

1. Name

The name of the group shall be **Association of Dog Boarders**

2. Aims

The aims of the Association of Dog Boarders are:

- To support, advise and represent dog boarders nationally in matters of interest to them including, but not limited to, legislation, central government and local authorities' regulations.
- To support and advise new businesses starting out in the industry and to be able to work alongside Local Authorities and Inspectors to ensure consistency across the industry.
- To improve and sustain high standards of service provision nationally in the light of knowledge gained through experience and research.
- To provide information to the general public to raise awareness of animal licencing.
- To work with DEFRA and the CFSG to improve the current legislation in a way that is workable and provides exceptional animal welfare.
- To expand into being able to represent commercial day care centres in the future.

3. Membership

Membership is open to anyone who is licensed to provide dog home boarding or day care.

Membership will commence as soon as the online membership form has been completed and first annual payment of £45 has been received and approved.

All members must present an in-date licence within 90 days of their application being submitted. Alternatively, a letter from the local authority confirming an extension will be accepted. Failure to do so will result in membership being terminated without refund.

There will be an annual membership fee which will be agreed yearly by the officers and will be payable by all members.

A list of all members will be kept by the Membership Officer.

3.1 Ceasing to be a Member

Members may resign at any time in writing to the Membership Officer. No monies shall be refunded to members who choose to terminate their membership before the annual renewal.

Any member who has not paid/renewed their membership fee at the anniversary of their joining will be deemed to have resigned.

Any member who does not renew their licence or has their licence withdrawn/cancelled will have their membership revoked without refund.

If you have any complaints about the product or service provided to you, then you should contact the Association Secretary in the first instance. If it is not appropriate to contact the Association Secretary, then contact should be made to the Chairman.

4. Equal Opportunities

The Association of Dog Boarders will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. The Association of Dog Boarders has a separate Privacy Policy available on request.

5. Management

The association will be guided by a focus group of founding members.

The business of the group will be carried out by officers appointed by members at the Annual General Meeting.

The officers will meet as necessary and not less than three times a year. These meetings may take an electronic form.

The group will consist of a minimum of 3 officers. Up to two additional members may be co-opted onto the group.

Sub-groups may be formed to take on specific tasks. These sub groups will have a specified leader.

The association may invite a president/vice president to the group but those individuals will not have a voting role.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members. In the interim period the urgent activities typically carried out by the vacant role will be shared by the remaining officers

Any officer not attending two consecutive meetings without apology will be contacted and asked if they wish to resign.

Members may be asked to attend meetings of the group but they will not have a voting role.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date and time.

The quorum for the AGM will be 10% of the membership or ten members, whichever is the greater number.

At the AGM:

- The group will present a report of the work of the Association of Dog Boarders over the year.
- The group will present the accounts of the Association of Dog Boarders for the previous year.
- Any questions for the Chairman given to the Association Secretary at least 14 days in advance of the meeting will be answered subject to time allowing.

6.2 Special General Meetings

The Association Secretary will call a Special General Meeting at the request of the group or at least eight other members giving a written request to the Chair or the Association Secretary stating the reason for their request.

All members will be given three weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or ten members, whichever is the greater number.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the group.

The association will be not for profit. Any funds will be raised by charging a membership fee and any profits at the end of each financial year will be reinvested.

Bank signatories must not be related.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Association Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was adopted at the Inaugural General Meeting of the Association of Dog Boarders on 01/01/19.