Disciplinary Committee

Terms of Reference

Contents

1. Purpose and scope 3
2. Key activities and responsibilities 3
3. Delegated authority from the Board 3
4. Composition 3
5. Committee chair role 3
6. Committee appointment process 4
7. Committee member role 4
8. Staff member role 4
9. Co-Option 5
10. Meeting frequency 5
11. Reporting and accountability 5
12. Decision-making process 5
13. Resourcing process 5

Appendix 1: Skills and Experience required for members of the Committee 6

Appendix 2: Meeting Agenda Template 7

1. Purpose and scope

The Disciplinary Committee (the 'Committee') is established to act for the Royal Kennel Club (RKC) Board (the 'Board') in matters of discipline as defined in the RKC Rule A (Discipline), in regulatory conduct issues and to advise the Board on disciplinary policy.

2. Key activities and responsibilities

The Committee:

a. Acts for the Board in matters of Discipline (Rule A11/A12) and advises the Board on disciplinary policy.
b. Acts for the Board in hearing and deciding upon breaches of relevant RKC Regulations relating to conduct at licensed events and/or in breach of RKC Codes of Conduct.
c. Adjudicates appeals from decisions by the Activities Committee, Field Trials Committee, Judges Committee and Show Executive Committee in respect of a breach of relevant RKC Regulations (non-conduct).
d. Adjudicates in any circumstances as may be prescribed by the Board from time to time.

3. Delegated authority from the Board

It has delegated authority from the Board to adjudicate on matters referred to at 2 above.

4. Composition

The Committee shall consist of 7 members who may be RKC Directors/RKC Members and/or non RKC Members as may be appropriate.
The Committee shall aim for diversity in its composition, including a relevant mix of skills, experiences, and perspectives. (Ref. Appendix 1: skills and experience)

5. Committee chair role

The Committee shall elect a Chair and a Vice-Chair.

The election of the Chair and Vice-Chair will take place at the first meeting of the Committee following the RKC AGM.

The Committee Chair is responsible for effectively managing the activities of the Committee.

Behaviours and competencies required by the Committee Chair are:

a. Chairing meetings of the Committee.
b. Ensuring the Committee works effectively and fulfils its Terms of Reference.
c. Setting and managing the Committee's agenda.
d. Setting the style and tone of Committee meetings to promote a culture of integrity and respect, a collegiate atmosphere and high-level debate.
e. Generating constructive relationships, to listening to concerns and maintaining support.
f. Navigating politically sensitive situations.

g. Upholding the highest standards of integrity and probity.
h. Ensuring the voices of everyone in the meetings are heard and respected, including the staff who support its activities.

6. Committee appointment process

Members of the Committee shall remain members until 1 June in the third year following their appointment to the Committee. Retiring members by 3 year rotation shall be eligible for re-appointment. If a vacancy occurs through resignation, retirement, death or other reason a replacement may be selected by the RKC Board except that the person so nominated or elected will only serve for the term of the person being replaced.

a. Recruitment and appointment of the members of the Committee will follow this process.
b. **Invitations to Chair and Vice-Chair of the relevant sporting committees for possible replacement candidates – to ensure representation remains as required for the Committee**.
c. An interview and selection process conducted by the Committee Chair, Committee Vice-Chair **and the RKC Chair**.
d. Approval of recommended appointment by the RKC Board.

Membership of the Committee shall cease at the age of 75 years except they may continue to serve up to the next Annual General Meeting of the RKC.

7. Committee member role

The skills and experience required by the members of the Committee are shown in Appendix 1. The role of Committee members is to:

a. Support the Chair to ensure the Committee works effectively and fulfils its Terms of Reference.
b. Provide support and advice to the Committee, helping it to implement the policies agreed by the Board.
c. Contribute to a culture of integrity and respect, a collegiate atmosphere and high-level debate.
d. Generate constructive relationships, to listen to concerns and maintain support.
e. Navigate politically sensitive situations.
f. Uphold the highest standards of integrity and probity.
g. Ensure the voices of everyone in meetings are heard and respected, including the staff who support its activities.

