

The Shetland Sheepdog Club of Greater Detroit, Inc.

Constitution and By-Laws

ARTICLE I (Name and Objectives)

SECTION 1 The name of the Club shall be The Shetland Sheepdog Club of Greater Detroit, Inc.

SECTION 2 The objective of the Club shall be to encourage and promote the purebred Shetland Sheepdog.

- A. 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 the Shetland Sheepdog shall be judged;
- B. To protect and advance the interests of the breed through education and monetary support;
- C. To encourage sportsman like behavior at dog shows and obedience trails;
- D. To conduct and support sanctioned matches, licensed specialty shows ***and performance trials*** 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 profit or remainder or residue from dues or donations to the Club shall insure to the benefit of any member or individual.

SECTION 4 Calls for revisions or amendments to the Constitution may be submitted in writing by regular members at Club meetings. Refer to Article VII, Section 1 and 2 By-Laws for Procedures.

BY-LAWS

ARTICLE I (Membership)

SECTION 1 ELIGIBILITY

There shall be ***three*** (two) types of membership open to all persons who are in good standing with the American Kennel Club, and who ascribe to the purpose of this Club. While membership is to be unrestricted to the residence, the Club's primary purpose is to be representative of the breeders and exhibitors in the Southeastern Michigan area.

- A. REGULAR membership shall be for persons who reside in the area served by the Club and/or who pay the full or dual membership fee. They shall have all privileges normally due.
- B. ASSOCIATE membership shall be available to persons who wish to support the Club. Such persons may apply for ASSOCIATE membership and pay reduced dues. ASSOCIATE members shall be entitled only to receive regular mailings and notices of the Club.
- C. ***LIFE membership shall be awarded to current members who have been regular members of the Club for at least 25 years, cumulative. They shall have all the privileges***

normally due. Life members pay no dues.

SECTION 2 DUES

Membership dues shall be established by the Board and submitted to the Club for approval. During the month of April, the Financial Secretary shall send each member a statement of these dues for the ensuing year. **Dues shall be payable on or before the annual meeting. Any dues not paid by July 31 will result in a lapse of membership, and the person(s) must then follow the membership process as stated in Article I Section 3.**

SECTION 3 ELECTION TO MEMBERSHIP

All persons shall be eligible for regular membership after attending 3 (three) meetings in a 12 month period, and must have served on at least one committee during a 12-month period. Each individual applicant for membership shall apply on a form approved by the Board of Directors. The application shall contain the endorsement of two regular members in good standing, one endorser must have visited the applicant's facilities. The prospective member shall submit dues for the current year with the application. The application for membership must be posted in the Club newsletter, the SAGA 3 (three) times before being brought to the membership for a vote. The results of the vote will be mailed to the applicant and posted in the SAGA, results (was notification) will not be given at the meeting which the vote was taken. The ballots will be counted by no less than 2 (two) Board Members.

A member in good standing shall:

- A. Abide by the Rules and Regulations of the American Kennel Club
- B. Abide by the Constitution and By-Laws of the Shetland Sheepdog Club of Greater Detroit, Inc.
- C. Be responsible for all Club obligations.

SECTION 4 TERMINATION OF MEMBERSHIP

Membership may be terminated by:

- A. The member(s) own request.
- B. Allowing the Club financial obligations to become delinquent.
- C. By request of the Club, as a result of a two-third vote of regular members present at a regularly scheduled meeting; provided subject member has had an opportunity to plead his/her case at no less than two regularly scheduled Club meetings.

ARTICLE II (Meetings and Voting)

SECTION 1 CLUB MEETINGS

Meetings of the Club shall be held at such time and location as may be determined by the Board of Directors. There shall be at least six (6) regular Club meetings held each year. Written notice of such meetings shall be mailed by an appointed person at least two weeks prior to the date of the meeting. A quorum for such meetings shall be 20% of the regular members in good standing. All meetings shall be conducted in accordance with Robert's Rules of Order with the exception of election procedures as described in Article IV.

SECTION 2 SPECIAL CLUB MEETINGS

Special Club meetings may be called by the President, by a majority of the members of the Board

of Directors, or upon receipt by the Corresponding Secretary of a petition signed by ten (10) regular Club members in good standing. Such Special Meetings shall take place at such time and location as may be designated by the person(s) authorized herein to call such a meeting. Written notice of such meeting shall be mailed ten (10) days prior to the date of the meeting, and said notice shall state the purpose of the meeting. The quorum for such meeting shall be 20% of the regular members in good standing. If such a Special Club meeting is to discuss impeachment, the quorum of such a meeting shall be two-thirds of the regular members in good standing. The only topics for action and voting shall be: 1) the topic(s) of the Special Meeting; 2) the stated purpose, and 3) payment of bills by the Treasurer.

