



# **THE DOG TRAINING CLUB OF BERMUDA**

**P.O. Box HM 1405**

**Hamilton HM FX**

## **CONSTITUTION**

**AND**

## **BYE-LAWS**

**Adopted July 2021**

**THE DOG TRAINING CLUB OF BERMUDA**  
Founded 1964  
**CONSTITUTION AND BYE-LAWS**  
(as amended effective 18 September 2014)

**ARTICLE I**  
**NAME**

The organisation shall be called “The Dog Training Club of Bermuda” hereinafter referred to as “the Club”.

**ARTICLE II**  
**OBJECTS**

The Objects of the Club shall be:

1. to encourage and develop dog training in Bermuda;
2. to promote and hold licensed Obedience Trials, Tracking Tests, Rally Trials, and Agility Trials and to hold Sanctioned Obedience and Agility Matches for dogs registrable under the Bermuda Kennel Club’s rules and regulations;
3. To hold Obedience, Rally and Agility Trials under the regulations of organizations other than The Bermuda Kennel Club;
4. to stage Obedience, Rally and Agility Exhibitions;
5. to create an appreciation within the public of the value of trained dogs;
6. to foster and maintain among its members the spirit of friendship and the highest degree of sportsmanship;
7. to encourage and to assist persons engaged in the activities referred to in these objects.
8. to be governed by the rules and regulations of The Bermuda Kennel Club.

**ARTICLE III**  
**MEMBERSHIP**

1. CLASSES: The membership of the Club shall consist of Active, Junior, Non-resident, Honorary and Honorary Life Members.
  - a) ACTIVE: Anyone residing in Bermuda who is at least sixteen years of age;
  - b) FAMILY: two or more residing in Bermuda in the same household;
  - c) JUNIOR: Anyone residing in Bermuda who is under the age of sixteen;
  - d) NON-RESIDENT: Anyone not residing in Bermuda who is at least sixteen years of age;
  - e) HONORARY: Honorary Members may be elected at the discretion of the Board of Governors;
  - f) HONORARY LIFE: Honorary Life Members may be elected at the discretion of the Board of Governors from Active or previously Active Members. They shall not be required to make any special payment for such membership or to pay any further annual dues during their life.
2. INITIATION FEES: The Board of Governors shall determine Initiation fees.
3. DUES: The Board of Governors shall determine Annual dues.

4. PRIVILEGES: Only Honorary Life and Active Members in good standing shall have voting rights and be eligible to serve as Officers or Directors of the Club.
5. ELIGIBILITY: No person shall be eligible for, or can continue to enjoy, membership who is indebted to the Club or who is under suspension or expulsion by the Club.
6. APPLICATION: Application for membership must be in writing on the Club's prescribed form and shall be signed by the applicant. Initiation fees and dues must accompany the application or be done by bank transfer.
7. ELECTION: Applications shall be presented to the Board for consideration at its next regular meeting or at a special meeting convened for any purpose and election shall take place thereat, or approved by email by the majority of the Board. If the vote is favourable by a majority of the Governors, the applicants shall be elected to membership.
8. MEMBERSHIP YEAR: The membership year of the Club shall be 1<sup>st</sup> May to 30<sup>th</sup> April, but anyone joining the Club during March or April of any year shall not be required to pay annual dues for the following year.
9. NON-PAYMENT OF DUES: Only those members who have paid their annual dues for the current year shall be considered to be in good standing and entitled to the privileges of the Club. The name of any member who, after being given due notice by mail or email has not paid his dues on or before the last day of June will be automatically removed from the membership records.
10. RESIGNATION: A member may resign at any time by sending written notice to the Secretary, P.O. Box HM1406, Hamilton HMFY, Bermuda. No part of the annual dues shall be refunded to a resigning member.

#### **ARTICLE IV**

This article contains the Bye-Laws of the Club. Each member of the Club shall be bound by these Bye-laws as though he had subscribed his name hereto. Copies of the Constitution and Bye-Laws shall be emailed to each member at his last known address, but no person, whether a member or not, shall be absolved from the effect of these Bye-Laws by alleging that he has not received them or is ignorant of their contents or meaning.

#### **BYE-LAWS**

##### **1. MEETINGS OF MEMBERS**

- (1) THE ANNUAL GENERAL MEETING of the members shall be held in June of each year on a date determined by the Board of Governors.
- (2) A SEMI-ANNUAL GENERAL MEETING of the members may also be held each year on a date determined by the Board of Governors.
- (3) SPECIAL MEETINGS shall be called upon the written, signed request of twelve Honorary Life and/or Active Members in good standing. Such requests must be filed with the Secretary. Special Meetings or other Meetings of members may also be called from time to time by the Board of Governors. Only business set forth in the Notice of the Meeting shall be considered at such Meetings.
- (4) NOTICE of a general meeting of the Club shall be deemed to be duly given to a member in good standing if it is sent to him by mail, email or other means of electronic communication at least ten days prior to the meeting to his last known address or by publication in a daily newspaper. Any such notice shall be deemed to have been served on the day it is transmitted.
- (5) The Board of Governors shall determine THE TIME AND PLACE of all Meetings of members.
- (6) QUORUM: Save as herein otherwise provided twelve Honorary Life and/or Active Members in good standing, present in person or by proxy, shall constitute a quorum for the transaction of business at any Meeting of members. If within one half hour from the time appointed for the Meeting a quorum of members is not present, the Meeting, if convened on the requisition of the members, shall be dissolved. In any other case the Meeting

shall stand adjourned to the same day in the following week at the same time and place and if at the adjourned Meeting a quorum of members is not present within fifteen minutes of the time appointed for the Meeting, the members present shall constitute a quorum.