8. Staff member role

The role of the staff who support the Committee including its secretary is to:

a. Support the Chair to ensure the Committee works effectively and fulfils its Terms of Reference.
b. Provide support and advice to the Committee, helping it to implement the policies and strategic direction agreed by the Board.

c. Contribute to a culture of integrity and respect, a collegiate atmosphere and high-level debate.
d. Generate constructive relationships, to listen to concerns and maintain support.
e. Navigate politically sensitive situations.
f. Uphold the highest standards of integrity and probity.

9. Co-Option

The Committee may request the attendance (in a non-voting capacity) of a Director or staff member to assist with relevant background information or context as may be required and/or may co-opt a member of another Committee for relevant assistance.

10. Meeting frequency

a. The Committee shall meet up to 12 times per year, with additional meetings scheduled as needed.
b. Meetings may be conducted in person, virtually, or a combination of both.
c. A quorum shall be achieved with the presence of three members of the Committee.

A meeting agenda template is appended. (Appendix 2)

11. Reporting and accountability

The Committee shall report its decisions to the Board regularly (usually at the next planned Board meeting). A designated member of the Committee shall present updates during Board meetings. Members of the Committee shall maintain the confidentiality of sensitive information discussed during meetings.

12. Decision-making process

The Committee will strive to make decisions by consensus. On occasions where it is necessary to have a vote, a simple majority will be required to carry a motion. In the case of equal votes for and against a motion, the Chair shall have a casting vote.

13. Resourcing process

The Committee shall have secretarial/administrative support from a member (or members) of staff.

Time commitment of members:
The duration of meetings will depend on the nature of and numbers of cases to be adjudicated.
A meeting is scheduled each month in the RKC calendar – usually the last Thursday of each month. A meeting will be convened as and when required for the adjudication of cases and in line with the prescribed time limits for notice periods.

There may be time required for updating conversations/emails between meetings and consultations with the Governance and Legal Services Team. A total time commitment of 12 days per year is estimated. The Chair and Vice-Chair are likely to have to commit additional time, for example to maintain some dialogue and support the Governance and Legal Services team.

Appendix 1: Skills and Experience required for members of the Committee

The skills and experience required for members of the Committee are set out below

Note: It is not expected that each member would possess all these attributes, rather that they would be covered by the collective membership of the Committee.

1. Commitment to the Mission:
   a. Alignment with the RKC's mission and values.
   b. Passion for contributing to the success of the RKC.

2. Industry/Sector Knowledge:
   a. Familiarity with the 'dog world' within which the RKC operates.
   b. Relevant experience in one or more of the RKC's sporting activities.

3. Operational Knowledge:
   a. Understanding of RKC organisational operations and processes (Commercial & Canine).
   b. Experience in identifying and evaluating the risks of the organisation.

4. Governance Understanding:
   a. Familiarity with governance principles and practices.
   b. Ability to contribute to the development of and adherence to governance policies.

5. Ethical Judgment:
   a. Demonstrated commitment to ethical behaviour and integrity.
   b. Ability to assess and address ethical considerations in Committee decisions.

6. Communication and Collaboration:
   a. Good communication skills to articulate complex Committee matters.
   b. Ability to work collaboratively with other Committee members, Executives, and stakeholders.

It is essential that there is a Committee member with specific knowledge of Field Trials, one member shall have specific knowledge of Working Trials/Obedience and Agility, and one member shall have specific knowledge of Breed Shows.

It is essential for the composition of the Committee to encompass a diverse range of relevant skills and experiences to ensure comprehensive and well-rounded decision-making.

Appendix 2: Meeting Agenda Template

1. Chair's Opening Remarks:
    a. Confirm quorum
    b. Declaration of any conflicts of interest

2. Review of cases to be adjudicated

3. Reporting
    a. Case volumes and Case log.