

Irish Wolfhound Club of Ireland Rules as accepted at the 2010 AGM

1 Powers of Club

The Irish Wolfhound Club of Ireland, a Specialist Breed Club, established for the promotion and encouragement of the keeping, breeding and exhibiting of the Irish Wolfhound shall:

- i). Promote the health and well being of Irish Wolfhounds.
- ii). Define the Breed Standard.
- iii). Keep and publish such records and information concerning the breed as may be available and desirable.
- iv). Advertise and donate prizes as appropriate.
- v). Act in accordance with these Rules.
- vi). Promote, participate and hold shows or other competitions.

2 Management of the Club

The powers of the Club and the administration of its affairs shall be vested in and exercised by a committee consisting of a President, two Vice-Presidents, Chairman, Hon Secretary, and Hon Treasurer, together with six other members of the Club. The duties of the President include Presidency of the European Federation of Irish Wolfhound Clubs as per Federation Rules. The Chairman is entitled to chair any meeting of the Club, Committee or Sub-Committee.

3 Affiliation with Irish Kennel Club

The Club shall affiliate with the Irish Kennel Club Limited (IKC) and renew its affiliation as often as it may be required under the regulations of the IKC.

4 Alteration of the Rules

The constitution and rules of the Club shall not be amended or rescinded, nor shall any addition thereto be made except at a general meeting of the Club and by motion of which notice shall have been given to the members, and such alteration must be carried by a majority of two-thirds of those members present and voting.

5 Membership

The club shall consist of Associate, Full, Life and Honorary members who shall be deemed to be aware of the provisions of these rules and shall be bound as a condition of membership to conform to and observe the said rules. The list of such members, subject to their agreement in writing to be included on a public list, consisting of their name and subject to their consent with or without specific information, shall be available to members on request from the Hon Secretary. As is customary the word "he" refers to all members both male and female.

6 Associate Members

- i). Initial application to the Club shall be for Associate Membership. Associate Members can avail of Club facilities.
- ii). Application for associate membership shall be made in writing on the Club's official form, which shall include a signed agreement to abide by the Rules and Code of Ethics of the Club and of the IKC and shall be accompanied by the appropriate subscription. Every candidate for admission to the associate membership of the Club shall be proposed and seconded by two members of the club. The Committee at its next meeting shall consider such applications. The Committee shall have the power to accept or reject applications by a simple majority. In the case of rejections monies shall be refunded.
- iii). There is no minimum age for Associate Members
- iv). Associate Members are not entitled to vote.

7 Full Members

- i). Associate Members may apply in writing for Full Membership after two years from date of application for Associate Membership. The Committee shall have the power to accept or reject applications by a simple majority.
- ii). Full Members are entitled to vote.
- iii). The minimum age for Full Members is eighteen years.

8 Life members

From time to time the club may offer life membership to full members at a specified fee. Life members are entitled to all club facilities and have the right to vote.

9 Honorary Members

The Club may at any general meeting, by a majority of two thirds of the members present and voting, elect as Honorary Members persons duly proposed and seconded by members of the club. Honorary members are entitled to all club facilities and have the right to vote.

10 Subscriptions

- i). Subscription levels shall be set at the Annual General Meeting (AGM) of the Club
- ii). Every new member shall upon his election pay the annual subscription published on membership application forms.
- iii). The annual subscription shall become due on 1st July each year and applies for the year from that 1st of July until the following 30th of June. Any member whose subscription is not paid for the current year ten days prior to the AGM shall not be entitled to voting rights.

- iv). Any member leaving his subscription unpaid for 24 months after the date on which it became due shall cease to be a member. All arrears shall be paid prior to reinstatement, which shall be subject to the discretion of the Committee.
- v). All outstanding debts to the club must be paid before membership can be renewed.

