

Adopted January 1986

Amended January 1987

Amended January 1988

Amended January 1998

Amended January 2001

## **BYLAWS**

### **ARTICLE 1**

#### **MEMBERSHIP**

Section 1: Eligibility - Membership shall be open to all persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club. Ownership of a Bearded Collie is not a requirement for membership. The Club's primary purpose is to be representative of the breeders, exhibitors and pet owners of Bearded Collies in its immediate area. Members or applicants for membership shall self-elect from the following types of membership: 1.) Social – designed for those individuals principally interested in receiving the club's newsletter. Individuals are invited to participate in all club activities but will not be accorded a vote on business matters. These individuals will not count in the membership base for creation of a quorum. 2.) Active – designed for those individuals interested in participating regularly in the club's function and participating in the conduct of the business needs of the club. These individuals will be accorded a vote in matters of the club's business. Active members will be expected to attend at least three meetings per year.

Section 2: Election to Membership - Each applicant for membership shall apply on a form as approved by the board of Directors and shall provide that the applicant agrees to abide by these constitution and by-laws and the rules of the American Kennel Club. The application shall carry the endorsement of two members in good standing.

All applications are to be filed with the Board, which will review and make a recommendation to the membership. Each application will be read at the first meeting of the Club following its receipt. Applicants will be required to attend two meetings/functions within the Club year, prior to being voted on. Applicants names and brief information will be published in the Club Newsletter. Upon attending two meetings/functions of the Club, a vote will be taken on membership. Dues will be due at the time of membership approval.

Applicants for membership who have been rejected shall be notified in writing by the President and may not reapply within six months after such a rejection.

Section 3: Dues – Membership dues shall not exceed \$50.00 per year for single Active membership and shall not exceed \$75.00 per year for husband and wife Active

membership, payable on or before the 1<sup>st</sup> day of January of each year. No member may vote whose dues are not paid for the current year. During the month of December, the treasurer shall send to each member, a statement of his dues for the ensuing year. Every member in good standing is entitled to a separate vote. Social membership dues not exceed \$50.00 per year, single or family and are due and payable in the same manner as Active membership.

Section 4: Termination of Membership – Memberships may be terminated:

a) by resignation – Any member in good standing may resign from the Club upon written notice to the Secretary; but no member may resign when in debt to the club. Dues obligations are considered a debt to the club and they become incurred on the first day of each fiscal year.

b) by lapsing – A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of the fiscal year. However, the Board may grant an additional 90 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote in any club meetings whose dues are not paid as of the date of that meeting.

c) by expulsion or suspension – A membership may be terminated by expulsion as provided in Article VII of these by-laws.

## ARTICLE II

### MEETINGS AND VOTING

Section 1: Club Meetings – Meetings of the club shall be held in the Greater Washington DC area at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed by the Secretary at least 10 days prior to the day of the meeting. The quorum for such meetings shall be 20% of the members in good standing.

Section 2: Special Club Meetings – Special Club meetings may be called by the President, or by a majority of the members of the Board, who are present and voting at any regular or special meeting of the Board; and shall be called the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such special meetings shall be held in the Greater Washington, CD area at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting, and said notice shall

state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing.

Section 3: Board Meetings – Meetings of the Board of Directors shall be held in the Greater Washington, DC area at least six times in each year, at such hour and place as may be designated by the Board. Written notice of each such meeting shall be mailed by the Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

Section 4: Special Board Meetings – Special meetings of the Board may be called by the President; and shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held in the Greater Washington, DC area at such place, date and hour as may be designated by the person authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the Board.

Section 5: Voting – Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which the member is present. Proxy voting will not be permitted at any club meeting or election.

### **ARTICLE III**

#### **DIRECTORS AND OFFICERS**

Section 1: Board of Directors – The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, the immediate Past-President and four other persons, all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors. The immediate Past-President shall have the same voting status as the rest of the Board.

