

**BYLAWS FOR THE NATIONAL _____ SUB-COMMITTEE OF
THE FEDERAL COUNCIL OF
THE KENNEL UNION OF SOUTHERN AFRICA**

1. NAME

The name of the Body shall be the "National _____ Sub-Committee of the Federal Council of the Kennel Union of Southern Africa". Hereafter referred to as the "N_C" in this document.

2. AREA OF OPERATION AND JURISDICTION

The N_C established in terms of Article 6 of the Kennel Union of Southern Africa Constitution shall operate nationally concerning matters related to the Activity of _____ under the Constitution of the Kennel Union of South Africa, including all its Appendices.

3. INTERPRETATION OF TERMS

Throughout these Bylaws and any regulations or bylaws framed thereunder, unless inconsistent with the text thereof and unless specific to the Constitution of the Kennel Union of Southern Africa, the Interpretation of Terms shall be those defined and listed in Article 2 of the Constitution of the Kennel Union of Southern Africa, together with those defined as follows: -

- 3.1. "National _____ Sub-Committee" means a National Sub-Committee upon which the Federal Council has conferred powers for the representation of National _____ matters and specifically the co-ordination of regulations governing _____ in South Africa.
- 3.2. "Provincial _____ Sub-Committee" means a Provincial Sub-Committee upon which the Provincial Council has conferred powers for _____ matters in the Province.
- 3.3. "N_C" means the National _____ Sub-Committee of the Federal Council.
- 3.4. "Convener" means the Convener of the said N_C who shall be qualified at the highest level in this Discipline.
- 3.5. "Secretary" means the Secretary of the N_C, unless otherwise stated.
- 3.6. "Representative" means a nominee elected by the _____ Sub-Committee of his Provincial Council in terms of Article 6 of this Constitution to represent the Province Council on the N_C.
- 3.7. "Federal Council" means the Federal Council of the Kennel Union of Southern Africa.
- 3.8. "Per annum" means from the first day of September in the one (1) year until and including the thirty-first day of August in the following year.

Words importing the singular shall include the plural, words importing the masculine shall include the feminine gender and neuter, and *vice versa*, unless such interpretation is repugnant to the test thereof.

4. OBJECTS

The Objects of the N_C shall be:

- 4.1. to provide a single body representative of all Provincial _____ Sub-Committees.
- 4.2. to provide the means of closer co-operation and liaison between Provincial _____ Sub-Committees with particular reference to the activities promoted by such Sub-Committees and proposed amendments to the relative Schedule(s) governing the activities of _____.

- 4.3. to consider any proposed alterations and amendments to the said Schedule(s) governing the activities of _____.
- 4.4. to provide a channel of communication between Provincial _____ Sub-Committees and the Convener representing the N_C.
- 4.5. to assist and represent the Federal Council in its dealings and communications with members of Provincial _____ Sub-Committees and to perform such other functions as may be delegated to it from time to time by the Federal Council.
- 4.6. to consider and promote amendments relating to the Schedule(s) and appendices that govern the running and management of _____, such amendments to be passed by a $\frac{2}{3}$ rds majority vote of the N_C.
- 4.7. to present to the Federal Council for approval any proposed amendments relating to the Schedule(s) and appendices governing the running and management of _____.
- 4.8. to observe, promote, support and uphold, in all its activities, the principles of the Kennel Union and, in particular, to encourage responsible ownership of dogs, to promote improvement, training and general well being of dogs and to encourage the observance of the code of ethics, Schedule 9
- 4.9. to provide a channel of communication to The Federal Council.

5. **POWERS**

- 5.1. Deal with those matters affecting the administration of _____ affairs nationally, which The Federal Council decides may be more efficiently dealt with by the N_C.
- 5.2. Do all such other things as are incidental or conducive to the attainment of the N_C's objects

6. **COMPOSITION**

- 6.1. The N_C shall be composed of a representative from a minimum of three Provinces as laid down in Article 14.3. who shall all serve for a period of four (4) years. The initial period will commence as from the 1st January 2010.
- 6.2. Representatives shall be elected by the members of their respective Provincial _____ Sub-Committees; if during the period of four years the person so elected for some reason is not able to continue with their duties the Provincial sub-committee concerned has the right to elect a replacement for the remaining period of the original representative.
- 6.3. Whenever a new representative is elected by his Provincial _____ Sub-Committee, his membership to the N_C shall commence from the date of election and no other formality shall be required to retain membership taking into account the provisions in 6.4 and 6.7. The representative shall on election to the N-C declare his "*domicilium citandi et executandi*" for the purpose of receiving notices/documents. The representative shall be solely responsible for advising any alterations to his domicilium (see Notices)
- 6.4. No elected representative may represent more than one (1) Province on the N_C.
- 6.5. Representatives must be eighteen (18) years or older at the time of election to the N_C;
- 6.6. At the beginning of each period as defined in 6.1. all representatives shall present their credentials and satisfy the meeting of their appointment thereto. Every representative shall notify the N_C Secretary of an address to which all notices intended for the Provincial _____ Sub-Committee represented by him shall be sent and inform the N_C timeously of address changes;
- 6.7. Representatives shall be members in good standing of the Kennel Union and should preferably be senior Judges licensed by the Kennel Union.

7. **LIABILITY**

- 7.1. The N_C is not formed for the purpose of carrying on any business or enterprise that has for its object the acquisition of individual gain by its members and/or the Provincial Sub-Committees they represent.

8. **ADMINISTRATIVE EXPENSES**

The N_C shall be funded by the Kennel Union on such terms and conditions as may be decided by the Federal Council.

- 8.1. Claim reimbursement from the Kennel Union for necessary travelling and out of pocket expenses incurred by its members in the attendance of N_C meetings and upon N_C business.