11 Meetings

- i). All meetings will be conducted in Ireland as per Standing Orders of the Club.
- ii). The Committee may summon a General Meeting of the Club at any time upon due notice being given as per 12, stating concisely the nature of the business.
- iii). Fifteen Full Members actually present shall constitute a quorum at a General Meeting.
- iv). A General Meeting shall also be called on requisition in writing to the Secretary signed by not less than twenty members. This meeting will be called after the next meeting of the Committee, as per 12 (iii), with twenty-one days notice in writing provided and the agenda shall be given by hand or sent by post or email by Secretary to all members of the Club.
- v). Votes at a general meeting shall be recorded by show of hands or secret ballot of those present and voting. In the case of a secret ballot proxy voting shall be excluded.
- vi). It shall be competent for members who do not attend at general meetings to nominate in writing a full member to vote by proxy for and on his behalf at a general meeting. This shall be limited to one proxy vote per full member attending the meeting. Such written nomination must be provided to the Secretary a minimum of seven days prior to the date of the meeting.
- vii). The Committee shall have power to summon an Extraordinary General Meeting of the Club provided a concise statement of the nature of the business shall be sent to each member by post or email at least twenty-one days prior to the meeting.

12 Administration of meetings:

- i). Eight weeks clear notice of all general meetings, other than meetings called under 11 (iv), shall be posted or sent by email to the members. Such notification shall include date, time and location.
- ii). The Hon Secretary shall send out, by post or email, to all members a nomination paper at least eight weeks prior to the AGM. The attendance of all committee members during the past year is to be listed on the nomination papers.
- iii). The Hon Secretary shall receive any motions for consideration at that meeting, including nominations, in writing by post within two weeks from the day notice is posted or sent by email or at least six weeks from the meeting.
- iv). The Hon Secretary shall post an agenda, including voting papers, if so required, at least twenty-one days before the meeting stating where and when the meeting is to be held. In the case of an AGM the minutes of the previous AGM and the relevant accounts shall be included. These papers, except for voting papers which must be embossed (see 15 iv) and sent by post, may be sent by email.
- v). Where nomination and voting papers are being dispatched by post at least two members of the committee shall be present. Where email is used to dispatch papers relating to the administration of meetings at least three members of the committee shall be sent a simultaneous copy of the email.
- vi). The list of names and addresses of all current members will be available for inspection at every general meeting.
- vii). Members may elect to have all communications sent to them in writing by post rather than by email. The club may charge the member a reasonable amount to cover any additional costs incurred for printing and postage.

13 Annual General Meeting

The Annual General Meeting (AGM) of the Club shall be held each year before the end of October at a suitable place and on a date agreed by the Committee for the following purpose inter alia:

- i). To consider the report of the retiring Committee together with the audited statement of accounts ended in the current year.
- ii). To appoint scrutineers and declare the election of Officers and Committee for the ensuing year in accordance with the provisions of Rule 15.
- iii). To appoint Auditors to express their opinion as to whether the accounts give a true and fair view of the state of the Clubs affairs at the financial year end and of its profit or loss for the year then ended
- iv). To consider motions, in accordance with 12 ii), received for consideration at the AGM.
- v). At the AGM the committee will present a list of judges for the club show. Those present at the AGM may suggest judges to be added to the list and may rank the judges in order of preference. For the avoidance of doubt the ultimate choice of judge will rest with the committee.

14 The Committee

- i). The Committee shall be constituted as set out in Rule 2.
- ii). The Committee shall on election appoint a Trophy Secretary, a Merchandiser, a Rescue Officer and two IKC representatives at least one of which shall be a member of the Committee.
- iii). The Committee shall have power to appoint such officers, sub-committees and paid officials as may be deemed necessary for the carrying on of its business. The Committee may co-opt a full member to fill a casual vacancy on the Committee who shall have voting rights. The Committee may co-opt additional members who shall not have voting rights on the Committee. The Committee shall recommend auditors at each AGM and has the power to co-opt auditors to fill casual vacancy.
- iv). The members of the Committee shall retire annually and be eligible for re-election.
- v). Five members of the Committee shall constitute a quorum.
- vi). Ten clear day's notice in writing of a Committee meeting shall be given to all members of the Committee. Informal meetings using electronic means, or a combination of physical presence and electronic communication, may be held with seven days notice sent by email to all members of the committee, or with shorter notice provided all committee members agree for that specific meeting. Any decisions reached during the meeting must be recorded with minutes duly entered into the minutes book. Informal meetings will not be counted as a committee meeting for the purpose of nomination and re-election as 14(iv). Members who participate in a formal committee meeting using electronic communication shall be deemed to be absent from the meeting for the purposes of 14(iv) but present for the purpose of determining that a quorum is present and voting at the meeting.