Section 2: Officers – The Club's officers, consisting of the President, Vice-President, Secretary and Treasurer shall serve in their respective capacities both with regard to the club and its meetings and the board and its meetings.

a) The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normal appurtenant to the office of President in addition to those particularly specified in these by-laws.

b) The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. The Vice President shall be responsible for club programs and will review all of the finances of the club every other month.

c) The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club including all standing rules passed by the Club. The Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a role of members of the Club with their addresses, and carry out such other duties as are prescribed in these by-laws.

d) The Treasurer shall collect and receive all moneys due or belonging to the Club. The Treasurer shall deposit the same in a bank designated by the Board, in the name of the club. The books shall at all times be open to inspection of the Board and the treasurer shall report to them at every meeting, the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting shall render an account of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

## **ARTICLE IV**

### **THE CLUB YEAR, ANNUAL MEETING, ELECTION**

Section 1: Club Year – The Club's fiscal year shall begin on the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> of December.

Section 2: Annual Meeting – The annual Meeting shall be held in the month of November at which officers, and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office at the January meeting and each retiring officer shall turn over to his successor in office all properties and records relating to that office within 30 days of that meeting.

Section 3: Elections – The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The four nominated candidates for other positions on the Board who receive the greatest number of votes for such positions shall be declared elected.

Section 4: Nominations – No person may be a candidate in a club election who has not been nominated. No later than the 31<sup>st</sup> of August, the board shall select a Nominating

Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chair for the Committee and it shall be the chairs duty to call a meeting that shall be held before the regular September meeting.

a) The Committee shall nominate one candidate for each office and four candidates for the four other positions on the Board, and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.

b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the regular October meeting, notify each member in writing of the candidates so nominated.

c) Additional nominations may be made at the October meeting by any member in attendance provided that person so nominated does not decline when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position.

d) The Secretary shall, at least two weeks before the annual meeting, notify each member in writing of any additional nominations made from the floor at the October meeting.

Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

## **ARTICLE V**

### **COMMITTEES**

Section 1: The Board may each year appoint standing committees to advance the work of the club in such matters as Specialty Shows, Trophies, Annual Prizes, Membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Any committee shall serve until their successors are appointed.

Section 2: Any committeeman appointed may be terminated by a majority vote of the full membership of the Board upon written notice of the appointee; and the Board may appoint successors to those persons whose services have been terminated.

## ARTICLE VI

### DISCIPLINE

Section 1: American Kennel Club Suspensions – Any member who is suspended from the privileges of the American Kennel club automatically shall be suspended from the privileges of the Club for a like period.

Section 2: Charges – any member may prefer charges against any other member for alleged misconduct prejudicial to the best interest of the Club or dogs. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$100.00, which shall be forfeited if such charges are not sustained by the Board following a hearing.

a) The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, and the board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or breed.

b) If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club, it may refuse to entertain jurisdiction.

- a. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board, not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified mail together with a notice of hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he or she so desires.

Section 3: Board Hearing – The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, issue a written reprimand and/or suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if the Board deems that the suspension punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In any case, suspensions shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn shall notify each of the parties of the Board's decision and penalty, if any.

Section 4: Expulsion – Expulsion of a member from the club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of the Article. Such proceeding may occur at

a regular or special meeting of the Club to be held within 60 days but no earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak on his own behalf if he wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **ARTICLE VII**

### **AMENDMENTS**

Section 1: Amendments to the Constitution and By-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

Section 2: The Constitution and By-laws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

## **ARTICLE VIII**

### **DISSOLUTION**

Section 1: The Club may be dissolved at any time by the written consent of not less than two-thirds of the members. In the event of the dissolution of the club other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the club nor any proceeds thereof nor any assets of the club shall be distributed to any members of the club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

## **ARTICLE IX**

### **ORDER OF BUSINESS**

Section 1: At the meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

Roll Call

Minutes of last meeting

Report of President

Report of Secretary

Report of Treasurer

Report of committees

Election of Officers and Board (at annual meeting)

Election of New Members

Unfinished business

New business

Adjournment

Section 2: At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Minutes of last meeting

Report of Secretary

Report of Treasurer

Reports of committees

Unfinished business

New business

Adjournment