SECTION 3 BOARD MEETINGS

A MEETING OF THE Board of Directors shall take place within 60 days after the annual election and at such other times as deemed necessary. There should be at least four (4) board meetings per year. Written notice of such meetings shall be mailed by the appointed person at least ten (10) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board or five (5) members.

ARTICLE III (Officers and Directors)

SECTION 1 BOARD OF DIRECTORS

The Board of Directors shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, and three (3) Board Members, one of whom shall be the out-going President, all of whom shall be elected for two-year terms at the Club's election meeting as provided in Article IV. General management of the Club's affairs shall be entrusted to the Board of Directors.

SECTION 2 OFFICERS AND BOARD MEMBERS

- A. The PRESIDENT shall preside at all meetings of the Club and the Board, and shall have the duties and exercise the power normally appurtenant to the office of President as specified in Robert's Rules of Order, including appointment of all committee chairpersons. The President shall keep a copy of the Constitution and By-Laws for referral at each meeting.
- B. The VICE PRESIDENT shall have the duties and exercise the powers for the President in case of the President's absence or incapacity, act as General Chairman of the Show Committee for all shows and sanctioned matches during the year, and act as the Club's official delegate to any organization sponsoring a show or match during the year.
- C. The RECORDING SECRETARY shall maintain permanent continuing minutes of all the meetings of the Club and the Board. Attendance sheets shall be kept with the minutes.
- D. The CORRESPONDING SECRETARY shall have charge of all the correspondence, keep a roll of the members of the Club with their addresses, provide membership application forms, and notify new members or their election to membership.
- E. The FINANCIAL SECRETARY ***shall receive a full accounting and associated deposit slips for monies belonging to the Club collected by a designate person(s) approved by the Board and /or*** collect, receive and deposit all monies due or belonging to the Club, including completed membership applications forms and monies. A record of all deposits shall be submitted to the Treasurer and reported to the membership at each regular meeting. The Financial Secretary shall notify members of their financial standing in the Club, give a financial report of receipts at the meetings, and prepare an annual statement.
- F. The TREASURER shall have charge of all monies belonging to the Club and shall keep same, in the Club's name, in a bank approved by the Board. The books shall be available at all times to inspection by the membership. The Treasurer shall report at every meeting

the condition of the Club's finances, every item of receipt or payment not reported previously, and, at the Annual Meeting, shall render an account of all monies received and expended during the previous fiscal year.

- G. The BOARD MEMBERS, along with the Officers, shall be responsible to attend Board meetings.
- H. The PARLIAMENTARIAN shall be appointed by the Board to ensure adherence to Robert's Rules of Order and to assist in the counting of ballots.

SECTION 3 VACANCIES

Any vacancies occurring on the Board shall be filled for the unexpired term of office by a majority vote of all members of the Board at its first regular meeting following the creation of such vacancy. A vacancy in the Office of President shall be filled automatically by the Vice President and resulting vacancy in the office of the Vice President shall be filled by the Board.

ARTICLE IV (Club Year, Annual Meeting, and Election Meeting)

SECTION 1 CLUB YEAR

The Club's fiscal year shall begin on the first day of July and end on the 30th day of June. The Club's official year shall begin immediately at the conclusion of the Annual Meeting and shall continue through the next Annual Meeting. Transfer of records shall be completed by the next Board Meeting.

SECTION 2 ANNUAL MEETING

The Annual meeting shall take place in June.

SECTION 3 ELECTION MEETING

The Election meeting shall take place biannually in June at which time officers and directors for the ensuing term shall be elected by secret ballot from among those nominated in accordance with Section 4, 5 and 6 in this Article. They shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over to his/her successor in office, all properties and records relating to that office by the next Board Meeting.

SECTION 4 ELIGIBILITY

No person may be a candidate for an office who has not paid dues to date and others to the Club, and who has not attended at least three (3) business meetings in the year proceeding the Elections Meeting.

SECTION 5 NOMINATIONS

No person may be a candidate in a Club election who has not been nominated and accepted the nomination. If the nominee is not present at the Election meeting, the nominator must have a signed statement that the nominee will accept the nomination and serve if elected. During the month of February, the President shall appoint a Nomination Committee.

- A. The Committee shall nominate at least one candidate for each office and at least three candidates for the other three positions on the Board; and, after securing the consent of each person so nominated, shall immediately report their nomination to the Corresponding Secretary in writing.
- B. Upon receipt of the Nomination Committee's report the Corresponding Secretary shall submit the list of candidates to the membership prior to the Election meeting.

