

# *Greater Charlotte Shetland Sheepdog Club*

## **CONSTITUTION**

### **ARTICLE I**

#### **Name and Objectives**

**SECTION 1.** The name of the Club shall be Greater Charlotte Shetland Sheepdog Club (hereinafter referred to as "GCSSC").

**SECTION 2.** The objectives of the GCSSC shall be:

- a) To encourage and promote quality in the breeding of purebred Shetland Sheepdogs and to do all possible to bring their natural qualities to perfection;
- b) To urge members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only standard of excellence by which Shetland Sheepdogs shall be judged;
- c) To do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition at dog shows and obedience trials;
- d) To conduct sanctioned and licensed matches, specialty dog shows, and obedience trials under the Rules and Regulations of the American Kennel Club;
- e) To provide a forum for mutual education of owners of Shetland Sheepdogs;
- f) To engage in activities which provide public service to the community.

**SECTION 3.** The GCSSC shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the GCSSC shall inure to the benefit of any member or individual.

**SECTION 4.** The members of the GCSSC shall adopt and may from time to time revise such Bylaws as may be required to carry out these objectives.

## **BYLAWS**

### **ARTICLE I**

#### **Membership**

**SECTION 1. Eligibility.** There shall be three types of membership open to all persons eighteen (18) years of age and older and one type of membership open to children under 18 years of age, who are in good standing with the American Kennel Club and who subscribe to the objectives of this GCSSC.

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While membership is to be unrestricted as to residence, the GCSSC's primary purpose is to be representative of the breeders, exhibitors, owners, and those interested in the Shetland Sheepdog in its immediate area.

- a) Regular (Individual) – Enjoys all GCSSC privileges including the right to vote and hold office.
- b) Household – Two (2) adult members residing in the same household, each eligible to vote and hold office.
- c) Associate or Newsletter – Shall be available at a rate of an amount to be voted upon by the board of directors prior to the end of the fiscal year. Entitled to all club privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the club's area but are not active). Such Associate Member shall not be employed in a calculation to determine a quorum for voting. Application for Associate Members shall be completed and filed with the Secretary, but shall not require the approval process set forth for Members. In the event that a household which has been an Associate Member for one (1) calendar year wishes to become a Member, such Associate Member shall apply for regular membership by stating such intent in a letter to the Secretary including the difference between respective membership fees. Upon receipt of such letter, the process for regular membership as set forth shall be initiated.
- d) Junior – Open to children under 18 years of age; a non-voting/non-office holding membership which may automatically convert to regular membership at age 18.

**SECTION 2. Dues.** Membership dues shall be amounts to be voted upon by the board of directors prior to the end of each fiscal year for individual membership, for associate membership, for junior membership, and for household membership per year, payable on or before the 1<sup>st</sup> day of December of each year. No member may vote whose dues are not paid for the current year. A household is defined as two or more persons maintaining a common residence with a single mailing address. Should the household consist of more than two voting members, an additional amount to be voted upon by the board of directors prior to the end of each fiscal year shall be payable for each member over two. Each person in the household shall have one vote in all general membership questions as long as the house dues are paid for the current year. Dues are payable on or before the 1<sup>st</sup> day of December for the current year. During the month of October, the Treasurer shall send to each member a statement of dues for the ensuing year. Dues for members accepted between June 1 and November 30 shall be amounts to be voted upon by the board of directors prior to the end of each fiscal year for individuals, for associates, for juniors, and for household.

**SECTION 3. Election to Membership.** Each applicant for membership shall apply on a form as approved by the board of directors and which shall provide that the applicant agrees to abide by the Constitution and bylaws and the rules of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two

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members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the Membership Committee and each application is to be presented to the membership for two (2) meetings of the GCSSC following its receipt. At the second GCSSC meeting, the application will be voted upon and affirmative votes of  $\frac{3}{4}$  of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the GCSSC may not reapply within six (6) months after such rejection.

**SECTION 4.** *Termination of Membership.* Memberships may be terminated:

- a) *By resignation.* Any member in good standing may resign from the GCSSC upon written notice to the Secretary; but no member may resign when in debt to the GCSSC. Obligations other than dues are considered a debt to the GCSSC and must be paid in full prior to resignation.
- b) *By lapsing.* A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the first day of the fiscal year; however, the board may grant an additional sixty (60) days to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any GCSSC meeting whose dues are unpaid as of the date of that meeting.
- c) *By expulsion.* A membership may be terminated by expulsion as provided in Article VI of these bylaws.

