

The Constitution and By-Laws of The Collie Club of Washington Inc.

Revised 2021

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THE COLLIE CLUB OF WASHINGTON, INC. CONSTITUTION

SECTION 1. NAME

The name of the Club shall be THE COLLIE CLUB OF WASHINGTON, INC and its mailing address shall be the current address of the duly elected and acting Secretary.

SECTION 2. OBJECTIVES

The objectives of the Club shall be:

- a. To encourage and promote the betterment of purebred Collies, both rough and smooth, and to do all possible to bring their 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 the Collie shall be judged.
- c. To do all in its power to protect and advance the interest of the Collie, and to encourage sportsmanlike competition at dog shows and obedience trials.
- d. To conduct sanctioned and licensed specialty shows and other events, under the rules of The American Kennel Club.

SECTION 3. NON-PROFIT ORGANIZATION

The Club shall not be conducted 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. BYLAWS

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.

THE COLLIE CLUB OF WASHINGTON, INC

BYLAWS

ARTICLE I - MEMBERSHIP

SECTION 1. ELIGIBILITY

The number of members shall be unlimited in this Club and any person who owns, breeds, or is active in promoting the welfare of Collies as recognized by The American Kennel Club, and who is in good standing with The American Kennel Club, and subscribes to the purposes of this club, shall be eligible for membership. 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. MEMBERSHIP CLASSES

There shall be four types of membership open to persons 18 years of age or older:

- a. Regular -- Enjoys all privileges of the club, including voting and holding office.
- b. Family -- These are all members of a single household belonging to the Club. Each person 18 or older has one vote.
- c. Honorary/Lifetime. -- Usually bestowed in recognition of longtime or outstanding service to the club or breed. Such members may not vote or hold office and no dues are required. Active/voting status may be maintained by payment of dues. An honorary member may be nominated by any member in good standing and voted in by a majority.
- d. Associate - May be offered to persons living well outside of the club's immediate area, or who may not be able to regularly attend meetings. They are eligible for all club privileges, except they may not vote nor hold office. They are not counted as members for the purpose of quorums at meetings. Dues are assessed at a lesser rate than regular members. Applications should be filed with the Secretary, but need not require sponsors or approval process applicable to prospective regular members. Associate members may apply for Regular membership at any time in accordance with the procedures outlined in Section 4 of this Article.
- e. Junior - Membership is for those 10 to 17 years of age. They shall enjoy all privileges of membership except voting and holding office. They may convert to regular or family membership at age 18 by paying the appropriate dues as described in Section 3 of this article.

SECTION 3. DUES

Membership dues shall be payable on or before the 1st day of October of each year. Membership dues amounts shall be determined by the Board of Directors and approved by the membership. For a period of less than six months, dues shall be half the annual rate. No member may vote whose dues are not paid for the current year. During the month of August the Treasurer shall send each member a dues notice at least 30 days prior to becoming due for the ensuing year. Dues notice will be posted on the Club's designated Web page, website, and/or via email membership list, with written notices sent to any members without internet access.

SECTION 4. ELECTION TO MEMBERSHIP

Each applicant for membership shall apply on a form approved by the Board of Directors, which shall provide that the applicant agrees to abide by the Constitution and Bylaws of the Club and the rules of The American Kennel Club.

The application shall state the name, address, and occupation of the applicant, and any other information the Board of Directors may direct, and it shall carry the endorsement of two members in good standing.

Accompanying the application, the prospective member shall submit dues payment for the current year (or half-year if less than six months left in year, as in Section 3 above).

The applicant shall have attended at least two meetings of the Club but no more than four meetings before submitting an application. All applications are to be filed with the 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 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 reapply within six months after such rejection.

SECTION 5. 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. Dues or part thereof will not be refunded in such event.

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 circumstances. In no case may a person be entitled to vote at any club meeting if their 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 the Bylaws.

ARTICLE II - MEETINGS AND VOTING

SECTION 1. CLUB MEETINGS

Meetings of the Club shall be held in the greater Seattle area nine times per year. The location, date, and time shall be designated by the members present at the previous meeting. Meetings may be in person and/or by electronic or virtual means as determined by the membership.

Notice of each such meeting will be posted on the club's designated Web page, website, and/or via email membership list, with written notices sent to any members without internet access. 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 meetings shall be held in the greater Seattle area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Notice of such meeting will be posted on the club's designated Web page, website, and/or via email membership list, with written notices sent to any members without internet access. Any such 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 20% of the members in good standing. Meetings may be in person and/or by electronic or virtual means.

SECTION 3. BOARD MEETINGS

Meetings of the Board of Directors shall be held in the greater Seattle area 6 to 8 times yearly, at such hour and place as may be designated by the Board. Meetings may be in person and/or by electronic or virtual means as determined by the Board. Notice of each such meeting shall be sent via email, with written notices sent to any members without internet access by the Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be the majority of the Board.

SECTION 4. SPECIAL BOARD MEETINGS

Special Board Meetings may be called by the President, and shall be called by the Secretary upon receipt of an emailed or written request by at least three members of the Board. Such special Meetings shall be held in the greater Seattle area at such place, date, and hour as may be designated by the person authorized herein to call such a meeting. Meetings may be in person and/or by electronic or virtual means. Notice of such meeting shall be emailed by the Secretary at least 5 days and not more than 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. A quorum for such a meeting shall be a majority of the Board.

