

# NATIONAL TOY FOX TERRIER ASSOCIATION CONSTITUTION AND BYLAWS

## CONSTITUTION

**Article I. Name.** This association shall be known as the National Toy Fox Terrier Association, here in also referred to as “the National,” “NTFTA,” or “the Association.” Its membership will be made up of dedicated purebred dog enthusiasts of the United States and Canada.

**Article II. Purpose.** The purpose of the association shall be:

1. To encourage and promote quality in the breeding of purebred Toy Fox Terriers and to do all possible to bring their natural qualities to perfection.
2. To urge members and breeders to accept the standard of the breed as approved by the members of the Association and the United Kennel Club, Inc. by which the Toy Fox Terrier shall be judged within all UKC sponsored events.
3. To do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike conduct at all dog shows, trials, and tests.
4. To hold licensed UKC events that will be run in accordance with all the rules, policies, and procedures of the United Kennel Club. (This includes, but is not limited to, Breed Standards, and the rules for all Conformation and Performance events.)
5. To dismiss from our membership without hesitation those who violate these by-laws and the principles of good sportsmanship including fair and honest conduct.
6. The club will not hold any other registry’s events on the same day/location as that of any UKC event without the prior approval of UKC; and
7. We reserve the right to refuse any entry in our competitions, as well as membership in this Club to any individual, at the discretion of the Board of Directors, and members. However, no person will be refused entry or membership on a basis of race, color, creed, religion, gender, age, political party or national origin.
8. All Members must conduct themselves in an honest and sportsman like manner at all meetings and events. Every applicant must agree to abide by these By Laws before being accepted into membership

**Article III. Association Profits.** The National Toy Fox Terrier Association shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the National Toy Fox Terrier Association shall benefit any member or individual.

**Article IV. Rules for Licensed Events.** All licensed events sponsored by the National Toy Fox Terrier Association will be run in accordance with the rules, policies, and procedures of the United Kennel Club. Absolutely no alcoholic beverages, firearms, or illegal drugs will be allowed on the grounds or in the buildings while participating in any licensed UKC events.

**Article V. Revisions.** The members of the National Toy Fox Terrier Association shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

**Article VI. Affiliation.** National Toy Fox Terrier Association shall be affiliated with the United Kennel Club. There shall be no other affiliation with any other registering office, club, association, or groups, except by written consent of the United Kennel Club. This article of this Constitution shall not be subject to change at present or in the future.

## **BYLAWS**

### **Article I. Membership**

**Section 1. Eligibility.** There shall be six (6) types of membership open to breeders, owners, and fanciers of the Toy Fox Terrier breed who subscribe to the purposes and objectives of the National Toy Fox Terrier Association, agree to abide by the National Toy Fox Terrier Association Code of Ethics, and who are in good standing with the United Kennel Club.

### **Section 2. Membership Categories, Rights, Duties, Privileges, and Eligibility.**

**Section 2.1. Associate Membership.** Associate members shall have access to the members-only section of the NTFTA website, the members only Facebook Group, the membership newsletter, and regular updates from the Board. This level of membership shall be a non-voting membership and shall not be eligible to hold elected positions on the Board. Annual membership dues of \$15 shall be required for this level of membership. This level of membership shall be open to all members of the public over the age of 18 who are interested in supporting the Toy Fox Terrier and learning more about the breed.

**Section 2.2. General Membership.** General members shall have access to the members-only section of the NTFTA website, the members-only Facebook Group, the membership newsletter, and regular updates from the Board. General members shall have one vote to be used in the election of Board members and on all other matters brought before the membership, excluding breed standards. General members shall be eligible to hold office on the Board. Annual membership dues of \$30 shall be required for this level of membership. This level

of membership shall be open to all members of the public over the age of 18 who are interested in supporting the Toy Fox Terrier and learning more about the breed.

