

# CENTRAL VIRGINIA SHETLAND SHEEPDOG CLUB

## CONSTITUTION AND BYLAWS

### ARTICLE I *NAME AND OBJECT*

Section 1. The name of the club shall be Central Virginia Shetland Sheepdog Club.

Section 2. The objectives of the club 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 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 conduct educational programs and matches, to support dog shows, performance events such as herding, and companion events such as agility, obedience, and rally under the rules of the American Kennel Club.

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

Section 4. The members of the Club shall adopt and may from time to time revise such bylaws as may be required to carry out these objects.

## BYLAWS

### ARTICLE I *MEMBERSHIP*

Section 1. *Eligibility:* There shall be six classes of membership entitled: regular members, family members, junior members, honorary members, life members and associate members.

Regular membership is open to all persons eighteen years of age or older who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club.

Family membership is open to couples or a couple and their family members who are at least eighteen years of age and reside in the same household.

The third type of membership shall be restricted to persons under eighteen years of age and shall be considered junior members. Junior members are not entitled to vote or hold office, but shall be able to participate in all other duties and privileges of regular membership.

The fourth type of membership shall be for honorary members. All honorary members shall be elected at a regular meeting by receiving an affirmative two-thirds (2/3) vote of the voting members present. Honorary members may maintain active voting privileges by paying dues.

The fifth type of member, life members, shall be open to persons who have been club members in good standing for 25 years. Life members do not have to pay dues, but do retain voting rights.

The sixth type of member, associate members, will have no voting rights, will not get awards and will not be required to attend club meetings in order to apply for membership. Associate members will be required to have one sponsor letter from a club member in good standing and this letter should accompany their associate member application. The associate member dues will be \$10 per year.

If an Associate Member wishes to convert to full membership, the requirements for election to membership in Article 1, Section 3 will apply. Associate Member dues already paid for the current calendar year will be applied to full membership dues. Balance of dues are to be submitted with application to convert to full membership.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the fanciers in the Central Virginia area.

Section 2. *Dues:* Membership dues shall be no more than \$50 per individual per year, or no more than \$65 per family or couple per year, plus a one-time initiation fee of \$10 per member. Junior members will not be required to pay dues until he/she reaches their 18th birthday, at which time, they can apply for full membership. Dues are 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 November, the Treasurer shall send to each member a statement of his dues for the ensuing year.

Former club members who left the club in good standing may be reinstated by action of the Board of Directors upon payment of annual dues.

Section 3. *Election to Membership:* Applicants 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 this Constitution, 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 members in good standing. Accompanying the application, the prospective member shall submit initiation fee and dues payment for the current year. If application is submitted after July 1, annual dues shall be one-half. All applications are to be filed with the Recording Secretary. Each application is to be read at the first meeting of the Club following its receipt. At the next Club meeting the application will

be voted upon and affirmative votes of  $\frac{3}{4}$  of the members present and voting at that meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the Club may not re-apply within six 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 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 30 days after the first day of the fiscal year. In no case may a person be entitled to vote at a Club 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.
- d. *Junior Membership* Junior members shall become eligible to apply for full membership on the last day of the fiscal year in which they reach their 18th birthday.

## **ARTICLE II      *MEETINGS AND VOTING***

Section 1. *Club Meetings:* Monthly meetings of the Club shall be held in the "greater Richmond" area at such hour and place as may be designated by the Board of Directors, except for the months of July and December and the month of the American Shetland Sheepdog Association (ASSA) national specialty show. If the ASSA National Specialty conflicts with a Club meeting date, the Board can opt not to hold said meeting. Written notice of each such meeting shall be mailed or sent by written correspondence by the Secretary at least 7 days prior to the date 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 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 members of the Club who are in good standing. Such special meetings shall be held in the "greater Richmond" 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 or emailed 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 Richmond” area. 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, or may be called by the Recording 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 Richmond” area at such place, date, and hour as may be designated by the person authorized herein to call such a meeting. Notice of such meeting shall be made by mail, by telephone or sent by written correspondence by the Secretary at least 5 days but not more than 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 whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he is present. Proxy voting will be permitted at any club meeting.

