

**ALASKA HERDING GROUP CLUB**

**CONSTITUTION AND BY-LAWS**

Approved: November 19, 2001 By Membership

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## **ALASKA HERDING GROUP CLUB CONSTITUTION**

### **Article I - Name and Objectives**

**Section 1.** The name of the club shall be the Alaska Herding Group Club.

**Section 2.** The objects of the club shall be:

- (a) To do all in its power to protect and advance the interests of all herding breeds of dogs
- (b) To conduct sanctioned and licensed group shows, companion and performance events under the rules of the American Kennel Club and to promote good sportsmanship at all club and AKC sanctioned and licensed events and any other events for which the club is eligible under the Rules and Regulations of the American Kennel Club.
- (c) To encourage the training of judges and acceptance of the breed standards as approved by the American Kennel Club as the only standard of excellence by which the breeds shall be judged.
- (d) To promote cooperation and good sportsmanship among its members in all of their dog related activities

**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 objectives.

**ALASKA HERDING GROUP CLUB**  
**Bylaws**

**Article I – Membership**

**Section 1.** Eligibility. There shall be four (4) types of membership open to all persons ten (10) years of age and older, excepting as provided here in, who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club.

While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of the breeders and exhibitors in Alaska.

(a) **General membership:** General membership is open to all persons eighteen (18) years and older who request general membership and have attended two (2) membership meetings during the previous twelve (12) months. All general members may vote and count towards a quorum. General members will receive all benefit of membership. General members that have not attended two (2) meetings in a twelve (12) month period will be moved to Associate membership

(b) **Associate membership:** Associate membership is open to all persons eighteen (18) years of age and older. Associate member attendance at Club meetings is not required and they do not count towards a quorum. Associate members are not eligible to vote or hold office. Associate members may upgrade membership to general membership by attending two (2) meetings and requesting a change to general membership by notifying the secretary in writing. Associate members will receive all benefit of membership.

(c) **Junior membership:** Persons between the ages of ten (10) and seventeen (17) years may submit a Junior Membership application. They shall be voted on at the next meeting after at which the application was received and read. Junior members are nonvoting members with all other rights, responsibilities and benefits of membership except sponsorship of perspective members and holding office. Junior Members will not count towards a quorum the year they turn eighteen (18) they will be moved to associate membership if they have not attended two (2) meetings in that year. If they have met the meeting attendance requirement they will be moved to general membership for the remainder of that club year.

(d) **Life Membership:** Life membership may be granted to any Member who has been a member for at least twenty (20) years. A motion to grant such membership must be presented at a general membership meeting and will be granted by consent of three-fourths of the members present. Life members are exempt from paying dues but are eligible to vote. Life members receive all benefit of membership

**Section 2.** Dues. General and Associate membership dues shall not exceed twenty dollars \$20.00 per year. Junior memberships dues shall be five dollars \$5.00 per year, payable on or before the 1st day of November of each year. No member may vote whose dues are not paid for the current year. During the month of September the Treasurer shall send to each member a statement of dues for the ensuing year. Life memberships are exempt from dues. (persons applying and becoming members with dues paid in the last quarter of the year (August September October) will not have to repay dues for the year beginning in November of the year they joined)

**Section 3.** Election to Membership. All applications 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, bylaws, the rules of the Club and The American Kennel Club. The application shall state the name, address, occupation and breeds of dogs the applicant owns. It shall carry the endorsement of two (2) general membership members in good standing. Accompanying the application will be the, dues payment for the current year. Junior members in good standing applying for general or associate membership are not required to submit the dues for partial club year in which they turn eighteen (18).

All applications are to be filed with the Secretary and each application is to be read at the first meeting of the club at which it has been received.

General membership applications will be read at the next two (2) meetings that applicant attends and voted on at the meeting of the second reading. If the applicant is not present at the next two (2) meetings the membership application will be voted on as an Associate membership application. The application will be voted upon and affirmative votes of two thirds (2/3) of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Associate membership applications will be read at the next two (2) meetings after it was received and will be voted on at the meeting of the second reading. (Those applying for associate membership need not be present), the application will be voted upon and affirmative votes of two thirds (2/3) of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Junior membership applications will be read at the next meetings after it was received and will be voted on at the meeting of the first reading. (Juniors applying for membership need not be present), the application will be voted upon and affirmative votes of two thirds (2/3) of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Applications shall expire after six (6) months and the applicant must then reapply for membership.