- vii). To cancel a previously convened meeting, for good reason, the secretary must take a telephone or email poll of the committee members and determine that it would not be possible to gather a quorum at that time and place. Such decision to be confirmed in writing, including a list of those members who would be able and unable to be at the meeting, within one day to all committee members.

15 Election of Committee

- i). Election to the Committee shall be at the AGM by ballot, counted at the AGM by agreed scrutineers.
- ii). Any Full member of the Club may nominate a candidate for the Committee, including President, two Vice-Presidents, Chairman, Hon. Secretary, and Hon. Treasurer, in writing at least six weeks prior to the Annual General Meeting.
- iii). No member may nominate more than one candidate for each position. The member must confirm that the candidate wishes to stand for election. The candidate must write to the Hon. Secretary at least 35 days before the AGM indicating his acceptance of the nomination before he will be included on the voting paper. Any nomination not received by the Secretary within that time shall be void.
- iv). The Hon. Secretary shall provide each member of the Club with a true and alphabetical list of nominations on an embossed voting paper at least twenty-one days prior to the meeting. He shall include the total number of Committee Meetings held since the previous AGM and the number attended by each officer and Committee Member. Only those officers and Committee Members who have attended at least one half of the meetings in the previous year are eligible for re-election, except that a simple majority of the retiring committee may vote at a committee meeting to nominate a committee member for re-election who does not meet this criteria. Retiring members of the committee, who meet the above criteria, shall be deemed nominated for re-election unless prior notice to the contrary has been given to the secretary.
- v). Members shall return the embossed voting paper in an envelope, supplied by the Hon. Secretary marked "Ballot". They shall mark the names of those they wish to vote for and include their own name printed on the outside and signed on the inside of the flap of the envelope. The envelope shall be returned to the Hon. Secretary before the commencement of the AGM without exception.
- vi). No member may vote for more than one candidate for each vacancy. Those who have received most votes shall be declared elected. In the event of a tie it shall be decided by lot which candidate shall be an official or a member of the committee as the case may be except where an existing Committee member is involved where the status quo shall prevail. Elected candidates must be present and confirm acceptance of their election, unless the AGM receives a written explanation for their absence and confirmation of their willingness to stand if elected. In the case where a written explanation is not possible, the AGM may decide if any other reason for absence is sufficient.

16 Management of Finances

- i). Any expense in excess of €100.00 incurred in connection with the Club shall be submitted for approval for payment to the Committee and when passed shall be defrayed by the Treasurer out of the funds.
- ii). The Committee shall incur no financial liability in excess of the funds available without authority conferred by a general meeting.
- iii). No member is empowered to pledge the credit of the Club without obtaining the authority of the Committee; and all items shall come before the Committee for approval.
- iv). All cheques must be signed by the Treasurer and countersigned by a designated Committee member.
- v). The Committee shall approve the accounts of the club prior to recommending them to the AGM.

17 Honorary Secretary

The Secretary shall be the custodian of the administrative records of the Club. The Secretary shall:

- i). Provide a list of names and addresses of those members who agree in writing to being on a public list as in 5, to a member on request
- ii). Notify each newly elected – member of his election and furnish a copy of these rules therewith.
- iii). The Secretary shall record all proceedings and attendances of members in the minute book.
- iv). Ensure that at all meetings a copy of these rules shall be available.
- v). The Treasurer may also be the Secretary of the Club.

