

## **Sample 1: Constitution and By-laws of Member Club of WDSAA**

### ARTICLE I: NAME, COLORS, PROFIT STATUS AND BUDGET

#### SECTION 1: NAME

- a. The name of this association shall be "Member Club"

#### SECTION 2: LOGO

- a. The logo of this association includes "Sample Logo".

#### SECTION 3: PROFIT STATUS AND BUDGET

- a. The Member Club is and shall be conducted as a non-profit organization.
- b. No member may derive any income from the association. Persons who, in the course of official duties or in service to the association, incur expenses may apply to the Treasurer for reimbursement of these expenses.
- d. The fiscal year of Member Club is aligned with the WDSAA and shall begin on March 1 of each year and end on February 28 of the following year.

### ARTICLE II: OBJECTIVES

The objectives of this association shall be to preserve the Dutch Shepherd in accordance with the Breed Standard as a working dog, to promote humane training methods for the working dog, and to support responsible dog ownership and breeding practices.

Activities shall:

1. Promote IPO and schutzhund training for the working dog.
2. Promote breed surveys for Dutch Shepherds
3. Promote events which evaluate the conformation of Dutch Shepherds.
4. Promote the versatility of the Dutch Shepherds by supporting and participating in the sports of schutzhund, IPO, Mondio Ring, and agility trials, tracking and endurance tests, and working certifications for SAR and detection dogs.
5. Promote any other competitions or tests to insure the further development and maintenance of the Dutch Shepherds as a working dog, and to encourage local clubs to implement these competitions and tests.
6. Support the use of working dogs for search and rescue work, police work, customs and border patrol work, guide dog work, scenting work and in other ways for which working dogs are utilized.
7. Produce a vehicle of communication to promote the objectives of the association.

## ARTICLE IV: INDIVIDUAL MEMBERSHIP

### SECTION 1. TYPES OF MEMBERSHIP

As a local club within the WDSAA, Member Club is classified as an IPO and Schutzhund training club for working Dutch Shepherds, and open to other breeds for the purposes of training at the discretion of the club.

A Full Membership in this association includes a membership in the WDSAA.

Honorary Members shall have all rights and privileges of membership, but shall not vote or hold office.

### SECTION 2: RULES FOR INDIVIDUAL MEMBERSHIPS

#### a. Annual dues

The club officers shall establish the amount of dues for all types of membership. Honorary members shall be exempt from annual dues. Dues shall be honored for one (1) year from the date of origin, and payable on March 1. If dues are received from a prospective member at a time less than six (6) months before the annual due date, then the dues for that period are half (1/2) the amount established.

#### b. Non-payment of dues

One (1) month before the expiration date of his membership, each member shall be so notified by Member Club. Any member whose dues are not paid by the expiration date shall have his membership canceled. Such cancellation shall result in loss of all rights and privileges of membership.

#### c. Resignation

Any member of Member Club may resign from the association at any time and shall be deleted from the membership list. Resignations must be submitted to the Membership Chairperson in writing. All dues are non-refundable.

### SECTION 3: DUTIES OF OFFICERS and MEMBERS

#### a. President

The President is the Chief Executive Officer and legal head of the association. The president exercises supervision over the association and all its activities. The President may sign letters and documents necessary to carry out the will of the association. The President promotes activities that enhance communication among members and other individuals or associations that are aligned with the objectives of Member Club.

b. Vice President

The Vice President shall assume the duties of the President in case of his/her absence or incapacitation. The Vice President shall assume that office for the remainder of the term in the event the office is vacated for any reason.

c. Treasurer

The Treasurer shall be responsible for collecting, accounting for and handling all funds of the association. The Treasurer shall insure that all funds are deposited in a designated financial institution. He/she shall see that disbursements therefrom are made as is necessary and proper to meet the just and due obligations of Member Club. The Treasurer shall maintain a financial report available on request by the President or other officers. The Treasurer shall make all of his/her records available at the General Board meeting for review by any full member of WDSAA. The Treasurer shall terminate the membership of any individual if dues are not paid.

d. Secretary

The Secretary shall be responsible for taking and preparing accurate minutes of all meetings and shall maintain a complete file of the ordinances, bylaw revisions, resolutions and other official Member Club action. The secretary shall maintain a file of committees and the members thereof. The secretary shall be responsible for overseeing the membership records of individuals and shall insure that all membership requirements are met.

