rule 4[4] and 4[9] each Officer and member of the Committee shall retire at the annual general meeting three years after his election, and is then eligible for re-election in accordance with rule 4[7].
9. In the event of a casual vacancy occurring among the Officers or members of the Committee, the Committee shall have the power to fill the vacancy, but any member so appointed shall retire at the next annual general meeting and is then eligible for re-election in accordance with rule 4[7].

10. Committee business may be transacted by post, telephone, fax or e-mail.
11. The Secretary shall keep a minute book in which shall be recorded all business transacted at general meetings and Committee meetings, and all guarantees offered by the Branch.

5. Finance.

1. Notwithstanding any other provision of these rules, a member of the Club whose subscription is in arrears shall not be entitled to any benefits of membership of the Branch.
2. All revenue of the Branch shall be paid into a banking account in the name of the Branch.
3. Withdrawals from the Branch's banking account shall be effective against the signatures of two Officers of whom one shall be either the Chairman or Vice-Chairman and the other shall be either the Secretary or the Treasurer. No withdrawal shall be valid against the signatures of two Officers who reside at the same address or who are in partnership.
4. All investments shall be in the name of the Branch if possible, and shall otherwise be in the names of the Chairman, Treasurer and Secretary for the time being as Trustees of the Branch.
5. The realisation or withdrawal of investments shall be on the signatures of any two Officers, excepting the President, or named Trustees.
6. The Treasurer shall keep and maintain a system of accounts showing a complete record of the income, expenditure, assets and liabilities of the Branch, and shall at the end of each financial year prepare a balance sheet and an income and expenditure account for that year.
7. The financial year of the Branch shall end on 31st December.
8. The accounts and balance sheet, which shall be in a format defined by the Club, shall be certified and a copy of the certified accounts shall be sent to the Treasurer of the Club at least twenty-one days before the annual general meeting of the Club. The certification to be carried out by one qualified accountant or two unqualified persons who have accountancy experience but are not members of the committee of the Branch. Any financial qualifications to be shown by the person(s) certifying against their signature(s) on the balance sheet.
9. Any member of the Branch must be provided with a copy of the certified accounts at any reasonable time.

6. General Meetings.

1. The annual general meeting of the Branch must be held not less than twenty eight days before that of the Club.
2. At the annual general meeting the following business only shall be transacted:
 - (a) the presentation and (if accepted) the passing of the accounts for the previous financial year;
 - (b) the receipt of reports from the Chairman and other members of the Branch;
 - (c) the receipt of the results of elections of Officers and members of the Committee;
 - (d) such other business as is normally transacted at an annual general meeting of the Branch;
 - (e) such business as shall have been communicated to the Secretary and shall have been included in the notice of the meeting;and
 - (f) such other business as, in the opinion of the chairman of the meeting, is urgent.
3. A special general meeting shall be called by the Secretary on the written request of thirty members of the Branch; provided that such a meeting shall not be so called if such a meeting has been called during the preceding two years to transact what is, in the opinion of the majority of the Officers, the same or substantially the same business. Requests for a special general meeting are to be advised to the Secretary of the Club with full supporting documentation; the Club reserves the right to nominate two members of the Club's Committee (one of whom will normally be an Officer) to attend any such meeting.

4. The Secretary shall send to each member of the Branch not less than fourteen clear days written notice of a general meeting. The notice shall state the date and time when and place where the meeting is to be held and the business to be transacted at the meeting.
5. No business other than that stated in the notice of the meeting, or such business as, in the opinion of the chairman of the meeting, is urgent, shall be transacted at a special general meeting.
6. At a general meeting any twenty members of the Branch shall form a quorum.
7. At a general meeting, the Chairman of the Branch or, in his absence, the Vice-Chairman of the Branch or, if both are absent, another Officer selected by the meeting, shall be chairman of the meeting and shall have a casting vote.
8. Subject to rule 10, any member of the Branch who is absent from a general meeting may vote upon any business stated in the notice of that meeting by letter to be received by the Secretary at least twenty-four hours before that business is voted on at the meeting. Proxy votes are not allowed.

7. Powers.

The Branch may exercise the powers granted to it by the Kennel Club to hold obedience shows, primary shows, agility tests and matches under Kennel Club regulations. The Committee is responsible for the proper observance of Kennel Club rules and of health and safety regulations.

8. Suspension by the Kennel Club.

Any member of the Branch who shall be suspended under Kennel Club Rule A42j(4) and/or disqualified under Kennel Club Rule A42j(8) shall ipso facto cease to be a member of the Branch for the duration of the suspension and/or disqualification.

9. Federations.

The Branch shall not join any federations of societies or clubs.

10. Dissolution.

1. The Committee of the Club reserves the right to dissolve a Branch should circumstances warrant such action.
2. A Branch may be dissolved if, at any general meeting a resolution for the dissolution of the Branch is passed by a majority of the Branch present and voting and at a special general meeting held not less than six weeks thereafter at which not less than half the members of the Branch are present that resolution is confirmed by a majority of two-thirds of the members of the Branch present and voting.
3. On dissolution, all funds and assets (excepting trophies) of the Branch must be handed over to the Secretary or Treasurer of the Club. The Club shall have the power to appoint two members to act as joint receivers to wind-up the affairs of the Branch within six months of dissolution, making any returns to the Kennel Club in the form required.
4. Trophies are to be returned to donors where possible. In the event of this not being possible, they will become the property of the Club.

11. Legal Liability.

1. It is a condition of attending events organised by the Branch that the attendee is responsible for any damage howsoever caused by the attendee or any person accompanying the attendee to the event (this includes children) to any property or article owned, leased, hired by or otherwise the responsibility of the Branch.
2. The Branch will not accept responsibility for damage to, loss or theft of personal property within the vicinity of a function run by the Branch, howsoever caused.

12. Interpretation of Rules.

1. If doubt exists as to the scope or interpretation of the rules, reference must be made to the Secretary of the Club in the first instance.

2. Subject only to the Kennel Club being the final authority for the interpretation of the Rules and Regulations of the Branch in all cases relating to Canine or Club matters, the ruling of the Club is final.
3. Nothing in these rules shall be read or construed as giving the Branch any right or power greater than that enjoyed by the Club.

13. Annual Returns.

1. The Officers of the Branch acknowledge that during the month of January each year, maintenance of title fee will be forwarded to the Club for continuance of registration.
2. The Secretary must provide the Secretary of the Club with a list of Officers and Committee members as at the annual general meeting of the Branch not later than seven days before the annual general meeting of the Club, and shall advise any changes that occur subsequently within twenty-one days of the change.
3. The Secretary must provide the Secretary of the Club with the details of all Matches held by the Branch during the previous year no later than seven days before the annual general meeting of the Club.

14. Commencement.

These rules, and any subsequent amendments thereto, shall come into force immediately after they have been passed by the Club in a general meeting and approved by the Kennel Club.

16 August 2013