18 Honorary Treasurer

The Treasurer shall:

- i). Receive the revenue of the Club.
- ii). Be responsible for all expenditure and may approve expenditure amounts up to €100.00.
- iii). Make application for subscription and other monies due to the Club.
- iv). Present a detailed account of the revenue and expenditure and financial position of the club to the committee for approval at least one month prior to the AGM.
- v). Keep a properly detailed account of the revenue and expenditure and produce such account for inspection at the AGM duly audited by an accountant appointed at the AGM to the standard required by the IKC.
- vi). Handover to his successor any balance of cash together with the books of account duly audited by the currently appointed auditor.

19 Trophy Secretary

A Trophy Secretary shall be appointed annually from the Committee by vote of the Committee, the appointment to take place at the committee meeting next following the AGM. The Trophy Secretary shall:

- i). Ensure that all Trophies are insured.
- ii). Maintain a record of the award of trophies.

- iii). Ensure, as far as possible, that trophies are appropriately engraved.
- iv). Follow appropriate procedures regarding the issue and receipt of trophies, which will include:
 - a. Issuing notice to trophy winners regarding the timely return of trophies.
 - b. The inspection of the trophy before awarding and the description on an issue docket of any defect, the completed issue docket to be signed by the trophy winner and the trophy secretary.
 - c. The inspection of the trophy on its return, in order to identify and record any damage that may have been caused while in the possession of the trophy winner, and the issue of a signed receipt to the trophy winner.
 - d. Reporting to the Committee any material damage to or loss of any trophy to enable the Committee to take the appropriate measures.

20 The Merchandiser

The Merchandiser shall be appointed annually from the Committee by vote of the Committee, the appointment to take place at the committee meeting next following the AGM:

- i). The merchandiser is responsible for the trading activities of the club and shall transfer any funds received to the treasurer and notify the treasurer of any outstanding bill in a timely manner.
- ii). Any proposed purchases or design of goods carrying the Club logo must be approved by the Committee.
- iii). The merchandiser is appointed from and by the Committee.
- iv). Keep a record of all Merchandise and lodge all sales to the club bank account.

21 Rescue Officer

The Rescue Officer shall be appointed annually from the Committee by vote of the Committee, the appointment to take place at the committee meeting next following the AGM.

- i). The Rescue officer shall ultimately be responsible for taking care of any wolfhound urgently in need of a home.
- ii). The Treasurer, in accordance with 18 ii), shall approve any expense so incurred.

22 Trustees

- i). The Club shall, at a general meeting, appoint three trustees in whom all the property of the Club shall be vested and the said Trustees shall have power to take or defend on behalf of the Club any legal proceedings in reference to the property. Trustee vacancy will be filled at a General Meeting which must be called within three months of such vacancy arising.
- ii). Trustees shall be nominated by either the Committee or proposed and seconded by members. A majority of two thirds of those present and voting is required for approval of trustee.
- iii). A trustee may resign at any time provided there are two remaining trustees or be removed by resolution at a general meeting. A majority of two thirds of those present and voting is required to remove a trustee.

23 Complaints against members

A member against whom a complaint has been lodged shall be so informed and provided with a copy of the letter of complaint, the nature of the complaint and the name of the person making it. The member will be requested to respond to such allegations in writing. Should the committee so judge such further investigations as is necessary will take place and the person making the complaint may be required to attend a committee meeting in person and consent to be cross examined by the member. In addition any member witnesses called by the committee shall be available for cross-examining by the member. In all cases the member will be afforded an opportunity of reply before a duly summoned meeting of the Committee.

In the event that a member of the Committee makes the complaint he shall have no part in any voting by the Committee on the matter.

The Club shall have power to formally warn, suspend or expel any member, such having been recommended by the Committee to an extraordinary general meeting of the Club expressly convened for that purpose and of which twenty one clear days notice shall have been given to the members giving the grounds of the proposed expulsion.

24 Suspension

Any member who may be suspended by the IKC shall automatically be suspended from membership of the Irish Wolfhound Club of Ireland. Resumption of membership shall be at the discretion of the Committee.