### **ARTICLE II**

#### **Meetings and Voting**

**SECTION 1.** *Club Meeting.* Meetings of the GCSSC shall be held at a minimum of six (6) times a year, scheduled by the board of directors, and are to be within the Greater Charlotte area at such date, hour and place as may be designated by the board of directors. Written notification of each such meeting shall be mailed by the Secretary or included in the club newsletter, using first-class mail, at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be 20 percent of the members in good standing.

**SECTION 2.** *Special Club Meetings.* Special Club Meetings may be called by the President, or by the majority vote of the members of the board who are present and voting at any regular or special meeting of the board; and shall be called by the Secretary upon receipt of a petition signed by five (5) members of the GCSSC who are in good standing. Such special meetings shall be held within the Greater Charlotte area at such place, date, and hour as may be designated by the person(s) authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least five (5) days and not more than fifteen (15) days prior to the

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date of the meeting, and said notice shall state the purpose of the meeting, and no other GCSSC business may be transacted thereat. The quorum for such a meeting shall be 20 percent of the members in good standing.

**SECTION 3. *Board Meetings.*** Meetings of the board of directors shall be held a minimum of six (6) times a year scheduled by the board of directors, and to be within the Greater Charlotte area at such place, date, and hour as may be designated by the board. Written notice of each such meeting shall be mailed by the Secretary at least five (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 (3) members of the board. Such special meetings shall be held within the Greater Charlotte area at such place, date, and hour as may be designated by the person(s) authorized herein to call such meeting. Written notice of such meeting shall be mailed by the Secretary at least five (5) days and not more than ten (10) 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 who dues are paid for the current year shall be entitled to one (1) vote at any meeting of the GCSSC at which he 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, and at least one (1) other person, always ensuring the board is comprised of an odd number of voting members, all of whom shall be members in good standing and all of whom shall be elected for one (1) year terms at the GCSSC's annual meeting as provided in ARTICLE IV and shall serve until their successors are elected. **General management of the GCSSC's affairs shall be entrusted to the board of directors.**

**SECTION 2. *Officers.*** The GCSSC's officers, consisting of the President, Vice President, Secretary, and Treasurer, shall serve in their respective capacities both with regard to the GCSSC and its meetings and the board and its meetings.

- a) The President shall preside at all meetings of the GCSSC and of the board, and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified in these bylaws.
- b) The Vice President shall have the duties and exercise the powers of the President in case of the President's absence, incapacity or death, and other such duties as may be assigned to the Vice President by the board.

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- c) The Secretary shall keep a record of all meetings of the GCSSC and of the board and of all matters of which a record shall be ordered by the GCSSC. 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 roll of the members of the GCSSC with their addresses, and carry out such other duties as are prescribed in these bylaws.
- d) The Treasurer shall collect and receive all moneys due or belonging to the GCSSC. Moneys shall be deposited in a bank designated by the board, in the name of the GCSSC. The books shall at all times be open to inspection by the board and a report shall be given at every meeting on the condition of the GCSSC's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered 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.

**SECTION 3. Vacancies.** Any vacancies occurring on the board or among the offices during the year shall be filled until the next annual election by a majority vote of all the then members of the board at its first regular meeting following the creation of such vacancy, or at a Special Board Meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the board.

### **ARTICLE IV**

#### **The GCSSC Year, Annual Meeting, Elections**

**SECTION 1. GCSSC Year.** The GCSSC fiscal year shall begin on the 1<sup>st</sup> day of December and end on the 30<sup>th</sup> day of November.

The GCSSC's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

**SECTION 2. Annual Meeting.** The annual meeting shall be held in the month of December 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 immediately upon the conclusion of the election and **each retiring officer shall turn over to his or her successor in office all properties and records to that office within thirty (30) days after the election.**

**SECTION 3. Elections.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The one (1) nominated candidate for the other position of the board who receives the greatest number of votes for each position shall be declared elected.