### **ARTICLE III     *DIRECTORS AND OFFICERS***

- Section 1. *Board of Directors:* The Board shall be comprised of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and two other persons, all of whom shall be members in good standing and 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.
- Section 2. *Officers:* The Club’s officers, consisting of the President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer shall serve in their respective capacities for their elected term of office.
- a. The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of 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.
  - c. The Recording 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. He/she shall keep a roster of the members of the Club with their duties as are prescribed in these Bylaws. The Secretary shall also be

designated as record keeper for attendance and shall advise the President if a quorum is present.

- d. The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, and notify officers and directors of their election to office.

The Corresponding Secretary will also assume the following duties:

- a. Notify the Club of any members who have been ill,
- b. Send gifts for marriage of Club members (not to exceed \$75)
- c. Send gifts for birth of child to Club member (not to exceed \$50)
- d. Send flowers/plant/etc. for hospitalization of Club member for other than routine testing (not to exceed \$50)
- e. Send flowers or appropriate item for death of Club member or member of the immediate family (spouse, parent, child or sibling) (not to exceed \$100 plus delivery expenses).
- f. Send card for death of member's grandparents.

- e. The Treasurer shall collect and receive all monies due or belonging to the Club. He/she shall deposit the same, in a bank designated by the Board, in the name of the Club within 10 business days. If this is not possible, then another authorized member of the Board will make this deposit. His/her books shall be at all times open to inspection of the Board and he/she 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 he/she shall render an account of all monies received and expended during the previous fiscal year.

The Treasurer will prepare a budget to be presented to the board by the September general meeting. This budget will be discussed at the October meeting and will be approved and voted upon during the November meeting. This approved budget will be in effect for the start of the Club's fiscal year on January 1st.

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 a 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 CLUB YEAR, ANNUAL MEETING, ELECTIONS***

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> day of December.

The Club's official year shall also begin on the 1<sup>st</sup> day of January.

Section 2.      *Annual Meeting:* The annual meeting shall be held in the month of November. At that meeting 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 January 1<sup>st</sup>. Each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within 30 days after the election.

Section 3.      *Elections:* The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

Section 4.      *Nominations:* During the month of August, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom shall be a member of the Board. The Secretary shall immediately notify the Committeepersons and alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be his/her duty to call a committee meeting which shall be held on or before the September meeting.

- a. The Committee shall nominate one or more candidates for each office and at least 2 candidates for the 2 other positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Corresponding Secretary in writing.
- b. Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall notify each member, in writing before the October meeting, of the candidates so nominated.
- c. Additional nominations may be made at the October meeting by any member in attendance provided that the person so nominated accepts when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary in written statement from the proposed candidate signifying his/her willingness to be a candidate.
- 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 Club in such matters as shows, performance events, 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. Special committees may also be appointed by the Board to assist on particular projects.

Section 2. Any committee appointment may be terminated by a majority 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 who is suspended from privileges of The American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2. *Charges:* Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$50 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 3 weeks or more than 6 weeks thereafter. The Secretary shall promptly send one 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/her own defense and bring witnesses if he/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 the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her 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 this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days, but not earlier than 30 days after the date of the Board's recommendation. The defendant shall have the privilege of appearing in his/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/her behalf if he/she wishes. The membership shall then vote by secret written ballot on the proposed expulsion. A 2/3 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 this Constitution and Bylaws 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 Bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting provided the proposed amendments have been discussed and approved by members present at a prior regular or special meeting, or have been included in the notice of the meeting and distributed to each member at least two weeks prior to the date of the meeting.

#### **ARTICLE VIII    *DISSOLUTION***

Section 1. *Dissolution:* The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary 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 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
- Program
- Adjournment

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

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

**ARTICLE X      *OTHER BUSINESS***

Section 1. Any other business provisions not covered herein shall be covered by Robert's Rules of Order.

## COMMITTEE DUTIES

All committees must work within their Board approved budget and maintain a record of their expenses with receipts to be reported to the Club at the end of the fiscal year.