**(7) PROXY:**

- a) the instrument appointing a proxy shall be in writing in the form as set out on the attached "Form of Proxy" or in such other form as the Board of Governors may approve. It shall be executed under the hand of the Honorary Life and/or Active Member.
- b) A member may appoint any person as his proxy. The proxy must be a Member.
- c) The instrument appointing a proxy, shall be delivered to the Secretary, P.O. Box HM 1406, Hamilton, HM FX, Bermuda not later than 24 hours prior to the holding of the meeting at which the person named in the instrument proposes to vote and in default the instrument of proxy shall not be treated as valid.
- d) The instrument of proxy shall unless the contrary is stated therein be valid as well for any adjournment of the meeting as for the meeting to which it relates provided always that no proxy votes shall be accepted at any such adjournment unless the instrument of proxy shall have been delivered prior to the original meeting in the manner and by the time specified in Bye-law 7c hereof.

**(8) THE ORDER OF BUSINESS at a General Meeting shall be as follows:**

- 1) Identification of Members.
- 2) Minutes of the previous General Meeting and of any Special Meetings held subsequent thereto.
- 3) Matters arising out of the Minutes.
- 4) Report of the Board of Governors through the Recording Secretary.
- 5) Report of the Treasurer.
- 6) Reports of Committee Chairman, both Standing and Special.
- 7) Amendments to Constitution and Bye-Laws, if any.
- 8) Any other business.
- 9) Election of Officers and Directors (if Annual General Meeting).

**2. ELECTIONS**

- (1)** THE ELECTION of Officers and Directors shall be by vote at the Annual General Meeting and the elected Board will take office on being so elected.
- (2)** A NOMINATION COMMITTEE, consisting of one Board Member and two non-Board members, shall be appointed by the Board of Governors to prepare a slate of the proposed Board for the following year for presentation to the May Meeting of the Board.
- (3)** Prior to the May Meeting of the Board of Governors each member of the Board will signify to the Nomination Committee whether or not he is prepared to serve a further term of office.
- (4)** Other nominations for election to the Board may be made from the floor at the Annual General Meeting by Honorary Life or Active Members of the Club in good standing.
- (5)** Only Honorary Life and Active Members in good standing shall be eligible to serve as Officers or Directors of the Club, and no Officer shall serve in the same capacity for more than three consecutive years unless re-elected by a majority vote of three quarters of the members present and entitled to vote at an Annual General Meeting.
- (6)** ELECTION OF OFFICERS: A majority vote shall elect. Where there are more than two nominees for one office, and the leading candidate had not received a majority of all votes cast, a second balloting will be held immediately limiting the nominees to the two with the most votes. Voting will be by written ballot.
- (7)** ELECTION OF DIRECTORS: Where there are more than seven nominees, voting will be by written ballot and the vacancies shall be filled by the seven candidates receiving the greatest number of votes.

### **3. BOARD OF GOVERNORS**

- (1) THE AFFAIRS of the Club shall be managed by a Board of Governors consisting of five Officers and a maximum of 7 Directors who shall be elected at the Annual General Meeting.
- (2) THE OFFICERS of the Club shall be a President, Vice-President, Secretary, Recording Secretary and Treasurer.
- (3) ALL TERMS OF OFFICE shall be for one year following election at the Annual General Meeting.
- (4) THE PRESIDENT: The President shall be the Chief Executive Officer of the Club. He shall be ex officio a member of all Committees except the Nomination Committee, and the Chairman of all meetings of the Board of Governors and of the Members.
- (5) THE VICE-PRESIDENT: The Vice-President shall assume the duties of the President in the case of the latter's resignation, absence or inability to function.
- (6) THE SECRETARY: The Secretary shall be custodian of the seal of the Club and all books, papers, records, correspondence, contracts, and other documents belonging to the Club, save as are needed by other Committee Chairmen in the immediate conduct of their affairs. He shall have available for the use of the Board of Governors up-to-date copies of the Bye-Laws and Standing Orders. A copy of recent correspondence shall be available for the inspection of the Board of Governors.
- (7) THE RECORDING SECRETARY: The Recording Secretary shall attend all meetings of the Board of Governors and members and shall record all facts and minutes of all proceedings in the books kept for the purpose. He shall give all Notices required to be given to Members and Governors and arrange the meeting place for all meetings.
- (8) THE TREASURER: The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Club in proper books of account, and shall deposit all monies or their valuable effects in the name and to the credit of the Club in such banks or institutions as the Board may direct. He shall disburse the funds of the Club up to a maximum amount authorised annually by the Board and shall render to the Board at its meetings or whenever required of him an account of his transactions as Treasurer and of the financial position of the Club. All financial payments require the signature of the Treasurer plus one other Board Member. The fiscal year shall be from 1<sup>st</sup> May to 30<sup>th</sup> April. A copy of the Club's annual financial statements shall be available to each member at the Annual General Meeting. The Treasurer's accounts shall be audited, if a requisition to do so is made by any member in good standing, by an Auditor appointed by the Board of Governors. A copy of the annual accounts of the Club shall be made available to the Bermuda Kennel Club.
- (9) A VACANCY in any office excepting the Presidency shall immediately be filled by the Board of Governors for the unexpired term of that office. If a directorship should become vacant, the Board may fill the vacancy for the unexpired term of that position.
- (10) Before filling any vacancy the Board of Governors shall first ascertain whether the candidate who received the next highest number of votes at the previous Annual General Meeting will accept the position.

