

CONSTITUTION
of
THE THREE RIVERS SHETLAND SHEEPDOG CLUB OF
GREATER PITTSBURGH, INCORPORATED

ARTICLE I

Name and Objects

SECTION 1. The name of the Club shall be the Three Rivers Shetland Sheepdog Club of Greater Pittsburgh, Inc.

SECTION 2. The objects of the Club shall be:

- a. To encourage and promote quality in the breeding of purebred Shetland Sheepdogs 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 Shetland Sheepdogs shall be judged;
- c. To do all in its power to protect and advance the interests of the Breed by encouraging good sportsmanlike competition at dog shows, obedience trials, herding trials, agility trials, rally trials, dog fancy events, and activities and performance events;
- d. To support the American Shetland Sheepdog Association in its efforts to improve the Breed;
- e. To conduct sanctioned and licensed specialty shows, obedience trials, herding trials, agility trials, and rally trials under the rules of The American Kennel Club;
- f. To conduct CGC and TDI testing and certification.

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 any member or individual.

SECTION 4. 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.

SECTION 5. For the purpose of clarification, the pronouns "he" or "his" shall refer to a member of either sex throughout the Constitution and By-Laws.

BY-LAWS
of
THE THREE RIVERS SHETLAND SHEEPDOG CLUB OF
GREATER PITTSBURGH, INCORPORATED

ARTICLE I

SECTION 1. Eligibility

There shall be three 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. Full members must be at least eighteen years of age.

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.

It is expected and encouraged that all members be as active as possible, recognizing that the Club's viability is dependent on the commitment of its members.

a. Full Members

Full Members enjoy all Club responsibilities and activities including full dues, voting, holding office, and counting towards a quorum for the conduction of business. Applicants for full membership must have attended at least three meetings or two meetings and one Club function prior to being voted upon for membership.

This type of membership will be appropriate for most members.

b. Associate Members

Applicants, due to their special circumstances, may choose to apply for Associate Membership. Associate members may have fewer club responsibilities but are encouraged to participate in all activities. These members pay partial dues, cannot vote or hold office, and do not count towards a quorum for the conduction of business.

Examples of special circumstances indicating this membership would include, but not be limited to, living a great distance, working long hours that do not permit participation in all Club activities, individuals under eighteen years of age and chronic illness.

This type of membership will be appropriate for a small number of members.

c. Junior Members

Applicants under 18 years of age may apply for Junior Membership. Junior members are encouraged to participate in all activities. These members pay partial dues, cannot vote or hold office and do not count towards a quorum for the conduction of business.

d. Lifetime Members

Lifetime membership may be conferred in recognition of twenty years service to the Club.

These members are entitled to all privileges of the club, including voting and holding office but pay no dues.

SECTION 2. Dues

Dues are payable on or before the first day of November of each year. No full member may vote whose dues are not paid for the current year. During the month of August the Treasurer shall send to each member a statement of his dues for the ensuing year.

Persons applying for membership after the first day of May of a Club year shall be responsible for 50% of the appropriate dues for the current Club year.

When full membership or associate membership is applied for, the difference in dues must be submitted at the time of application.

There shall be no refund of dues or portion of dues owed to any former member whose membership has resigned, lapsed, or terminated as defined in Article I, Section 4 (Termination of Membership).

- a. Full Members – dues \$30.00 per year.
- b. Associate Members – dues \$20.00 per year.
- c. Junior Members – dues \$20.00 per year
- d. Lifetime Members – no dues

SECTION 3. Election to Membership

- a. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by these Constitution, By-Laws and the rules of The American Kennel Club. The application shall state the name address, and occupation of the applicant and it shall carry the endorsement of two full members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.
- b. Once the application is completed, it will be presented at the next meeting for review and then voted at the following meeting. A positive vote of three fourths of the full members present will be necessary for election. Voting will be by written secret ballot. The applicant will not attend the meeting at which his membership is being voted.
- c. The Membership Chairman will notify applicants in writing of election or rejection to membership.
- d. Counting of membership election votes will be done by a committee appointed on a per-meeting basis and consisting of a full member, a Board Member, and the Membership Chairperson.
- e. Applicants for membership who have been rejected by the Club may reapply after six months after such rejection.
- f. For membership voting purposes, a majority is defined as three quarters of all full members in attendance.

SECTION 4. Termination of Membership
Members may be terminated:

a. By Resignation

Any member in good standing may resign from the Club upon written notice to the Recording 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 the fiscal year.

b. By Lapsing

A membership will be considered 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 grace period to delinquent members in meritorious cases. Said member must apply to the Board for such grace period. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the day of that meeting.

c. By Expulsion

A member may be terminated by expulsion as provided in Article VI (Discipline) of these By-Laws.

ARTICLE II

Meetings and Voting

SECTION 1. Club Meetings

Meetings of the Club shall be held within the Greater Pittsburgh, PA area on the first Thursday of each month, 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 Corresponding Secretary or placed in the Club Newsletter and mailed via first class mail at least 10 days prior to the date of the meeting. The quorum for such meeting shall be 20% of the full membership 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, or shall be called by the Corresponding Secretary upon receipt of the petition signed by five full members of the Club who are in good standing.

Such special meetings shall be held within the Greater Pittsburgh, PA. area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meeting. Written notice of such a meeting shall be mailed by the Corresponding Secretary or placed in the Club Newsletter at least five days and not more than fifteen days prior to the date of the meeting, and said notice shall state the purpose of the meeting.