**Section 2.3. Breeder/Exhibitor Membership.** Breeder/Exhibitor members shall have access to the members-only section of the NTFTA website, the members-only Facebook Group, the membership newsletter, regular updates from the Board, and shall have the privilege of having their breeder information listed on the official NTFTA website. Breeder/Exhibitor members shall have one vote to be used in the election of Board members and on all other matters brought before the membership, including breed standards. Breeder/Exhibitor members shall be eligible to hold office on the Board. Annual membership dues of \$40 shall be required for this level of membership. This level of membership shall be open to those who have bred a minimum of 3 litters of UKC REGISTERED Toy Fox Terriers in their lifetime or have handled, exhibited, or judged UKC REGISTERED Toy Fox Terriers a combined total of at least 3 years. Individuals must submit a written application stating their qualifications to the Board of the NTFTA, which shall vote to accept or deny each application.

**Section 2.4. Junior Membership.** Junior members shall have access to the members-only section of the NTFTA website, the members-only Facebook Group, the membership newsletter, and regular updates from the Board. This level of membership shall be a non-voting membership and shall not be eligible to hold elected positions on the Board but shall be eligible to compete for annual trophies or awards offered by or through the National. There shall be no required annual membership dues for Junior Membership. This level of membership shall be open to all members of the public ages 5-17, inclusive.

**Section 2.5. Family/Household Membership.** If a member of a family or household holds a Breeder/Exhibitor Membership or a General Membership, one additional member of that family or household may share this membership, subject to the approval of the Board. Additional annual membership dues of \$10 shall be required for such membership. Only one member of that family or household may hold office at any one time. Each member shall have one vote, which shall be exercised according to the level of membership shared by both members of the family or household.

**Section 2.6. Lifetime Membership.** Lifetime members shall have all the rights, privileges, and duties of Breeder/Exhibitor members. No membership dues shall be required for this level of membership. This level of membership shall be granted as a special honor for any current member who has rendered outstanding service to the Club, helped to shape the history of the breed, and exhibited a high devotion to the Toy Fox Terrier. Members of the Board may nominate other club members for election to lifetime membership at any Annual Meeting of the Club. To be nominated, an individual must have been an active member of the Club for at least 15 years. To be elected, a nominee must receive

an affirmative two-thirds majority vote of the members present and voting. No such vote may occur without a quorum present.

**Section 2.7. NTFTA Affiliate Club.** A local Toy Fox Terrier single-breed specialty club wishing to become an affiliate club of the National Toy Fox Terrier Association must agree to abide by the Constitution & Bylaws of the National and must indicate its affiliation in its Constitution. Members of affiliate clubs shall not be entitled to vote or be eligible to hold office unless they hold formal membership in the NTFTA. Affiliate clubs may be eligible to host the National Specialty show(s) as outlined in the NTFTA policy and procedures manual.

**Section 2.8. Membership Communication.** All members of the NTFTA must be able to receive communications from the National via email or phone conferencing. If a member requires hard copy forms of communication, \$20 in additional dues shall be required to cover the costs associated with printing and postage.

### **Section 3. Membership Dues Procedures.**

**Section 3.1. Amendment of Dues.** The Board may amend annual membership dues, as written in the Bylaws, by a two-thirds majority vote of all present and voting. This shall include any future dues instituted for Affiliate Clubs and additional communication dues as needed and duly voted upon by the board. Any such amendments must be described and explained in the next *National Newsletter* and on the website.

**Section 3.2. Payment of Dues.** Membership dues shall be payable on or before the 1<sup>st</sup> of January of each calendar year. Each member shall be responsible for the payment of his or her own membership dues directly to the National Membership Secretary.

**Section 3.3. Dues Statement.** During the month of November, the National Membership Secretary shall issue dues notice to each member.

**Section 3.4. Nonpayment of Dues.** No member of the National may vote whose dues have not been paid for the current year. The names of members who have not paid their dues shall be published in the first *National Newsletter* or on the National website by February 1<sup>st</sup>. If a member has not paid their dues by March 31<sup>st</sup>, their membership shall expire.