e. Training Directors

Training Directors are responsible for ensuring the use of humane and effective methods of training for the training of the Dutch Shepherd in various sports and tests. Training Directors are selected in their area of expertise in training the Dutch Shepherds for work or for sport. Each director is the club's point of contact as indicated in their title. These appointments are designed to promote activities and learning in all aspects of work and sport with the Dutch Shepherd.

f. Members

All Members of Member Club recognize the WDSAA as the parent organization and agree to the observance of the WDSAA Constitution and Bylaws and ordinances. In the event of conflict between the provisions of the WDSAA Constitution and Bylaws and/or rules and the bylaws and/or rules of Member Club, the provision(s) of the WDSAA Constitution and Bylaws and/or rules shall prevail.

**Sample 2: Constitution and By-laws of Member Club of WDSAA**

**Local Club Name  
By Laws**

ARTICLE I: NAME OF CLUB

This organization shall be known as the Local Club Name.

## ARTICLE II: OBJECT OF THE CLUB

To encourage and promote the training of Dutch Shepherds and the dogs of other members toward achieving their IPO titles while following the rules, regulations and guidelines of the Working Dutch Shepherd Association of America.

To protect and promote the sport of Schutzhund/IPO and all working dog sports.

To interest and educate the public about Schutzhund/IPO and its practical applications.

To support and organize Schutzhund/IPO trials.

To encourage and promote sportsman-like competition at trials, shows and training sessions.

To preserve the Dutch Shepherd in accordance with the Breed Standard as a working dog.

To promote humane training methods for the working dog and to support responsible dog ownership and breeding practices for all breeds.

## ARTICLE III: NON PROFIT STATUS

The (club name here) is and shall be conducted as a non-profit organization. All dues, levies, and other income shall be disbursed to promote the objectives of this club, along with associated activities.

## ARTICLE IV: DISSOLUTION

This club may be dissolved at any time by the written consent of a two-third majority vote of its active members in good standing. In such case, after payment of all debts and liabilities of the club, its assets and property shall be divided equally among the active members in good standing.

ARTICLE V: MEMBERSHIP (This section can be modified as the organization sees fit. I have included sections for full, family, and associate members. Not all of these may be appropriate for any particular club. The individual clubs may also consider junior handler memberships.)

#### Section A: Types of Membership

Full Members. Full members are entitled to all the rights, privileges and responsibilities of this club including the right to vote and hold office. They have unlimited training privileges (can add language here about other privileges the club deems appropriate. All Full Members must also be members in good standing of the WDSAA, and if they do not own a Dutch Shepherds, their appropriate AWDF breed club. Full members are entitled to vote on club issues, hold office if elected, get breaks on seminars and trials, must be ready to help at all seminars and trials, may participate in all club training sessions.

Family membership is Full membership for a married couple with or without children and confers with it two votes.

Associate Members. May not vote and may not hold office.

Non-Members. May participate in training sessions at the discretion of the training director and after paying \$5 per dog per session.

Helpers. A training helper does helper work on a REGULAR basis, comes to training regularly and has an official, current helper book.

Section B: Application for Election to Membership. (Again, this is a suggestion that can be modified as per the desires of the club).

Applicant shall attend four training sessions, including tracking, as a non-

member. The Training Director will evaluate the applicant's dog. The applicant will be informed if their dog is not suited to the sport of Schutzhund/IPO; however applicants with good nerves, humour, interest and motivation in the sport will be accepted and their dog trained to the best of the team's ability.

Applications for membership shall be made to the Secretary in writing upon forms provided.

The application shall be voted upon at the next meeting of the club. Election to active membership shall require approval by three-quarters of the members present.

#### Section C: Resignation

Any member may resign at any time and may be deleted from the membership upon receipt of written letter of resignation by a member of the Board.

No monetary refund of dues, training fees, or special levies will be given to a member resigning.

#### Section D: Suspension

Any member may be suspended by a three-quarters majority vote of the club members.

Non-payment of dues may result in suspension.

Any member under suspension shall not be entitled to vote or participate in training sessions.

#### Section E: Expulsion

Any member may be expelled by a three-quarters majority of voting members.

### ARTICLE VI: Payment of Dues and Special Levies

Section A: Membership dues and training fees will be voted on by the membership. (If you use this approach, you can list the fees in a Standing Rules

section as illustrated in this document. Otherwise, they can be set and listed here.)