No other Club business may be transacted. The quorum for such a meeting shall be 20% of the full members in good standing.

SECTION 3. Board Meetings

Meetings of the Board of Directors shall be held every other month within the Greater Pittsburgh, PA, area on the third Tuesday of said month at such hour and place as may be designated by the Board. Written notice of each such meeting shall be mailed by the Corresponding Secretary or placed in the Club Newsletter and mailed via first class mail at least five 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 Corresponding Secretary upon receipt of a written request signed by at least three members of the Board.

Such meetings shall be held within the Greater Pittsburgh, PA, 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 Corresponding Secretary or placed in the Club Newsletter at least five days and not more than ten days prior to the date of the meeting, or telegraphic notice shall be filed at least three days and not more than five days prior to the date of the meeting. Any such notice shall state the purpose of the meeting. No other business shall be transacted. A quorum for such a meeting shall be a majority of the Board.

SECTION 5. Voting

Each full 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 Club meeting or election.

SECTION 6. Newsletter

The Club Newsletter will be published a minimum of six times a year and mailed via first class mail. It will list Board Meetings, Club Meetings, and Club Functions at least ten days prior to the event.

ARTICLE III

Directors and Officers

SECTION 1. Board of Directors

The Board shall be comprised of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and four (4) other persons all of whom shall be elected for two 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, Recording Secretary, Corresponding 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. President

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 By-Laws.

b. Vice President

The Vice-President shall have the duties and exercises the powers of the President in case of the President's death, absence, or incapacity.

c. Recording Secretary

The Recording 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. He will notify officers and Directors of their election to office, keep a roll of members of the Club with their addresses, keep a roll of meeting attendance, and carry out such other duties as are prescribed by these By-Laws.

d. Corresponding Secretary

The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, and carry out such other duties as prescribed in these By-Laws.

e. Treasurer

The Treasurer shall collect and receive all monies due or belonging to the Club. He shall deposit same in a bank designated by the Board in the name of the Club. His books shall at all times be open to inspection by the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not previously reported; and at the Annual Meeting he 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 of Directors shall determine, either as part of the Club's insurance policy or as a separate bond.

The Treasurer will submit all records to a yearly audit by an Audit Committee appointed on a per-year basis and consisting of two full members and a Board member. If accounts are in arrears, a professional audit will be requested.

SECTION 3. Vacancies

Any Vacancies occurring on the Board or among the Officers 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 call for the purpose.

If that position is not scheduled to be voted upon, then the individual's term shall be for the remainder of the vacant position.

The only exception is 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 November and end on the thirty-first day of October.

The Club's official year shall run concurrent and 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 shall be held in the month of November at which Officers and Directors for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section 4 of the Article. They shall take office immediately upon 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 thirty days after the election.

SECTION 3. Election

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

The President, Corresponding Secretary, Treasurer, and two Board members shall be elected in November in odd years. The Vice-President, Recording Secretary, and two Board members shall be elected in November in even years.

SECTION 4. Nominations

No person may be a candidate in a Club election who has not been nominated. During the month of June, the Board shall select a Nominating Committee consisting of three full members and two full member alternates, not more than one of who may be a member of the Board. The Corresponding Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chairperson from the Committee and it shall be his duty to call a Committee meeting which shall be held on or before July 15.

- a. The Committee shall nominate one candidate for each office and two candidates for the two other positions on the Board for that year, and after securing the consent of each person so nominated, shall immediately report their nominations to the Corresponding Secretary in writing.
- b. Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall submit the slate of candidates for publication in the Newsletter before August fifteenth.
- c. Additional nominations may be made at the October meeting by any full member in attendance provided that the person so nominated does not decline when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate.
- d. No person may be a candidate for more than one position.
- e. 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 specialty shows, obedience trials, herding trials, agility trials, rally trials, 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 in particular projects.

SECTION 2. Any Committee or Chairperson 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 of time. A person who has been suspended need not reapply for membership at the conclusion of the suspension. No action is required except, perhaps payment of current dues.

SECTION 2. Charges

Any full member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the Breed. Written charges with the specifications must be filed in duplicate with a deposit of \$25.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting.

The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club or Breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or Breed, 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 three weeks nor more than six weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing of 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 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 the Board 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 reaches a decision, its finding shall be put in written form and filed with the Recording Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

SECTION 4. Expulsion of a member from the Club may be accomplished at a Club meeting after a hearing and Board action.

Expulsion of a Club member by Club action following a Board hearing is provided in Section 3 of this Article. Such proceeding may occur at a regular or special meeting of the Club to be held within sixty days but no earlier than thirty 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 findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The membership shall then vote by secret written ballot on the proposed expulsion. The two-thirds 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 By-Laws may be proposed by the Board of Directors or by written petition addressed to the Recording Secretary and signed by 20% of the full 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 recommendation 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. The Constitution and By-Laws may be amended by a two-thirds vote of the full 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 two-thirds of the full members. In the event of the dissolution of the Club, other than for the 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. After payment of the debts of the club, its property and assets shall be given to a charitable organization for the benefits of dogs selected by the Board of Directors.

ARTICLE IX

Order of Business

SECTION 1. At meetings of the Club and Board, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Election of Officers and Board Members – at Annual Meeting
- Election of new members
- Unfinished Business
- New Business
- Adjournment

Updated 11/21/12