

**WOLVERINE BELGIAN TERVUREN CLUB
OF SOUTHERN MICHIGAN**



CONSTITUTION AND BY-LAWS
Revised 2020

WOLVERINE BELGIAN TERVUREN CLUB OF SOUTHERN MICHIGAN

CONSTITUTION AND BY-LAWS

CONSTITUTION

Section 1: The name of the club shall be The Wolverine Belgian Tervuren Club of Southern Michigan.

Section 2 Club Area: The Club area shall be the area bounded by: south of a straight line from Lake Michigan, through the north side of Grand Rapids, through the north side of Port Huron, to the Canadian border. and within the State of Michigan.

Section 3: The objects of the club shall be:

- a) To encourage and promote quality in the breeding of purebred Belgian Tervuren and to do all possible to bring natural qualities to perfection;
- b) 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 Belgian Tervuren shall be judged;
- c) To do all in its power to protect and advance the interests of the breed by encouraging sportsman-like competition at dog shows, obedience trials, agility trials, tracking events and herding events and any other dog-related events;
- d) To conduct sanctioned and licensed specialty shows, obedience trials, rally trials, agility trials, herding trials, tracking tests, and any other event that the AKC sanctions under the rules and regulations of the American Kennel Club.

Section 4: 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 benefit any member or individuals.

Section 5: The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

BY-LAWS

ARTICLE I Membership

Section 1 Eligibility: There shall be the following types of membership open to all persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club:

- a) Regular Member, Individual (formerly ‘Individual’) – individual persons eighteen years of age or older. Enjoys all privileges of membership including the right to vote and to hold office;
- b) Regular Member, Household (formerly ‘Couple’) – two adult Regular members residing in the same household, each eighteen years of age or older, to receive one copy of Club mailings, and each are entitled to one vote and to hold office individually. They share one copy of club correspondence;
- c) Regular Member, Life – Someone who has continuously been a Regular member for over 25 years. Enjoys all privileges of membership including the right to vote and to hold office. They shall pay no dues. They must be voted to this status by a majority vote of the membership at a club meeting.
- d) Junior - persons eight years of age, but less than eighteen years of age, to receive all Club mailings, but having no voting privileges. Upon reaching their eighteenth birthday, they shall automatically become a Regular Member with no increase in dues for the remainder of that fiscal year. A Junior member is not able to vote or hold office;
- e) Associate or Newsletter Member – Entitled to all club privileges except is not able to vote or to hold office. They shall receive all communications of the Club by email;
- f) Honorary Member – An individual who has made significant contributions to the Sport, Breed, or the Club; honorary members pay no dues and are not eligible to vote or to hold office. They shall receive all communications of the Club by email.

Section 2 Dues: Membership dues shall be set yearly by the Board of Directors. Dues may not exceed \$25.00 per person, unless that amount is amended by the membership using the process to amend this document. Dues shall be payable on or before the first day of October each year. No member may vote whose dues are not paid for the current year. During the month of August, the Treasurer shall send to each dues-paying member a statement of dues for the

ensuing year. The Board of Directors may choose to waive membership dues for anyone on a year-by-year basis.

Section 3 Election to Membership: 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 these constitution and by-laws and the rules of The American Kennel Club. The application shall state the name and address of the applicant and it shall carry the endorsement of one Regular member in good standing. It shall state the class of membership being applied for. Accompanying the application, the prospective member shall submit dues payment for the current year for the type of membership being applied for. All applications are to be filed with Secretary and 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 by secret ballot 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; however, the Board may grant an additional grace period 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 Meeting and Voting

Section 1 Regular Club Meetings: Meetings of the Club shall be held within the Club area, or virtually, at a place, date, and time, that is selected by the Board of Directors. The club should strive to meet minimally 6 times yearly at regular intervals. Written notice of each such meeting shall be mailed by the Secretary

at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the Regular 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 Regular members of the Club who are in good standing. Written notice of such a meeting to be held within the Club area, or virtually, at a place, date, and time that is selected by the Board of Directors, shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. Said notice shall state the purpose of the meeting and no other Club business shall be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing.

Section 3 Regular Board Meetings: Meetings of the Board shall be held within the Club area, or virtually, at a place, date, and time that is selected by the Board of Directors. The Board should strive to meet minimally 6 times yearly at regular intervals. Written notice of each such meeting shall be mailed by 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; and can be called by the Secretary upon the receipt of a written request signed by at least three members of the Board. Such meetings shall be held within the Club area, or virtually, at a place, date, and time selected by the person herein authorized to call such a meeting. Written notice shall be mailed between 5 to 10 days prior to such meeting by the Secretary, stating the business to be transacted. No other Club business may be transacted thereat. A quorum for such meeting shall be a majority of the board.

Section 5 Voting: Each Regular member in good standing, whose dues are current for the year, shall be entitled to vote at any meeting of the Club at which s/he is present. Debts, other than dues, shall not deprive a member of his voting rights and shall be collected by other means, such as filing disciplinary charges or civil suit. Proxy voting will not be permitted under any circumstances. Those Regular Members present at a physical meeting, or those Regular Members participating recognizably in a virtual meeting, are entitled to vote by whatever means are available in that medium. For a physical meeting, written ballots are possible. For a virtual meeting, such things as polls using the virtual meeting

service are possible.