#### Section B: Payment

Dues are due at the beginning of the club's fiscal year (set what this is), and must be paid in full within three months. Special arrangements may be made with the Treasurer in cases of hardship. Members who join after the beginning of the fiscal year will have their fees pro-rated.

#### Section C: Special Levies

The membership may approve by a majority vote the collection of special equal levies against the membership, to meet the expenses of the club.

#### Section D: Nonpayment of Dues or Special Levies

Any member whose dues remain unpaid 90 days after the beginning of the fiscal year shall be notified by the Secretary in writing that all privileges are suspended until payment is made.

Any member whose share of a special levy remains unpaid for one month after approval by membership vote shall be so notified in writing by the Secretary. If said levy remains unpaid for another thirty days, the member shall be automatically suspended.

### ARTICLE VII: General and Board Meetings

General membership meetings to conduct club business may be held by notice of the President of this club. Two-thirds of the membership present at a club meeting constitutes a quorum. The meetings shall be held as needed. The President is responsible for giving adequate verbal (or written, whatever the organization chooses) notice to all members of the meeting.

Board Meetings — Meetings of the Board of Directors will be held as deemed necessary by the Board or President, at a time and place specified by the Board. Notice of such meeting shall be the responsibility of the Secretary. The quorum for such meetings shall be a majority of the Board.

Special Board Meetings — Special meetings of the Board may be called by the President or by the Secretary upon request by at least 3 members of the Board. Such a meeting shall be held at a time and place specified by the Board.

Annual Meetings — A yearly club meeting will be held (pick a month) for the purpose of electing officers for the coming fiscal year. Elected persons shall take office immediately upon the conclusion of the election. In the event of a vacancy on the Board, except for the President, the Board shall appoint a member in good standing to fill that vacancy for the unexpired term.

Electronic Meetings. Club business may be conducted via email provided that all Full members have an opportunity to participate in the discussion and to vote via this mechanism.

## ARTICLE VIII: Government

### Section A: Board of Directors

The control and management of the affairs of the club shall be vested in the Board of Directors.

The Board of Directors shall consist of: President, Vice-President, Secretary, Treasurer, Training Director, and Assistant Training Director.

Regular meetings of the Board of directors shall be called by the President as required. Board meetings may precede or follow regular meetings.

Special meetings of the Board of Directors shall be called by the President or at the request of another Board member.

A majority of the Directors in office being present shall constitute a quorum to conduct regular business. The Board shall have the power to fill any vacancy that may occur between elections.

The President shall lead the Board meetings.

The Secretary shall keep minutes of all Board meetings, and these will be available to members.

The Board shall have general supervision over all disbursements of the Treasurer and shall appoint an auditing committee to consist of three members of the Board who may audit the accounts and records of the club at any time deemed appropriate.

The Training Director will be elected by the club.

The Board shall have the power to appoint committees and assistant officers from among the membership.

#### ARTICLE IX: Officers and their responsibilities

**PRESIDENT.** The President shall preside at all Board and general meetings of the club. S/he shall have the duties and powers normally associated with this office in addition to those particularly specified in these Constitution and Bylaws. S/he shall be a member of all committees. All club officers and Board members shall be under the supervision of the President. The Secretary shall be listed as club liaison. The office of the President shall be a 1 year term.

**VICE-PRESIDENT.** The Vice-President shall, in the absence of the President, perform all duties of the President.

**SECRETARY.** The Secretary shall keep a record of all formal meetings of the club and of all matters of which a record shall be ordered by the club. The Secretary shall have charge of all the correspondence, keep the records and roll call of members, the minutes of Board and general meetings, tabulate all election results, notify members of special meetings, keep an active roster of all club members with their current addresses and phone numbers. The Secretary shall provide new members with a copy of the Constitution and Bylaws and a current list of club members with their addresses and phone numbers.

**TREASURER.** The Treasurer shall receive, collect and disburse all funds of the club. S/he shall deposit all funds in the club's name in a bank that is satisfactory to the Board. At each formal meeting, the Treasurer shall give a report of all monies received and disbursed since the last report. At the annual meeting, the Treasurer shall submit an accounting of all monies received and disbursed during the fiscal

year. Disbursements can be made only by direction of the Board. It is the Treasurer's responsibility to keep an up-to-date and accurate accounting of all credits and debits. The Treasurer shall render a formal statement regarding club funds at each Board and general meeting or at the request of the President.