### **4. MEETINGS OF THE BOARD OF GOVERNORS**

- (1) The Board of Governors shall meet at the call of the President but not less than four times annually.
- (2) Special Meetings of the Board shall also be called upon the written, signed request of not less than five Board members. Such request must be filed with the Recording Secretary and only business set forth in the Notice of the Meeting shall be considered at such a Meeting.
- (3) Six Governors shall constitute a quorum.
- (4) In the absence of the President and Vice-President, a Chairman elected by the Board shall conduct the Meeting.

## **5. COMMITTEES**

The Board of Governors shall name all Standing and Special Committees and shall appoint their respective Chairman. With the exception of the Nomination Committee, the Board may also name Committee Members. All such appointments shall be for the term of office of the Board.

## **6. DISCIPLINE**

- (1) The Board of Governors shall have the power to expel, to suspend, to terminate membership and/ or otherwise discipline any member or person who in the opinion of the Board has committed any act which is prejudicial to the objects or interests of the Club or to the interests of its members or their dogs. Any member facing such disciplinary action will first be offered the opportunity to be heard.
- (2) The Board shall have the power to deprive any non-member of the amenities of the Club if in the opinion of the Board he has violated:
  - a) A Bye-Law of the Club
  - b) Any ruling laid down by the Board of Governors covering the control of Animal Diseases.
- (3) Any person or persons may submit a charge or complaint in writing to the Secretary of the Club, P.O. Box HM1406, Hamilton HMFY, Bermuda, with regard to any matter relating to the Club's objects or activities.
- (4) Any member who has been disciplined by the Club shall have the right to appeal to an impartial body appointed by the general membership. If any proposed discipline originates from a charge made by any person or persons, those submitting the charge should appear to substantiate it.

## **7. CHANGES IN THE CONSTITUTION AND BYE-LAWS**

The Constitution and Bye-Laws cannot be changed or revised except by a favourable vote of two-thirds of the members present at a General Meeting, after the proposed changes verbatim shall have been mailed or emailed to each member ten days prior to such Meeting and shall not become effective until approved by the Board of Governors of The Bermuda Kennel Club.

## **8. DISSOLUTION of THE CLUB**

On dissolution and payment of outstanding liabilities, assets should be transferred to an existing registered charity in good standing with similar purposes and aims.

**THE DOG TRAINING CLUB OF BERMUDA (the "Club")  
FORM OF PROXY**

To be used for the Annual/Special General Meeting of the Club to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_  
at \_\_\_\_\_

I/We .....an  
Name(s) \_\_\_\_\_

Honorary Life and/or Active Member of the Club

hereby appoint .....  
(name of proxy)

or failing whom .....  
(name of proxy)

As my/our proxy to vote on my/our behalf at the aforementioned Annual / Special General Meeting .

I/We direct my/our proxy to vote on the resolutions set out in the Notice convening the Annual / Special General Meeting as follows:

**ORDINARY RESOLUTIONS**

	<b>FOR</b>	<b>AGAINST</b>
THAT the Minutes of the previous Annual / Special General Meeting be approved.	<input type="checkbox"/>	<input type="checkbox"/>
THAT the Report of the Board of Governors through the Recording Secretary be received and adopted.	<input type="checkbox"/>	<input type="checkbox"/>
THAT the Report of the Treasurer be received and adopted.	<input type="checkbox"/>	<input type="checkbox"/>
THAT the Report of Committee Chairman, both Standing and Special if applicable be received and adopted.	<input type="checkbox"/>	<input type="checkbox"/>
THAT the Financial Statements of the Company for the financial period _____, be received and adopted.	<input type="checkbox"/>	<input type="checkbox"/>
THAT the under-noted Officers and Directors be elected	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Director.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Director.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Director.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____		
THAT _____ be elected as Director.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Director.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as President.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Vice President.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Secretary.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Recording Secretary.	<input type="checkbox"/>	<input type="checkbox"/>
THAT _____ be elected as Treasurer	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ Signature: \_\_\_\_\_

- Please indicate how you wish your proxy to vote by placing a tick in the appropriate box.
- If you do not do so, your proxy will abstain or vote for or against the resolution at his discretion.