Section 6 Notice: Members may opt to receive communications from the club that constitute notice of a meeting or other matter via email, rather than by postal mail. If a member chooses to receive notice by email, they will receive all such notices and proposed amendments via email. Anywhere the phrase ‘mail’ or ‘in writing’ or similar appears in the By-Laws, it shall be construed as to be sent by email to those who opted to receive email and to be sent by postal mail by USPS to all others. The advance notice in each section where ‘mail’ or ‘written notice’ occurs shall remain the same regardless of method. A member may change their method of notice at any time by filing the form that the club provides for that purpose by email or USPS or by personal delivery to the club Secretary at a club meeting or other gathering. It takes effect when the club Secretary receives the form and sends an acknowledgement by the same method that the form was filed. To help understand how to interpret the advance notice requirements, the following example is provided: if a meeting is on the 14th of the month and 10 days’ advance notice is required, the notice would have to be sent via email and postmarked by the USPS by Midnight on the 3rd of the month.

If notice of a virtual meeting is being distributed, the URL (link) needed to join and participate, along with any other instructions to attend the virtual meeting, shall be provided as part of the notice of that meeting. That URL shall be deemed the ‘place’ of the meeting.

ARTICLE III Directors and Officers

Section 1 Board of Directors: The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and three other persons (four other persons if the Secretary and Treasurer are the same person), all of whom shall be Regular members in good standing and all of whom shall be elected for two-year terms at the Club's annual meeting as provided in the 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 shall serve in their respective capacities with regard to both the Club and the Board and their meetings.

- a) The President shall preside at all meetings of the Club and 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 Presidents death, absence or incapacity.
 - c) The Secretary shall keep a record of all meetings of the Club and the Board and of all of the matters of which a record shall be ordered by the Club. S/he 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 other such duties as are prescribed in these by-laws.
 - d) The Treasurer shall collect and receive all monies due or belonging to the Club. S/he shall deposit the same in a bank designated by the Board, in the name of the Club. The Treasurer's books shall be at all times open to inspection of the Board and s/he 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 shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board shall determine.
 - e) The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of the three officers and four other persons. The additional director's (other person's) term shall end when the offices of Secretary and Treasurer are no longer filled by the same person, or the next election for that director position, whichever comes sooner.

Section 3 Vacancies: Any vacancies occurring among the directors or among the officers during a term of office shall be filled until the next annual election for that term of office by a Regular Member chosen by a majority vote of all the remaining 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 Club Year, Annual Meeting, Elections

Section 1 Club Year: The Club's fiscal year shall begin on the 1st day of October and end on the 30th day of September. 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 may be either physical or virtual. The annual meeting shall be held in the month of August, at which officers and Directors for the ensuing year shall be elected from among those nominated in accordance with Section 4 of this article; except when there are no additional nominations, and the President may then accept a motion from the floor to declare the nominees elected. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his 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. The number of directors being elected will either be one or two, or sometimes three, depending on which electoral year it is. The number of candidates required to fill the vacant seats for other positions as Directors who receive the greatest number of votes for such positions shall be declared elected.

Election A schedule:

Offices elected: President and Vice-President

Other persons elected: one director

When: every odd-numbered year

Term of office: two years

Election B schedule:

Offices elected: Secretary and Treasurer

Other persons elected: two directors, except when the same person is elected Secretary and Treasurer, in which case three directors shall be elected, one of whom may not serve a whole term if the offices of Secretary and Treasurer are no longer occupied by the same person.

When: every even-numbered year

Term of office: two years

Section 4 Nominations: No person may be a candidate in the Club election who has not been nominated. No person may be a candidate in the Club election who is not a Regular Member. During the month of May, or earlier, the Board

shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. All shall be Regular Members of the Club. The Secretary shall immediately notify the committee members 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 June 1st.

- a) The Committee shall nominate one candidate for each office and one candidate for each director being elected that year, securing the consent of each person so nominated, and shall immediately report their nominations to the Secretary in writing.
- b) Upon receipt of the nominating committee's report, the Secretary shall before June 15th, notify each member in writing of the candidates so nominated.
- c) Additional nominations may be made at the July meeting.
- d) Nominations cannot be made at the annual meeting or in any manner other than that provided in this Section.

ARTICLE V Committees

Section 1 Standing Committees: The Board may appoint each year standing committees to advance the work of the Club in such matters as specialty shows, obedience trials, herding trials, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

Section 2 Termination of Committee Appointment: 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.

Section 3 Form of Committee Meetings: Committees are free to conduct their business by telephone, email, video conference/virtual meeting, chat group, or by in-person meetings.

ARTICLE VI Discipline

Section 1 American Kennel Club Suspension: Any member who is suspended from the privileges of the AKC automatically shall be suspended from the privileges of this Club for a like period of time.

Section 2 Charges: Any Regular member may prefer charges against a member for alleged misconduct 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 \$35.00, 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 breed. If not, the Board may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing of the Board not less than three weeks nor more than six 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 appear personally in her/his 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 the 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. Also, 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 recommendations. 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 proceeding 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 her/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 her/his own behalf if she/he wishes. The members shall then vote 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 Proposal of Amendments: Amendments to the constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary and signed by twenty percent of the Regular members 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 Approval of Amendments: The constitution and by-laws may be amended by a 2/3 vote of the Regular 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 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 2/3 of the Regular members. In the event of the dissolution of the Club, other than for proposes of reorganization, none of the property, proceeds thereof, nor assets of the Club shall be distributed to any members of the Club. These shall, after payment of the debts of the Club, be given to a charitable organization for the benefit of dogs, the choice to be made by the Board.

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 shall 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 specified by a majority vote of those present, shall be as follows:

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

ARTICLE X Parliamentary Procedure

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 by-laws, and any other special rules of order the Club may adopt.