SECTION 5. VOTING

Each 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 he is present. Proxy voting will not be permitted at any regular Club meeting or election. Emailed or telephone votes will be allowed for special meetings for time sensitive business.

ARTICLE III - DIRECTORS AND OFFICERS

SECTION 1. BOARD OF DIRECTORS

The Board shall comprise the President, Vice President, Secretary, Treasurer and three other persons, all of whom shall be members in good standing and 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.

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 by these Bylaws. The President must ensure that each Club officer understands fully the duties of his office and that each is motivated to perform them well.
- 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. The Vice President shall preside over the annual election of officers and arrange for the tallying of votes.
- c. The Secretary shall keep a record of all meetings of the Club and of the Board of Directors and of all matters of which a record shall be ordered by the Club. A summary of the Board meeting shall be read at the regular meeting following such Board meeting. The Secretary 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 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 monies due or belonging to the Club, and shall deposit the same in a bank designated by the Board, in the meeting the condition of the Club's finances and every item of receipt or payment not before reported. The Treasurer shall send a dues notice to each member at least 30 days prior to their becoming due as provided in Article I Section 2 of these Bylaws. At the annual meeting the Treasurer shall render an account of all monies received and expended during the previous calendar year.

As a protection to the Treasurer, as well as the Club, that officer shall be bonded in such amount as may be determined by the Board the expense to be borne by the Club.

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 the President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by action of the Board.

SECTION 4. QUALIFICATIONS

Candidates for office must have been active members for a minimum of 8 months.

ARTICLE IV - THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION 1. CLUB YEAR

The Club's fiscal year shall begin on the first day of October and end on the last day of September. The Club's official year shall begin immediately at the conclusion of the annual meeting and shall continue through the next annual meeting.

SECTION 2. ANNUAL MEETING

The annual meeting shall be held in the month of May. This meeting may be in person and/or by electronic or virtual means as determined by the membership. At this meeting the Officers and Directors for the ensuing year shall be elected. If no additional candidates have been added to the slate presented by the nominating committee, the vote will be by voice or show of hands. If additional nominees have been added to the slate presented by the nominating committee, in

accordance with Section 4 of this Article, the vote will be by secret ballot. The elected Officers and Directors shall take office at the end of the Annual meeting.

SECTION 3. ELECTIONS

The nominated candidate receiving the greatest number of votes for office shall be declared elected. The three nominated candidates for other positions on the Board who receive the greatest number of votes for such positions shall be elected.

SECTION 4. NOMINATIONS

No person may be a candidate in a Club election who has not been nominated. During the month of January, the Board shall select a Nominating Committee consisting of three members, in good standing for at least 8 months, not more than one of whom may be a member of the Board. The Secretary shall notify the Committee of their selection. The Board shall name a Chairman for the Committee and it shall be his or her duty to call a committee meeting which shall be held on or before March 1st.

The Committee shall nominate one candidate for each office and three candidates for the three other positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary.

- a. Upon receipt of the Nominating Committee's report, the Secretary shall notify each member of the Nominating Committee's slate at least two weeks prior to the April meeting, on the designated Web page, website, and/or emailed list.
- c. Additional nominations may be made at the April meeting by any member in attendance provided that the person so nominated accepts when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his or her proposer shall present to the Secretary a written statement from the proposed candidate signifying his or her 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. BOARD APPOINTMENTS

The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows and other events, 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. 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.

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. If such member is reinstated by The American Kennel Club, then that member is automatically reinstated to Club privileges, unless disciplinary procedures outlined in Section 2 of this Article are implemented.

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 \$15.00 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 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 certified mail, return receipt requested, together with a notice of the hearing and an assurance that the defendant may personally appear in his or her own defense and bring witnesses if he or 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 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 or her 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 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 60 days but not earlier than 30 days after the date of the Board's recommendation. The defendant shall have the privilege of appearing in his or her 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 or her own behalf if he or she wishes. The meeting shall then vote by secret written ballot 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 BY THE BOARD

Amendments to the Constitution and Bylaws 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 three months of the date when the petition was received by the Secretary.

SECTION 2. AMENDMENTS

The Constitution and Bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for that purpose, provided that 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. DISSOLUTION

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, scientific or educational organization for the benefit of dogs, such organization to be selected by the Board of Directors.

ARTICLE IX - ORDER OF BUSINESS

SECTION 1. CLUB MEETINGS

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:

Attendance

Minutes of last meeting

Report of President

Report of Secretary

Board Meeting Summary

Report of Treasurer

Report of Committees

Election of Officers and Board (at annual meeting)

Election of New Members

Unfinished Business

New Business

Announcements

Adjournment

SECTION 2. BOARD MEETINGS

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

Reading of the minutes of the last board meeting

Report of the Secretary

Report of the Treasurer

Reports of Committees

Unfinished Business

New Business

Adjournment.

ARTICLE X - PARLIAMENTARY AUTHORITY

SECTION 1. RULES

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 special rules of order the Club may adopt.

ADOPTED this 28th day of March 2015