Applicants for membership who have been rejected by the club may not reapply within six (6) months after such rejection. All fees submitted shall be refunded if the application is rejected.

**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 are incurred on the first day of each fiscal year. They must also return all club property.
- (b) By lapsing. A member shall be considered as lapsed and automatically terminated if such members dues remain unpaid ninety (90) days after the first due date; however, the board may grant an additional thirty (30) 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.

**Section 5.** Reinstatement: Any person whose membership lapsed may be reinstated any time within the first year of lapse upon their written request to the Treasurer and payment of current dues. The Treasurer shall inform the President and the Secretary of any reinstatement.

**Article II - Meetings and Voting**

**Section 1.** Club Meetings. Meetings of the club shall be held each month in the greater Chugiak, Alaska 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 seven (7) days prior to the date of the meeting. The quorum for such meetings shall be twenty (20) percent of the members in good standing. The Board of Directors may order the holding of an additional meeting where and when deemed necessary. There shall be a minimum of six (6) general club meetings per year.

**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; or shall be called by the Secretary upon receipt of a petition signed by five (5) members of the club who are in good standing. Such special meetings shall be held in the greater Chugiak, Alaska 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 five (5) days and not more than fifteen (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 twenty (20) percent of the general members in good standing in attendance at such special meeting.

**Section 3.** Board Meetings. Meetings of the board of directors shall be held every three (3) months or as needed in the greater Chugiak, Alaska area 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 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 in the greater Chugiak, Alaska area 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 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. The quorum for such a meeting shall be a majority of the board.

**Section 5.** Voting. Each general member or life member in good standing whose dues are paid for the current year and have attended 2 meetings within the previous twelve (12) months shall be entitled to one (1) vote at any meeting of the club at which s/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 officers and three (3) other persons, all of whom shall be members in good standing and all of whom shall be elected for one (1)-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 bylaws.
- (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; 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 bylaws.
- (d) The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank designated by the board, in the name of the club. 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 club'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. All club checks must be signed by two (2) officers of the Club, either

President, Vice President, Secretary and/or Treasurer. All expenditures of the Club must be approved by the Board of Directors or a majority of voting members present at a general membership meeting.

- (e) The offices of Secretary and Treasurer may be held by the same person, in which case the board shall be comprised of four (4) persons.

**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 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 last day of December.

The club's official year shall begin immediately at the conclusion of the annual meeting and shall continue through the next annual meeting. The club year shall be the November meeting to November meeting each year.

**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 ballot from among those nominated in accordance with Section 4 of this Article. They shall take office at the conclusion of the meeting at which the elections are held and each retiring officer shall turn over to the successor in office all properties and records relating 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 three (3) nominated candidates for 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 July the board shall select a Nominating Committee consisting of three (3) members and one (1) alternates, not more than one (1) of whom may be a member of the board. The Secretary shall immediately notify the committee persons and alternate of their selection. The board shall name a chair person for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before 5<sup>th</sup> of September.

- (a) The committee shall nominate one (1) candidate for each office and positions on the board and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing. All nominees must be members in good standing and able to attend two-thirds (2/3) of the general membership meetings.
- (b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two (2) weeks before the September 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 the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the 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 (1) 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 club in such matters as events the club is approved to hold, 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 aid it on particular projects.

**Section 2.** Any committee appointment 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. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of ten dollars (\$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. 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 for a hearing by the board not less than three (3) weeks nor more than six (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.

**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 four (4) affirmative votes (2/3 of the entire board) reprimand or suspend the defendant from all privileges of the club for not more than six (6) 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 finding 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 sixty (60) days but not earlier than thirty (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 finding and recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The members shall then vote by secret ballot on the proposed expulsion. A two thirds (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 the constitution and bylaws may be proposed by the board of directors or by written petition addressed to the Secretary signed by twenty (20) 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 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.

#### **Article VIII - Dissolution**

**Section 1.** The club may be dissolved at any time by the written consent of not less than two thirds (2/3) 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 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
- Reading of Applications
- Report of Treasurer
- Reports of committees
- Election of officers and board (at annual meeting November)
- 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:

- Reading 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 club 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 club may adopt.