



*Constitution  
&  
Code of Practice*



Constitution & Code of Practice Revised January 2011  
& March 2013 (following 2012 AGM)



# **Constitution**

## **1. Name**

The Group will be known as “Newfs In Action”, and shall consist of at least three members residing permanently at different addresses, to include elected Chairman, Secretary and Treasurer.

## **2. Aims**

The aim of “Newfs In Action” is to train Newfoundland dogs in the activities that they were originally bred for. Through our public displays our aim is to share the extraordinary skills of the Newfoundland Dog with members of the public. Within the group we aim to share knowledge and experiences, and enjoy the company of like minded people.

## **3. Year**

The year will start on 1<sup>st</sup> March, and conclude on the last day of February.

Given that this is a new constitution, The year of 2011 shall consist of 14 months being 1<sup>st</sup> January 2011 to 29<sup>th</sup> February 2012.

## **4. Membership**

There will be three categories of membership.

The three Categories are:

1. Full Membership – Full Voting Rights
2. Honouree Membership – Full voting rights but no annual fees payable
3. Friends of Newfs In Action Segment – No voting rights, sub section of membership

Full Membership shall be Household Membership.

- Household Membership, allows all permanent residents of the household, membership subject to them complying with membership rules. Each Household shall have a maximum of 2 votes. This means that where there are more than 2 people over the age of 16 in the house the household must





advise at the agm which members will hold the household votes for that year.

- Members are not permitted to be members of another Newfoundland Dog “working group”, unless agreed by the committee under exceptional circumstances. Should this be granted the member will not have voting rights within “Newfs In Action”.
- Full Membership will be restricted, to a maximum of 9 Full Membership places. People applying for membership from 1.1.11, shall have been “Friends of Newfs In Action” first.
- Members must be proposed and seconded, by separate household memberships.
- Full Membership applications will be considered at an AGM or EGM.
- There will be a maximum of 3 Honouree memberships, which shall be considered annually by the Officers of the club, and placed before all members for voting at the AGM. There is no minimum number of Honouree members.

##### **5. “Friends of Newfs In Action”**

- “Friends of Newfs In Action” shall be limited to 8 spaces (per Household definition as above) – A maximum of 3 spaces may be taken up by “supporters, e.g those without an active Newfoundland Dog”.
- The idea of “Friends of Newfs In Action”, is to allow people with Newfoundlands / supporters of the group to train with the group when space is available and socialise with the group etc.
- “Friends of Newfs In Action”, do not attend meetings or have voting rights (as they are not full members of Newfs In Action). They will be informed of activities via the website and officers of the club.
- There will be an annual fee payable to account for insurance etc, which will be determined at the agm as for membership fees.
- The fees will be payable by the same dates as membership.





- “Friends of Newfs In Action” can join throughout the year, and adopted at a committee meeting. The annual fee is payable regardless of date of joining.
- The process for being accepted as a “Friend of Newfs In Action” is documented at the end of the constitution.

## **6. Exclusions**

- The committee may refuse or withdraw membership without any reason from anyone eligible to join under section 4 and 5 above. This decision can only be taken at a meeting of the committee, which will duly consider the exclusion of any member or members or applicants.
- Should a member be excluded from any of the main breed clubs e.g. Newfoundland Club, Southern Newfoundland Club or Northern Newfoundland club, or the Kennel club, their membership of “Newfs In Action” will be suspended, while the committee investigates if there are any issues which should be taken into account or affect “Newfs In Action”.
- Should there be any dispute between members of a “household membership”, then the membership of all parties is suspended immediately. The members in question, can place an amicable agreement before the committee to consider. Alternatively, they would need to apply for new memberships which would be considered in the normal way as for new members.
- Membership to the group may be declined if the majority of members at a meeting decide that the applicant's presence will be detrimental to the group's interest. Likewise, membership can be revoked if any member breaks the rules or acts in a manner likely to bring the group into disrepute.
- If the group withdraws membership from any member for any reason, the matter may be reported in writing to The Newfoundland Club, The Northern Newfoundland club and The Southern Newfoundland Club.

## **7. Committee**





There will be 5 elected officers, (which must be in full membership of “Newfs In Action”) namely:

Chairman

Treasurer

Secretary

Events Officer

Website Officer

- The term of office is 1 year and the officers are elected every year at the AGM. Officers may put themselves up for re-election each year.
- Where there is more than one nomination for a post then a secret ballot will take place and the majority of votes will determine the winner.
- All full members of “Newfs In Action” will be notified of the dates of meetings. All full members may attend all meetings and have voting rights, in accordance with membership rules (e.g. maximum of 2 votes per household).

## 8. Meetings

- The business and affairs of the Group shall be governed by meetings of the committee for which an agenda will be circulated in advance who shall meet a minimum of three times a year.
- A quorum will be a minimum of 4 Members residing at different address’, which must include two of the elected officers.
- However, in the unfortunate circumstances of all officers having resigned from the group a quorum of 60% of the remaining members’ may hold an EGM to formalise a way forward, and ensure the continuation of the club.
- There will be an Annual General Meeting (AGM) for the Group for which a quorum of 50% of the membership is required.
- The annual general meeting shall take place in March.
- Preliminary notice of the AGM will be issued to all members at least one calendar month prior to the meeting.





- Nomination forms for the election of officers will be issued at least 21 days prior to the AGM date, and a suitable deadline advised.
- An Extraordinary General Meeting (EGM) of members can be convened at any time by a minimum of 20% of paid-up full membership, with 14 days notice given to all members by the secretary or in the absence of the Secretary by the Chairman / Treasurer.
- This constitution can only be changed at an AGM or EGM.
- The Chairman shall have, in addition to his ordinary vote, a casting vote in the case of deadlock at any meeting of the group.