**TRAINING DIRECTOR.** The Training Director shall supervise the training of all club dogs for Schutzhund/IPO competition and will assist all club members in setting of goals in the training of their dogs. S/he will:

determine time and place for training sessions;

make recommendations for club participation in various Schutzhund trials;

arrange for hiring judges for trials sponsored by the club;

shall be in charge of and maintain equipment used in the training program;

see that adequate supplies of equipment are available for all training sessions;

specify equipment needs and have the authority to order the purchase of up to \$100.00 of training equipment without prior Board approval.

The Training Director shall evaluate prospective member-dog teams and shall make a recommendation to the Board for approval or disapproval.

The Training Director shall have the final say which dogs will be worked in the club.

**ASSISTANT TRAINING DIRECTOR.** If the Training Director is already holding office, an Assistant Training will be appointed to the Board.

**ARTICLE X: Election of Officers and Directors**

The Officers and Directors shall be elected by the Full members in good standing for a term of one year by secret ballot, at the annual meeting of the club. Each Full member may vote for only one nominee for each office. If there is more than one candidate nominated for any office, voting will be done by secret written ballot.

All elected officers and directors shall assume office immediately after election results are known. In the event of a vacancy on the Board, except for the President, the Board shall appoint a member in good standing to fill that vacancy for the unexpired term.

Nominations for Officers and Board members shall be made from the active membership at the annual meeting. All nominations must be seconded. Prior to the election, the Secretary shall receive a written or verbal consent to hold office from all nominees.

Any full member whose membership fees or levies remain unpaid on election day shall be disqualified from voting or holding office.

Each retiring officer shall turn over to his successor in office all properties and records related to that office.

#### ARTICLE XI: Parliamentary Authority

The current edition of The Standard Code of Parliamentary Procedure by Sturgis shall govern this club in all parliamentary situations that are not covered in the law, or in this Constitution and Bylaws, or adopted rules. In case of conflict between the provisions of the constitution and bylaws and the parliamentary provisions of "Sturgis" the provisions of these constitution and bylaws shall prevail.

#### ARTICLE XII: Disciplinary Procedures

Any member may prefer charges against a member for alleged misconduct prejudicial to the interest of the club. Written charges with specifications must be preferred in duplicate and forwarded to the Secretary with a deposit of \$10.00, which shall be forfeited if such charges are not sustained. All charges shall be heard before the Board of Directors only. The Board shall fine, suspend or expel any member from the club, or take other action deemed necessary. The accused member must be allowed to present his/her case to the Board. Any member

against whom charges have been filed may, by a three-quarter vote of the Board of Directors, be suspended for a period not exceeding sixty days, or expelled from membership.

#### ARTICLE XIII: Constitutional Amendments

The Constitution and Bylaws may be amended, altered or repealed by a two-thirds vote of the active members in good standing.

Any proposed changes to the Constitution and Bylaws shall be formally read at the meeting at which actual voting takes place, and shall appear in the minutes of that meeting.

#### ARTICLE XIV: Empowered Representative

One person will be elected from the general membership to be the club delegate to the Working Dutch Shepherd Association of America.

This delegate must be an active member in good standing with the club; s/he must not have any disciplinary action pending from the WDSAA. All dues payable to both this club and the WDSAA must be paid in full.

This delegate must be empowered to represent the club in all matters, as s/he will be a member of the Board of Directors of the Working Dutch Shepherd Association of America.

This delegate will begin his/her one year as the club's empowered representative to the Board of Directors of the WDSAA effective with the annual meeting of the WDSAA.

#### STANDING RULES

Membership dues and training fees: (these are just a suggestion to show how the fees can potentially be structured)

Full Members: \$150 initiation fee for the first year and \$100 per person per year thereafter.

Family Membership \$150 per family per year.

Regular Helpers can deduct \$50 off their annual membership fees.

Associate Members: \$50 per person per year.

Non-members: \$5 per dog per training session; dog to be worked at discretion of training director. If an application for membership is received within six months of the fourth training session and an applicant is accepted into the club, all training fees will be credited to the applicant's membership dues.

#### BY-LAW ADOPTION

These by-laws are adopted on \_\_\_\_\_ .