Membership	Recruits new member, maintains visitor's book, introduces and welcomes visitors at meetings, handles club applications (maintaining and updating application with the approval of the Board, giving same to prospective members, accepting completed applications, reviewing them to be sure all is in order prior to giving to the Secretary). Handles name tags, keeps Secretary informed of prospective members so they may receive meeting notices, works to promote and create interest in the Club.
<b>Breeder Referral,</b> Marketing & Publicity	Handles all Club publicity including Fun Match, Handling clinics, Grooming Clinics, Tattoo Clinics, Club pamphlets, etc. Works to make Club visible to the public and promotes the Club to the best advantage. Name and contact information shall be listed on the Club's website as contact for puppy referral. Shall handle all incoming puppy search requests from the general public.
Ways and Means	Raises funds for the Club through various methods including sales, raffles, handling clinics, tattoo clinics, etc., and maintains an inventory of items for sale by the Club.
Hospitality	Arranges for refreshments at each meeting and coordinates refreshments at Club picnic and Christmas party, dispenses hospitality and goodwill at all Club functions.
VFDC Delegate	Represents Club at VFDC meetings, keeps Club informed of VFDC happenings.
VFDC Alternate	Serves at Club representative in delegate's absence.
Programs	Responsible for coordinating a variety of informative and educational programs at each Club meeting, includes arranging for program, any equipment needed, gift for speaker, etc. Maintains a record of programs given during the year.
Trophies/Gifts	Responsible for trophies given by the Club to outside organizations and the trophies given to members for titles won during the year. This includes selection, acquisition, notification to appropriate person, and delivery of trophy.
Match	Responsible for at least one sanctioned Breed match per year, including the appointment and coordination of all sub-committees (publicity, stewards, grounds and equipment, judges, hospitality, entries, bake sale, trophies and ribbons).

Participation                      Committee will consist of two members and the Vice-President as Chairperson. Responsible for appointing new members to a committee and keeping current members active. Will contact any member who misses two consecutive meetings and keep in touch with all members for suggestions on improving the Club.

Specialty Show                      Composed of show secretary (if club member), show chairperson, trophy chairperson, Treasurer and the hospitality chairperson as well as a facility coordinator.

#### Performance/Companion Events

Composed of trial secretary (if club member), trial chairperson, trophy chairperson, Treasurer and the hospitality chairperson as well as a facility coordinator.

Web & Technology                      Responsible for the management and upgrades (as necessary) to the Club website. Works closely with the Marketing and Publicity chairperson in promoting the Club using available tools and technology being certain to keep current with trends in the industry.

# CENTRAL VIRGINIA SHETLAND SHEEPDOG CLUB

## STANDING RULES

### 1. Honorary Membership

Nominations for honorary memberships may be submitted to the general membership by any voting member. Voting on the nomination will be held at the next general meeting. There are not dues for honorary membership nor may these members hold office or vote unless they want to pay dues and, thereby, be allowed to vote.

### 2. Membership Application

Members who endorse a prospective member must write a letter of recommendation to be submitted with the application. Such letters will be read to the general membership along with the reading of the application. Prospective members shall not attend the meeting at which the vote occurs. No member may submit more than two endorsements for membership during the Club year. A joint application is considered as one endorsement.

### 3. Inclusion in *Breeder's Guide*

For a member to be included in the *Breeder's Guide* they:

- a. Need to have been a Club member for 24 months,
- b. Will have attended at least 50% of the Club's regular meetings unless a special waiver is granted, and
- c. Will have been approved by the Board.

### 4. Expenditures exceeding budgeted amount must be Board approved.

### 5. Expenditures not budgeted and exceeding forty (\$40) dollars must be Board approved.

### 6. Bad Weather Policy: Meetings will be canceled due to bad weather (snow or ice) if any of the following counties (Hanover, Henrico, Chesterfield) or city schools are closed, and if night classes and technical centers are canceled.

### 7. Programs will be held prior to general meetings unless otherwise notified in writing.