9. **MANAGEMENT**

- 9.1. All the business and affairs of the N_C shall be managed and controlled by the representatives' elected in terms of Clause 6 who shall have full power and authority to carry out all or any of the objects and to exercise all or any of the powers set forth in these articles.
- 9.2. The N_C shall hold a meeting (in terms of 10.1) between the first day of January and the last day of June each year to be designated the Annual General Meeting at which the Convener shall report on the activities of the N_C since the last Annual General Meeting.
- 9.3. Nominations for the position of Convener, together with signed acceptances of nomination, shall be in the hands of the N_C Secretary not less than thirty (30) days before the date of the Annual General Meeting held at the beginning of the four-year period (refer 6.2 above). Nominees shall be both accredited members of their Provincial _____ Sub-Committee and members in good standing of the Kennel Union.
- 9.4. At such meeting, where applicable and necessary, the members shall elect from amongst themselves a Convener who shall hold office for a period of four (4) years and who will retire at the close of the fourth meeting following their election, unless re-elected for a further term. Following election and for the term of his office the Convener shall continue to represent his Provincial _____ Sub-Committee. The Convener shall be elected by a simple majority.
- 9.5. The N_C shall appoint a suitable person to be Secretary of the N_C who need not be an official member or a representative and the Secretary shall hold appointment for such period of time as the N_C may decide.
- 9.6. In addition to but without derogating from its general authority, the N_C may perform all acts and deeds and do all things which are consistent with these Articles.

10. **MEETINGS**

- 10.1. The business and all meetings of the N_C shall be carried out through the medium of e-mail or teleconferences and only under very special circumstances (with KUSA's approval) can a face-to-face meeting be convened.
- 10.2. The N_C shall hold at least one meeting per annum and this may be the Annual General Meeting. The N_C may meet as often as its members deem necessary or convenient.
- 10.3. Minutes of every N_C meeting shall be recorded by the Secretary, or, in his absence, by some suitable person appointed by the N_C to act as Secretary for that meeting.
- 10.4. The Secretary shall summon a Special Meeting of the N_C upon receiving a written request on behalf of not less than two (2) members of the N_C specifying, in general terms, the business to be brought before such meeting. A Special Meeting summoned in terms of this provision shall be convened within thirty (30) days of receipt of the request therefore. In the case of a Special or Emergency meeting, where necessary, telephonic conference will suffice, providing it is properly minuted. The Agenda of such Special Meeting shall be limited to the terms of business specified in the request and all discussion at such meeting shall be confined to such business.
- 10.5. The Convener shall act as Chairman at all meetings of the N-C. Should the Convener not be able to be present the members so present shall appoint from amongst their number a member to preside at such meeting and the person so appointed shall exercise the powers and functions which could have been exercised by the Chairman if that person had been present.

11. **AGENDA AND MINUTES**

The N_C Secretary shall send written notice by pre-paid post, telefax or by electronic mail at the discretion of the N_C Secretary, to each member's address notified in terms of Clause 6.6 hereof giving all members not less than thirty (30) days notice of every meeting, specifying the date, time and venue thereof. Every such notice shall include a copy of the Agenda. The unconfirmed minutes of all meetings shall be sent out by the Secretary for confirmation by all representatives

not less than thirty (30) days after the date of the meeting. All representatives shall confirm and adopt or correct said minutes within 14 days of receipt.

12. NOTICES

Any notice required or permitted to be given shall be valid and effective only if given in writing (e-mail/telefax included).

Any notice given which:

- 12.1. is delivered by hand during normal business hours at the representatives domicilium shall be presumed, until the contrary is proved, to have been received at the time of delivery.
- 12.2. is posted by pre-paid post from an address within the Republic of South Africa to the representative, shall be presumed, until the contrary is proved, to have been received by the seventh (7) day after date of posting.
- 12.3. is given by e-mail/telefax shall be deemed, in the absence of proof to the contrary, to have been received within twenty-four (24) hours of the commencement of the following business day (ie any time of the week excluding Saturdays, Sundays and Holidays.)

13. VOTING

- 13.1. The representative of each Provincial _____ Sub-Committee represented on the N_C shall be required to exercise a deliberative vote. The Convener is entitled to a deliberative vote only and not a casting vote.
- 13.2. Voting shall be exercised openly and shall be recorded by the Secretary. The number of votes cast for and against a motion shall be recorded and the Secretary shall record the name of each representative.
- 13.3. Voting upon all motions shall require a proposer and a seconder, in the absence of which the motion shall fail. A simple majority of votes of the total number of representatives shall decide any question put to the vote at any meeting of the N_C.
- 13.4. In the case of the recorded votes being divided equally for and against a motion, further deliberations shall be held in order to reach a compromise. If no compromise can be reached, the motion shall be referred to the next meeting of the N_C. In the interim, representatives shall refer the said motion to their Provincial Sub-Committee for further discussion at Provincial level.
- 13.5. The N_C may, at any time, raise any relevant issue or submit an advisory recommendation which shall, if adopted, be tabled by the Convener of the N_C at the next meeting of the Federal Council.

14. SPECIAL OBLIGATIONS

The N_C shall send copies of its Confirmed Minutes of all meetings, including Special Meetings held pursuant to the provisions of Article 10 hereof, to The Kennel Union. Any resolutions reached pertaining to proposed amendments or alterations to the relative Schedule of the Constitution of the Kennel Union of Southern Africa or any of its Appendices shall be included as an attachment to such Minutes.

Signed at _____ on this day _____ of _____ 2018 by

Convener of NAgSC:

Chairman of Fedco:

Name: _____

Name: _____

Signature: _____

Signature: _____