

BEARDED COLLIE CLUB OF MAINE
BYLAWS
Adopted xxxx, 2006

ARTICLE I: Membership

Section 1. Eligibility. There will be five (5) types of membership open to persons 18 years of age or older, who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club:

1. Active Individual: Welcomed at all meetings/functions. Entitled to vote, hold office, receive club awards.
2. Active Family: Two (2) persons residing in the same household, each entitled to the privileges of an active individual membership as stated above.
3. Associate Individual: Welcomed at all meetings/functions. Cannot vote or hold office.
4. Associate Family: Two (2) persons residing in the same household, each entitled to the privileges of an associate individual membership as stated above.
5. Junior Membership: Available to persons between 10-18 years of age. They may not vote, make motions or hold office. Junior members may automatically convert to individual membership upon reaching age 18.

A family membership consists of two individuals residing in the same household.

Ownership of a Bearded Collie is not necessary for membership.

Section 2. Dues. Effective July 2006, membership dues will be as follows:

Active membership:

\$20.00/year for a single member

\$25.00/year for a family membership

Associate membership:

\$15.00/year for a single member

\$20.00/year for a family membership

Junior membership:

\$5.00/year per junior

These fees are assessed per year, payable on or before the first day of September of each year. No member may vote or hold office whose dues are not paid for the current year. During the month of July, the Treasurer will send to each member a statement of membership dues for the ensuing year. If a new membership is received after October 1, the dues paid will apply to the remainder of that year and the months up to September of the following year.

Section 3. Election to Membership. Each applicant for membership will complete a Board approved application form in which the applicant agrees to abide by the Constitution and Bylaws and the rules of The American Kennel Club. In addition, each member and each applicant for membership agrees to abide by any Code of Ethics as prescribed by the Bearded Collie Club of America, which will be attached to the application. The application will state the name, address and occupation of the

applicant(s) and carry the endorsement of one (1) member in good standing. Accompanying the application, the prospective member will submit dues payment for the current year.

All applications are to be filed with the Membership Chair. Each applicant's name, address, names of dogs owned, and name of endorser will be published in the first edition of the newsletter following its receipt. At the next Board Meeting, if no objections are received in writing by the Membership Chair, the application will be voted upon. An affirmative vote of the majority of the Board will be required to elect an applicant. Applicants for membership who have been rejected will be notified in writing by the President, have their dues returned, and may reapply six (6) months after such rejection.

Section 4. Members Not in Good Standing. A member will be considered not in good standing when any debt owed the Club for any reason remains unpaid for more than sixty (60) days. Returned insufficient checks, unpaid trophy commitments and unpaid dues are considered debts to the Club. In such case, a member that is not in good standing due to nonpayment of any debt to the Club will not be entitled to vote or hold office until such debt is cleared with the Treasurer.

Section 5. 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 Secretary; but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and are incurred on the first day of each membership year September to September as stated above).

(b) By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of each membership year. However, the Board may grant an additional sixty (60) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote or hold office at any Club meeting whose dues are unpaid as of the date of that meeting.

© By expulsion. A membership may be terminated by expulsion as provided in Article VI of these Bylaws.

Section 6. Reinstatement for Lapsed Members. Members tardy with dues payments and considered lapsed may be reinstated with payment of delinquent dues.

ARTICLE II: Club Meetings

Section 1. Club Meetings. Club meetings will be held within the greater Portland, Maine area or in conjunction with a special Club event at least twice in each year, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting will be given by the Secretary at least ten (10) days prior to the date of the meeting. Notice may be given in the newsletter, by direct mail or electronic mail. The quorums for such meetings will be twenty percent (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 will be called by the Secretary (or other Club officer in the Secretary's absence) upon receipt of a petition signed by five (5) members of the Club who are in good standing. Such special meetings will be held in the greater Portland, Maine area at such a place, date and hour as may be

designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting will be mailed by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice will state the purpose of the meeting, and no other Club business may be transacted thereat. The mailing of such notice will be deemed notice served. The quorum for such a special meeting will be twenty percent (20%) of the members in good standing.

Section 3. Board Meetings. Meetings of the Board of Directors will be held within the greater Portland, Maine area or in conjunction with a special Club event at least twice in each year, at such an hour and place as may be designated by the Board. Board meetings may take place at the same date and location as a general club meeting, but at an earlier time to be determined by the Board. Written notice of each such meeting will be given by the Secretary at least five (5) days prior to the date of the meeting. Notice may be given in the newsletter, by direct mail or by electronic mail. The quorum for such a meeting will be a majority of the Board.

Section 4. Special Board Meetings. Special meetings of the Board are closed meetings and may be called by the President. A special Board meeting will be announced by the Secretary (or other Club officer in the Secretary's absence) upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings will be held within the greater Portland, Maine area at such a place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meeting will be mailed to all officers and Board members by the Secretary at least five (5) days and not more than ten (10) days prior to the date of the meeting. Any such notice will state the purpose of the meeting and no other business will be transacted thereat. The mailing of such notice will be deemed notice served. A quorum for such a meeting will be a majority of the Board.

Section 5. Voting. Each member in good standing whose dues are paid for the current year will be entitled to one vote at any Club meeting or election. Proxy voting will not be permitted at any Club meeting or election.

Section 6. Waivers of Notice. Attendance by a member at any meeting of the Club or of the Board of Directors will be deemed a waiver of notice by him/her for the time and place of such meeting.

ARTICLE III: Directors and Officers

Section 1. Board of Directors. The Board will be comprised of the President, Vice-President, Secretary, Treasurer, and the Immediate Past President, all of whom will be members in good standing and all of whom will be elected for one (1) year terms at the Club's annual meeting as provided in Article IV and will serve until their successors are elected. General management of the Club's affairs will be entrusted to the Board of Directors. The Immediate Past President shall have the same voting status as the rest of the Board. Up to eight (8) additional Board members may be invited to serve at the pleasure of the Board and the Nominating Committee (for example, the Newsletter Editor).