## **9. Finance**

The financial year will run from 1<sup>st</sup> March to last day in February. Note for 2011 the financial year will run for 14 months being 1<sup>st</sup> January 2011 to 29<sup>th</sup> February 2012.

- Membership fees will be due by 1st March of each year. Membership will cease if fees are not paid by the convening of the AGM.
- The following years membership fees will be determined at the prior years agm.
- Working fees maybe charged, and the process for this will be determined and documented for the year ahead at the agm. Working fees are payable by Full members and Friends of Newfs In Action.
- All expenditure must have prior approval from the treasurer and anything over £200.00 must be approved by the majority of the full members of the group.
- A bank account will be held in the name of the Group, into which all revenue shall be paid and from which withdrawals shall only be made on the signature of two officers of the Group.
- Should the group for any reason cease to exist, then all tangible assets and funds, with the exception of the Hooli Help Fund, shall be realised and dispersed by splitting it equally and donating it equally to the "Rescue / Welfare





funds” of the Newfoundland Club, Southern Newfoundland Club and Northern Newfoundland Club. Unless, the majority of the group convene an EGM which votes and documents that assets can be split to form new working groups. The Hooli Help Fund will be donated to a welfare charity / charities of a majority vote.

## **10. Assets**

- All assets purchased by the group and funds raised by group members, whether by membership fees or by fund-raising events shall remain the property of the group and cannot be subject to any claim by an individual.
- Any items donated to the club, shall become the property of the club and will be itemised on the asset sheet and thus are not subject to reclaim by any individual at a later date. A donation sheet will be signed if this is the case. The Treasurer will hold the donation sheets.
- The current year’s asset sheet will be brought to the agm by the Treasurer and will form part of the Treasurers report to review and amend as required. All members are entitled to a copy of the asset sheet.

## **11. Group Policies & Regulations**

Membership of the Group implies unreserved acceptance and commitment to abide and support the Group’s Code of Practice, Policies and Safety Regulations.

## **12. Duties**

It shall be the duty of all members of the Group to abide by this Constitution. Failure to do so is grounds for exclusion under (6) above.

## **13. Hooli Help Fund**

The Hooli Help Fund is to help Newfoundland Dogs mistreated or in distress and assist owners known to the group with bills related to





the health and upkeep of a Newfoundland which they cannot afford. The fund will be separate from Group funds and will be administered by officers of the committee as documented.

I have read understood and accept the group's constitution, policies and regulations and agree to abide by them at all times. Failure to do so may result in exclusion from the group under section (6)

**\* Document produced for 2010 AGM, any amendments will be distributed on an amendment sheet.**

## **Code of Practice / Rules of the Road**

All members of "Newfs In Action" and "Friends of Newfs In Action" are required to agree to the following:

- (1) Commitment to the development, advancement and progress of all dogs in the group
- (2) Willingness to support and train each other, and also to accept advice and training from others
- (3) Acceptance of responsibility for behaviour and well-being of members' own dogs at all times
- (4) All members to observe the safety regulations when working their dogs.
- (5) All members to clear up after their dogs at all times and dispose of it hygienically.
- (6) All dogs, including puppies, to be securely tethered at all times during working sessions, except when working individually or at the direct request of the co-ordinating member for the day. Goat stakes are recommended.
- (7) Members to be sensitive to the distress/disturbance caused both to other members and to the public, by excessive barking. If your dog is disturbing either the public or the training session by his \* barking or other excitable behaviour, please take him elsewhere until it is his turn to work.
- (8) There will be one or more members allocated to co-ordinate the training session. However, all members are asked to be aware of the training needs of other members of the group, and to make themselves available when not training their own dogs to offer practical help and support to others, under the guidance of the co-ordinating member.



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(9) Any Member who brings Minors (e.g. children under the age of 18 years), accepts full ownership and responsibility for those in their charge. We do not have a Junior section as such and whilst minors are welcomed, it is vital that those in charge of them understand they must be kept under control and away from the dogs, unless properly supervised and agreement sought by owners. Any toys etc must be kept out of the reach of the dogs and health and safety observed.

(10) All members are to leave their areas clean and tidy, and act as an ambassador of the group at all times.

- “him/his refers to both dogs & bitches”

## **POLICY FOR ADOPTION AS A FRIEND OF NEWFS IN ACTION**

1. If someone asks about this, we invite them (via Chairman) to an event / walk / training session, to meet with members of the group (majority of current full members\* must be at this event / meeting).
2. If a majority of members present at 1, agree, then on the advise of the chair (who will have taken counsel from the members present in 1) the Secretary will send an application form.
3. The application form will have a 21 day life span on it.
4. The application form and fees will be sent back to the treasurer, who will then advise the group by email of a received application. If anyone has an objection they need to raise it within 10 days.
5. If no objections are received then the monies will be cashed and on clearance the Treasurer will advise the group. The Chair will write to the newly appointed "Friends" and welcome them, and at this stage the Treasurer will send a copy of the form to the Secretary for file.





6. If any full member objects, within the ten days then the application will be held for the next committee meeting, for an agenda item and final decision. The applicant will be advised of this process by the Chair, at this time.

7. Only the number of spaces available will have live applications forms out.

Constitution adopted 2010 AGM

Amended at EGM 5.8.11



***“Thou art true and honest as a dog”***

Sir John Davies



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