25 Disputes

Any matter in dispute may be referred to the IKC for final decision.

26 Dissolution

In the event of the Club being dissolved all trophies shall be handed to the IKC, who will act as custodians. All properties and assets of the Club shall be realised and after all liabilities are met, the remainder shall be handed to the IKC to be devoted to any purpose which has for its object the promotion of the interests of the Irish Wolfhound Breed.

27 Duties of Members

It shall be the duty of every member of the Club to forward the interest of the breed and Club and strive to promote honourable dealing in canine matters and it shall be the duty of every member to report to the Club any irregularities affecting the Club or its members.

STANDING ORDERS for MEETINGS of the IRISH WOLFHOUND CLUB of IRELAND (IWCI)

The following Standing Orders are proposed for consideration at a future meeting of the IWCI.

- 1 Meetings shall be convened and conducted in accordance with the relevant Articles of the IWCI Rules.
- 2 All members are entitled to attend a general meeting. Those entitled to vote are in accordance with Rules 6 and 7 of the IWCI
- 3 Notice of a motion, to be considered at a meeting, shall be sent to the Hon Secretary in writing by recorded delivery and signed by the proposer in accordance with Rule 11 of the IWCI. Notices received too late for inclusion in the Agenda may be submitted to the Meeting for discussion only at the discretion of the Chairman and by leave of the majority of those present and voting.
- 4 A resolution shall not be considered until it is proposed and seconded at the Meeting and shall not be brought before any subsequent meeting within one year and without fresh notice with the exception of Standing Order 23.
- 5 A resolution or amendment moved from the Chair does not require a seconder.
- 6 An amendment is to insert, add or delete one or more words or any combination thereof.
- 7 An amendment may not be a direct negative or introduce a new proposal.
- 8 Only one amendment shall be considered at a time.
- 9 Members shall confine all remarks to the matter under discussion.
- 10 Should the Chairman be of the opinion that pressure of business makes it desirable speeches may be limited to five minutes at any time during a meeting. At the end of this period the speaker will be informed and he may continue only with the permission of the Chairman.
- 11 Except with the consent of the Chair, a member shall not speak more than once on any resolution or amendment
- 12 Once a resolution or amendment has been proposed and seconded, it cannot be withdrawn except with the consent of the majority of those present and voting.
- 13 The proposer or seconder of a resolution or amendment shall then have a right to speak later in the discussion.
- 14 With the consent of the majority of those present and voting, the proposer and seconder of a resolution may accept an amendment, which thereupon becomes part of the resolution.
- 15 Only two amendments to a motion are allowed (i.e. an amendment to an amendment).
- 16 No discussion whatever shall be permissible until a formal resolution has been put to the meeting.
- 17 No member shall interrupt another except with the leave of the Chairman, and to raise a point of order or to make a personal explanation.
- 18 In the conclusion of a speech a member may move the adjournment of the meeting, the postponement of the resolution under discussion, that the resolution is put, or that the meeting proceed to the next business. A member who has moved the closure shall not do so again for at least half an hour.
- 19 The Chairman, with the consent of the majority of the members present and voting, may invite the attendance, during the whole or part of a meeting, of any individual who, in his opinion, can give useful information or advice.
- 20 Nothing in these orders shall be taken to over-ride any provision of the Rules of the IWCI. In any case of difference the provisions of the Rules shall prevail.
- 21 Any issues not specifically provided for in the IWCI Rules or Standing Orders shall be decided in general accordance with principles laid down in Robert's Rules of Order. The ruling of the Chair shall be final and binding on all.
- 22 These orders may be altered, added to, amended, rescinded, or suspended only by a two-thirds majority of those present and voting at a General Meeting. Notice of motion for any alteration, addition, amendment, or revision shall be given in accordance with Rule 4.
- 23 The suspension of Standing Orders may be moved at any stage of a meeting. If approved by a two third majority of those present and voting, Standing Orders shall be suspended. Standing Orders shall be reinstated by a simple majority vote, or earlier if so provided by the resolution to suspend.