- C. Additional nominations may be made at the Election meeting by any member in attendance. The nominee must accept when his/her name is proposed, or, in the absence of the proposed nominee signifying his/her willingness to be a candidate.

SECTION 6 ELECTION - PROCEDURES FOR NOMINATIONS AND ELECTIONS

- A. After all business has been addressed at the Election Meeting, the Financial Secretary shall read the list of names of those persons ineligible to vote and run for office. The President shall then announce the name of the nominated candidates for the office of President and shall accept other nominations as provided for in Section 5.
- B. All voting shall be by secret ballot when more than one candidate has been nominated. The ballots shall be counted by the Parliamentarian and another non-candidate. The President may accept a voice vote in the case of uncontested offices.
- C. All officers elected must receive a majority vote of the members present and voting. In the event no candidate receives such a majority, the two candidates receiving the greatest number of votes shall compete in a second ballot. In the case of the candidates for the Board, should more than three candidates be nominated, three ballots shall take place. The candidates receiving the greatest number of votes for each will be declared elected. (the presiding officer shall be obligated to break all tie votes.)
- D. The President shall then open nominations for the office of Vice President. The proceeding protocol is observed.
- E. The offices shall be filled in the following order: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, and Board of Directors.
- F. A candidate who is defeated for one office may be a candidate for another office.

**ARTICLE V
(Committees)**

SECTION 1 COMMITTEES

The President shall appoint committee chairpersons to advance the work of the Club (such as dog shows, obedience trials, education, membership, etc.) Special committees may also be appointed by the President to aid the Board on particular projects.

SECTION 2 TERMINATION OF APPOINTEE

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The President may appoint successors of those persons whose service has been terminated.

**ARTICLE VI
(Review of Membership)**

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 the Club for a like period. A reinstatement vote is required for readmission.

SECTION 2 AMERICAN SHETLAND SHEEPDOG ASSOCIATION SUSPENSION

Any member who is suspended from the privileges of the American Shetland Sheepdog Association automatically shall be suspended from the privileges of the Club for a like period. A reinstatement vote is required for readmission.

SECTION 3 TERMINATION OF MEMBERSHIP

See Article I, Section 4

SECTION 4 IMPEACHMENT OF AN OFFICER

Impeachment of an officer may take place at a regular meeting or at a special meeting as specified by Article II, Section 2.

ARTICLE VII (Dissolution)

SECTION 1 DISSOLUTION

The Club may be dissolved at any time by the written consent of no less than two-thirds of the regular 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 group organized for the benefit of dogs and selected by the Board of Directors.

ARTICLE IX (Order of Business)

SECTION 1 REGULAR MEETINGS

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

1. Reading of the minutes of the last regular meeting
2. Reading of the minutes of the last Board Meeting, not previously read.
3. Report of the President
4. Report of the Recording Secretary
5. Report of the Corresponding Secretary
6. Report of the Treasurer
7. Report of the Financial Secretary
8. Report of Committees
9. Unfinished business
10. New business
11. Election of new members
12. Adjournment

SECTION 2 ANNUAL MEETING

At the Annual meeting of the Club, the order of business shall be as follows:

1. Reading of the minutes of the last regular/board meetings
2. Report of the Recording Secretary
3. Report of the Corresponding Secretary
4. Report of the Treasurer
5. Report of the Financial Secretary
6. Annual report of the Officers
7. Annual report of the Committees
8. Unfinished business
9. New business
10. Election of new members

11. Adjournment

SECTION 3 ELECTION MEETINGS

At the Election meeting of the Club, the order of business shall be :

1. Reading of the minutes of the last regular/board meetings
2. Report of the Recording Secretary
3. Report of the Corresponding Secretary
4. Report of the Treasurer
5. Report of the Financial Secretary
6. Annual report of the Officers
7. Annual report of the Committees
8. Unfinished business
9. New business
10. Election of officers
11. Election of new members
12. Adjournment

SECTION 4 BOARD MEETINGS

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

1. Reading of the last minutes
2. Report of the Recording Secretary
3. Report of the Corresponding Secretary
4. Report of the Treasurer
5. Report of the Financial Secretary
6. Report of the Committees
7. Unfinished business
8. New business
9. Adjournment

ARTICLE X (Effectivity)

SECTION 1

This revised Constitution and By-Laws shall become effective January 1 of the following ratification by the membership.

THIS CONSTITUTION AND ITS BY-LAWS APPROVED BY THE MEMBERSHIP OF THE SHETLAND SHEEPDOG CLUB OF GREATER DETROIT, INC.,

6-29-79 approved
5-27-83 retyped
10-25-87 revised and approved
4-28-89 revised and approved
6-94 revised and approved
7-3-98 retyped
10-27-98 revised and approved
4/12/04 revised and approved