

# Alamo Area Shetland Sheepdog Club By-Laws

## ARTICLE I MEMBERSHIP

### SECTION 1. ELIGIBILITY

There shall be two types of memberships: individual membership – open to all persons who are 18 years of age and older and are in good standing with the American Kennel Club and who subscribe to the purposes of this **CLUB**; and family membership – which includes all children of a family that are under 18 years of age.

While membership is to be unrestricted as to residence, the **CLUB'S** primary purpose is to be representative of the breeders and exhibitors in its immediate area.

### SECTION 2. DUES

Dues shall be \$15.00 per year for individual membership and \$20.00 per year for family membership, payable on or before the first day in January each year. During the month of November, the *TREASURER* shall send to each member a statement of dues payable for the ensuing year. No member may vote whose dues are not paid for the current year. Members under 18 years of age have no voting privileges and are not eligible to vote.

### SECTION 3. ELECTION TO MEMBERSHIP

Each applicant for membership must have attended a minimum of three (3) general meetings of the **CLUB** prior to submitting an application form. 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 this constitution and by-laws and the rules of the American Kennel Club and the American Shetland Sheepdog Association. The application shall allow space for the applicant name, address, occupation, and general information in regards to the applicant's experience with Shetland Sheepdogs and/or other dog breeds. In addition, the application shall carry the endorsement of two voting members of the **CLUB**, one of whom must have visited the applicant's home. Accompanying the application, the prospective member shall submit dues for the current year.

All applications are to be filed with the *SECRETARY* or the *MEMBERSHIP CHAIR*, as applicable. The *SECRETARY* or the *MEMBERSHIP CHAIR*, as applicable, will validate the application in regards to number of meetings attended, attached dues, and sponsor information. Each valid application is to be read at the next general meeting of the **CLUB** following its receipt. The application will be posted in the **CLUB** newsletter following each of the readings.

At the next general meeting of the **CLUB** following its second reading, the application will be voted upon by secret ballot. Affirmative votes of 3/4 of the members present and voting at that meeting shall be required to elect the applicant. Accepted new members may be welcomed to the **CLUB** by the *PRESIDENT*.

The *SECRETARY* or the *MEMBERSHIP CHAIR*, as applicable, is to send to the applicant an official letter on behalf of the **CLUB**, indicating acceptance or rejection. Applicants for membership who have been rejected by the **CLUB** may not re-apply for membership 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 90 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 at any **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 by-laws.

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

#### **SECTION 1. CLUB MEETINGS**

Meetings of the **CLUB** shall be held in the area of San Antonio on the third Wednesday in the months of January, March, May, September, November, and December at such hour and place as may be designated by the **BOARD OF DIRECTORS**.

Notice of each such meeting shall be given by e-mail or mail from 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 area of San Antonio, Texas 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. 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 on the third Wednesday in the area of San Antonio in the months of January, March, May, September, November, and December at such hour and place as may be designated by the **BOARD OF DIRECTORS**. Notice of each such meeting shall be given by e-mail or mail from 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* or 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 area of San Antonio at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed by the *SECRETARY* at least 5 days and not more than 10 days prior to the date of the meeting.

#### **SECTION 5. EMERGENCY BOARD MEETING**

An **EMERGENCY BOARD MEETING** may be called by the *PRESIDENT* and/or *VICE-PRESIDENT* at any time where the emergency is such that time is at its essence. A quorum for such a meeting shall be a majority of the **BOARD**. There must be an attempt to notify all board members of this meeting. No other business shall be taken care of at that time.

#### **SECTION 6. VOTING**

Each adult 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 they are 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 five other persons 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**.

#### **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 normally 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.

**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**; 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 **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 monies due or belonging to the **CLUB**; deposit the same in a bank designated by the **BOARD**, in the name of the **CLUB**. The books shall be at all times open to inspection by the **BOARD** and the *TREASURER* shall provide a written report at every meeting, stating the condition of the **CLUB'S** finances and every item of receipt or payment not before reported; and at the annual meeting, the *TREASURER* shall render an account of all monies received and expended during the previous fiscal year. Books shall be presented for audit at the end of each fiscal year by person or persons appointed by the *PRESIDENT* and/or *VICE-PRESIDENT*.

**E.** The offices of *SECRETARY* and *TREASURER* may be held by the same person in which case the **BOARD** shall be comprised of the officers and four other persons.

### **SECTION 3. VACANCIES**

Any vacancies occurring on the **BOARD** or among the offices during the year shall be filled for the unexpired term of office by the 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.

## **ARTICLE IV CLUB YEAR, ANNUAL MEETING, ELECTIONS**

### **SECTION 1. CLUB YEAR**

The **CLUB'S** fiscal year shall begin on the first day of January and end on the thirty-first day of December. The **CLUB'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 January at which time 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 their successor in office, all properties and records relating to that office at the time that the new officers assume office.

### **SECTION 3. ELECTIONS**

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The five 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. During the month of September, the **BOARD** shall name a chairman for the committee and it shall be his duty to call a committee meeting, which shall be held on or before October 15. The nominating committee will consist of three members and two alternates, not more than one of whom may be a member of the **BOARD**.

**A.** The committee shall nominate one candidate for each office and five candidates for the 5 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 prior to the December meeting, notify each member of the **CLUB** in writing of the candidates so nominated.

**C.** Additional nominations may be made at the December meeting by any member in attendance provided that the person so nominated does not decline when his name is proposed, and provided further that if the proposed candidate is not in attendance at the 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, and the additional nominations, which are provided for herein, may be made only from among those members who have not accepted a nomination of the nominating committee.

**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 specialty shows, obedience trials, 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** 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 who is suspended from the 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 \$10.00, 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** or the breed. If the board considers that the charges do not allege conduct which would be prejudicial to the best interests of the club or the breed, 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 nor 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 own defense and bring witnesses if he wishes. Any charged member shall be insured all rights of due process of law.

### **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 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 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 the 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 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 in his behalf if he wishes. The members shall then vote by secret written ballot on the proposed expulsion. A 2/3rds 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 3 months of the date when the petition was received by the *SECRETARY*.

### **SECTION 2.**

The constitution and by-laws may be amended by a 2/3rds vote of the members present and voting at a 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 2/3rds of the members. In the event of the dissolution of the club, whether voluntary or involuntary or by operation of the 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 charitable organizations, selected by the **BOARD OF DIRECTORS**, for the benefit of dogs.

## **ARTICLE IX ORDER OF BUSINESS**

### **SECTION 1.**

At meetings of the **CLUB**, the order of business as far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the 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:

Roll Call  
Minutes of the last meeting  
Report of the Secretary  
Report of the Treasurer  
Report of Committees  
Unfinished Business  
New Business  
Adjournment

**ARTICLE X  
PARLIAMENTARY AUTHORITY**

**SECTION 1.**

The rules contained in the current edition of "Roberts Rules of Order, Newly Revised" shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any other special rules of order the club may adopt.