

UK REGISTRY OF CANINE BEHAVIOURISTS LTD CODE OF PRACTICE

1. NAME:

The name of the Association shall be The UK Registry of Canine Behaviourists Ltd. hereafter referred to as the UKRCB.

2. REGISTERED OFFICE:

The Registered Office of the UKRCB shall be c.o Edwards, Pearson & White, 9 Hurst Road, Longford, Coventry CV6 6EG or premises as mutually agreed by the Board of Managers.

All official correspondence shall be addressed to the current acting UKRCB Board Secretary.

3. ALL UKRCB AFFILIATES ACCEPT THAT:

A. The best interest of clients and their animals must at all times be paramount. Integrity must never be sacrificed to commercial interests.

B. Although the preferred method of referral is from veterinary surgeons, to ensure that clients are not denied help, referrals may be accepted from other sources. When this is the case, affiliates must be aware that some behavioural problems may arise as a result of medical condition, and it is recommended that clients are asked to visit their veterinary surgeon to rule out such possibility.

C. Affiliates must maintain a professional relationship with their clients at all times. They must never attempt to exploit their client for their own benefit in any way whatsoever.

D. All advertising shall be honest and not in any way misrepresentative or fraudulent.

E. Affiliates may not practice when in a physical or mental condition which would affect the quality of their consultation.

F. All Affiliates are expected to further their own education on an ongoing basis in the field of animal behaviour, training and animal welfare.

G. No Affiliate, by words or actions, shall cause the UKRCB or any of its affiliates to be brought into disrepute.

H. It is obligatory that Affiliates practicing as behaviourists or trainers have cover for both Professional Indemnity and Public Liability Insurance.

4. UKRCB ETHOS

The UKRCB believes that extensive 'hands on' practical experience, in addition to the required standard of academic knowledge, is essential for those wishing to

practise as therapists in the field of canine behaviour. Indeed we strongly believe that academic knowledge on its own, without the necessary "hands on" practical experience, does not bring the necessary scope of knowledge needed for a client to gain maximum benefit from a consultation. Because of this belief, all our Affiliates, in addition to their specialized knowledge of canine behaviour, are also required to show that they have had and continue to have practical "hands on" experience with a large variety of dogs.

5. MEMBERSHIP:

The Membership Criteria for UKRCB affiliation shall be set by the Board of Managers and subject to change by agreement of the Board of Managers.

Voting privileges for Full Members and Honorary Members shall be entitled to two votes at any UKRCB meeting they attend. Provisional Members shall be entitled to one vote at any UKRCB meeting they attend. There shall be no valid postal votes.

All Affiliates other than Honorary Members must annually attend the AGM or an Educational Day (excluding the Symposium), except in exceptional circumstances, to retain their status with the UKRCB. Affiliates who for logistical or health reasons cannot attend such meetings shall be required to contribute at least one paper or behavioural report to be shared by the Membership whether by inclusion with other material in mailings to the Membership or as part of a meeting discussion.

HONORARY MEMBERSHIP:

Outstanding people in the field of Canine Behaviour, which the UKRCB wishes to honour, may be invited to become Honorary Members at the discretion of the Board of Managers in recognition of their services to Dogdom.

6. BOARD OF ADVISORS:

The membership, through the Board of Managers, has access to the expertise of a board of professional advisors outside the immediate canine behaviour field.

7. COMPLAINTS PROCEDURE:

Any formal complaint about an affiliate of the UKRCB should, in the first instance, be made in writing to the Board Secretary or Chairman of the Registry. All Board members must be notified of the complaint within 28 days. If not successfully dealt with by the Chairman to the satisfaction of both parties, a formal hearing will take place before three members of the Board of Managers when both parties will have the opportunity of stating their case. At least 28 days notice of such a meeting must be given. Either party may bring witnesses or representatives if they so wish. If, after such a meeting, the complaint is upheld by the Board of Managers, then the affiliate shall be informed of the result in writing.

8. RIGHT OF APPEAL:

If the accused affiliate does not accept the findings of the disciplinary hearing, then he/she has the right to make an appeal to the Board of Managers, whose finding shall be binding. At least 28 days notice must be given of any such hearing. Five of the six members of the Board of Managers must attend this hearing, only two of which shall have been present at the initial hearing.

Sanctions may vary from a written warning as to further conduct, a period of time spent as a lower rank of Affiliation if appropriate, expulsion from the Registry or any sanction deemed necessary by the Board of Managers at the disciplinary hearing.

9. FINANCE:

A) All monies raised by or on behalf of the UKRCB shall be applied to further the objects of the Registry and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper repayment to members of the Board or any person or committee appointed by the Board of Managers hereof of reasonable out of pocket expenses.

B) The honorary Treasurer shall keep proper accounts of the finances of the Registry.

C) An audited statement of the accounts for the last financial year shall be submitted by the Board at the AGM.

D) A bank account or Building Society account shall be opened in the name of the UKRCB with a bank/building society which shall be agreed by the Board. The Board shall authorise in writing the Treasurer and two other Board members to sign cheques on behalf of the Registry. All payments must be authorized by not less than two full Board members.

E) Subscriptions: A subscription shall be payable on being accepted as an affiliate of such a sum as determined by the Board of Managers to cover registration fees, administration costs and may also include Professional Indemnity Insurance cover for full Members. When subscriptions are not paid in full on the due date by an affiliate, then such affiliate will be given one (1) month to rectify this. After which time an administration fee will be made. Subscriptions will be payable annually in May. Should an affiliate fail/refuse to pay their Annual Renewal fee within two months of the due date, then such affiliate will be required to surrender their membership certificate, if a full Member, and their membership shall be cancelled.

12. ALTERATIONS TO THE CODE OF PRACTICE:

Any alteration to this Code of Practice shall only be ratified by the consent of not less than two thirds of voting membership attending the AGM or meeting

considering the amendment. At least 28 clear days notice in writing of a meeting to be called to alter the Code of Practice shall be given by the Board Secretary to full and provisional members, setting forth the terms of the proposed alteration.

13. DISSOLUTION:

If the Board by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the UKRCB, it shall call a meeting of all affiliates of the Registry who have the power to vote.

Notice of not less than 28 days of such meeting shall be given in writing stating the purpose and reasons for the meeting. If such a decision shall be confirmed by a simple two thirds majority of those present and voting, the Board shall have the power to dispose of any assets held by or on behalf of the UKRCB. Any assets remaining after the satisfaction of any proper debts shall be given or transferred to any canine organization benefiting the welfare of dogs agreed by a simple majority of the remaining voting affiliates.