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**SECTION 4. Nominations.** No person may be a candidate in a GCSSC election who has not been nominated. During the month of October, the board shall select a Nominating Committee consisting of three (3) members and two (2) alternates, not more than one of whom may be a member of the board. The Secretary shall immediately notify the committee members and alternates of their selection. The board shall name a Chairman for the Committee and it shall be such person's duty to call a committee meeting, which shall be held on or before fourteen (14) days prior to the regular November GCSSC meeting.

- a) The Committee shall nominate one (1) candidate for each office and for position(s) on the board and, after securing the consent of each person so nominated, shall immediately report their nomination to the Secretary in writing.
- b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the November meeting, notify each member in writing of the candidates so nominated.
- c) Additional nominations may be made at the November meeting by any member in attendance, provided that the person so nominated does not decline when his or her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his or her proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.
- d) 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 GCSSC in such matters as specialty dog shows, obedience trials, public service, trophies, membership, and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the board. Special committees may also be appointed by the board to aid it on particular projects.

**SECTION 2.** Any committee appointed may be terminated by a majority vote of the full membership of the board upon written notice to the appointee; and the board may appoint successors to those persons whose services have been terminated.

### **ARTICLE VI**

#### **Discipline**

**SECTION 1. American Kennel Club Suspension.** Any member shown who is suspended from the privileges of The American Kennel Club automatically shall be suspended from the privileges of GCSSC for a like period.

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**SECTION 2. Charges.** An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interests of the club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$25.00, which shall be forfeited if such charges are not sustained by the board following a hearing. 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. 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.** If the board entertains jurisdiction of the charges, it shall fix a date of a hearing by the board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one (1) copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his or her own defense and bring witnesses if he or she wishes.

**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 of the evidence and testimony presented by the complainant and defendant, the board may by a majority vote of those present reprimand or suspend the defendant from all privileges of the GCSSC for not more than six (6) months from the date of the hearing. And, if it deems that punishment insufficient, it may also be recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's rights to appear before his or her fellow members at the ensuing GCSSC 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 GCSSC may be accomplished only at a meeting of the GCSSC following a board hearing and upon the board's recommendation as provided in Section 3 of this Article. Such proceeding may occur at a regular or special meeting of the GCSSC to be held within sixty (60) days, but not earlier than thirty (30) days after the date of the board's recommendation for expulsion. The defendant shall have the privilege of appearing in his or her 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 in his or her own behalf if he or she wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A  $\frac{3}{4}$  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**

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**SECTION 1.** Amendments to the constitution and bylaws may be proposed by the board of directors or by written petition addressed to the Secretary signed by twenty percent 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 (3) months of the date when the petition was received by the Secretary.

**SECTION 2.** The constitution and bylaws may be amended by a 2/3 secret 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 (2) weeks prior to the date of the meeting.

**SECTION 3.** No amendment to the constitution and bylaws that is adopted by the club shall become effective until it has been approved by the board of directors of The American Kennel Club.

### **ARTICLE VIII**

#### **Dissolution**

**SECTION 1.** The GCSSC may be dissolved at any time by the written consent of not less than  $\frac{3}{4}$  of the members in good standing. In the event of the dissolution of the GCSSC other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the GCSSC nor any proceeds thereof nor any assets of the GCSSC shall be distributed to any members of the GCSSC, but after payment of the debts of the GCSSC 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 meetings of the GCSSC, 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

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- Unfinished business
- New business
- Adjournment

**SECTION 2.** At meetings of the board, the order of business, unless otherwise directed by majority of those present, shall be as follows:

- Report of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Unfinished business
- New business
- Adjournment

### **ARTICLE X**

#### **Parliamentary Authority**

**SECTION 1.** The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised,” shall govern the GCSSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order the GCSSC may adopt.

### **GLOSSARY**

Member in good standing – An individual, who is not suspended by The American Kennel Club or their Club, and whose dues for the year are already paid.

Reprimand – A written warning to a member after charges have been filed in accordance with the bylaws, and it is determined that the member’s conduct was not severe enough to warrant a suspension or a recommendation for expulsion.

Notices – All club notices shall be sent via the US Postal Service. Other forms of notification, including the use of e-mail, are not approved.

Votes on Bylaws Amendments – After amendments are voted upon, the club must provide AKC with the number of members in good standing as well as the date of the vote, and the number who voted for and against. A copy of the revised document must be submitted to AKC as soon as it is printed.