Section 2. Officers. The Club's officers, consisting of the President, Vice-President, Secretary, and Treasurer, will serve in the respective capacities, both with regard to the Club and its meetings and the Board and its meetings.

(a) The President will preside at all meetings of the Club and of the Board, and will have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. The President will be an *ex officio* member of all committees except the Nominating

Committee.

(b) The Vice-President will have the duties and exercise the powers of the President in the case of the President's death, absence or incapacity.

© The Secretary will keep a record of all meetings of the Club and of the Board and of all matters of which a record will be ordered by the Club. The Secretary will be in charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of the election to office, keep a roll of the members and their addresses, and carry out other duties as are prescribed in these Bylaws. In the absence of a separate Membership Chair, the Secretary will also perform those duties in addition to the described duties.

(d) The Treasurer will collect and receive all monies due or belonging to the Club. Monies will be deposited in a bank account designated by the Board, in the name of the Club. The books will at all times be open to inspection by the Board and a report will be given at every meeting of the condition of the Club's finances and every item of receipt or payment not before reported. At the annual meeting an accounting will be rendered of all monies received and expended during the previous fiscal year. The Treasurer will be bonded in such an amount as the Board of Directors will determine. The Treasurer is also responsible for filing annual tax statements with the IRS and the State of Maine in order to maintain the Club's non-profit status.

Section 3. Vacancies. Any vacancies occurring on the Board during the year will be filled until the next annual meeting 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 President will be automatically filled by the Vice-President, and the resulting vacancy of Vice-President will be filled by the Board.

ARTICLE IV: The Club Year, Annual Meeting, Elections

Section 1. Club Year. The Club's fiscal year will begin on the first day of January and end December 31. The Club's official year will begin on September 1 and will end on the following August 31.

Section 2. Annual Meeting. The annual meeting will be held in the month of July, at which Officers and Directors for the ensuing year will be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They will take office beginning on September 1, and each retiring officer will turn over to his successor in office all properties and records relating to that office within thirty (30) days after the election.

Section 3. Elections. The nominated candidate receiving the greatest number of votes for each office will be declared elected. The nominated candidates for other positions on the Board who receive the greatest number of votes for such positions will be declared elected.

Section 4. Nominations. No person may be a candidate in a Club election who has not been nominated. During the month of March, the Board will select a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. The Secretary will immediately notify the committee members and alternates of their selection. The Board will name a Chairman for the Committee and it will be such person's duty to call a committee meeting which will be held on or before April 15.

(a) The Committee will nominate one (1) candidate for each office. If additional Board members are to be added, the Committee will also nominate up to eight (8) candidates for other positions on the Board and, after securing the written consent of each person so nominated, will immediately report their nominations to the Secretary in writing. The maximum number of Board members, including officers and other positions, shall be 12.

(b) Upon receipt of the Nominating Committee's report, the Secretary will, before May 1, notify the membership in writing of the candidates so nominated.

(c) Additional nominations of eligible members may be made in writing to the Secretary, before March 1, by any member in good standing and accompanied by the written acceptance of such additional nominee signifying his/her willingness to be a candidate.

(d) Nominations cannot be made at the Annual Meeting or in any manner other than provided in this Section.

(e) If no additional nominations are received, the slate submitted by the Nominating Committee will automatically be elected.

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, matches, obedience and rally trials, herding, agility, membership, trophies, 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. Any committee appointment may be terminated by a majority vote of the membership of the Board upon written notice to the appointee. The Board may appoint successors to those persons whose services have been terminated.

ARTICLE VI: Discipline

Section 1. The American Kennel Club Suspension. Any member who is suspended from the privileges of The American Kennel Club automatically will be suspended from the privileges of the Club for a like period.

Section 2. Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$50.00, which will be forfeited if such charges are not sustained following a hearing. The Secretary will promptly send a copy of the charges to each member of the Board or present the charges at a Board meeting, and the Board will 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 interest of the Club or the breed it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it will fix a date of a hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary will 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 personally appear on his/her own defense and bring

witnesses if he or she wishes.

Section 3. Board Hearing. The Board will have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant will 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 (6) 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 will not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings will be put in written form and filed with the Secretary. The Secretary will 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 the 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 sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation of the expulsion. The defendant will have the privilege of appearing in his/her own behalf, though no evidence will be taken at this meeting. The President will read the charges and the Board's findings and recommendation, and will invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members will then vote by secret written ballots on the proposed expulsion. A two-thirds vote of those present and voting at the meeting will be necessary for expulsion. If expulsion is not so voted, the Board's suspension will stand.

ARTICLE VII: Amendments

Section 1. Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent (20%) of the membership in good standing. Amendments proposed by such petition will 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 (3) months of the date when the petition was received by the Secretary.

Section 2. The Constitution and Bylaws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting called for that purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) 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 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 will be distributed to any members of the Club, but after payment of the debts of the Club, its property and assets will be given to a charitable organization for the benefit of dogs, selected by the Board of Directors.

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

meetings may permit, will be as follows:

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of Officers and Board (at Annual Meetings only)
- Election of new members
- Unfinished business
- New business
- Adjournment

Section 2. At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, will be as follows:

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

ARTICLE X: Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, will govern the Club in all cases to which they are applicable and in which they are consistent with these Bylaws and any other special rules of order the Club may adopt.

Bearded Collie Club of Maine Founded April 30, 2006.

Constitution and Bylaws Approved , 2006.