**Section 3.5. Financial Hardship.** Any member experiencing financial distress may submit a request in writing to the Board, which will be presented at the next scheduled board meeting for consideration for extending the due date for dues. The board will review requests on a case-by-case basis.

## **Section 4. Application for Membership.**

**Section 4.1. All membership classifications except NTFTA Affiliate Club.** Each applicant shall submit a Board-approved application form. This form must include an affirmation that the applicant will abide by the Constitution, Bylaws, and Code of Ethics of the National and the rules and regulations of the United Kennel Club. Prospective members shall submit this form and an accompanying payment sufficient to cover their annual dues to the National Membership Secretary. The application form for each applicant for National membership shall be reviewed and voted upon during the next scheduled board meeting following the receipt of the application and dues by the National Membership Secretary. Following this, the National Membership Secretary shall notify the applicant of the Board's decision.

**Section 4.2. NTFTA Affiliate Club.** Each local or regional Toy Fox Terrier single-breed specialty club wishing to become an affiliate club of the NTFTA shall submit a Board-approved application form, together with a copy of its constitution and bylaws and a list of its officers, directors, and members with their addresses. This form must include an affirmation that the applying club will abide by the Constitution, Bylaws, and Code of Ethics of the National and the rules and regulations of the United Kennel Club. Prospective affiliate clubs shall submit this form and, if required, any accompanying payment sufficient to cover its annual dues to the National Membership Secretary. The application form and its accompanying materials shall be reviewed and voted upon during the next scheduled board meeting. Following this, the National Membership Secretary shall notify the applying club of the Board's decision in writing. If the club's application is accepted, the National Membership Secretary shall forward a copy of the acceptance letter to the Board and the United Kennel Club.

**Section 5. Membership Termination.** Membership may be terminated for the reasons outlined in this section and its subsections. Regardless of how a membership ends, no debts to the National shall be discharged or eliminated. Dues are considered an obligation to the National and shall be incurred the first day of each calendar year.

**Section 5.1. Resignation.** Any Member or Affiliate Club may resign from the National with written notice to the National membership Secretary.

**Section 5.2. Expiration.** A membership shall expire and be automatically terminated if the member's annual dues remain unpaid after March 31<sup>st</sup>.

**Section 5.3. Suspension.** Any member of the National who is suspended or barred from the privileges of membership in the United Kennel Club is automatically suspended or barred from the privileges of membership in the National for the duration of the suspension.

**Section 5.4. Expulsion.** A membership may be terminated by expulsion as provided in Article VIII, Section 4 of these bylaws.

**Section 5.5. Fighting Dogs.** Any member known to: promote, support, raise dogs for fighting; knowingly sell, give, or trade dogs that will be used for fighting; condone or be associated with the facing off, game testing, rolling or pitting of dogs will have their membership automatically revoked. The member will be reported to the United Kennel Club for disciplinary action as well

## **Article II. Association Year.**

**Section 1. Fiscal Year.** The National Toy Fox Terrier Association's fiscal year shall begin on January 1st and end on December 31<sup>st</sup>.

**Section 2. Official Year.** The National Toy Fox Terrier Association's official year shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

## **Article III. Meetings.**

**Section 1. Annual Membership Meeting.** The annual in-person membership meeting of the National shall be held in conjunction with the National Specialty Show at such time and place as may be designated by the Board of Directors. Written notice of the time, place, and location of this meeting shall be published in the National Newsletter, emailed, or mailed to the membership no later than 60 days prior to the meeting. Quorum for this meeting shall consist of 5% of the National Membership in good standing who are eligible to vote on National business.

**Section 2. Regular Board Meetings.** Regular Board meetings shall be held at least once per month at a time and place designated by the Board of Directors. Written notice of the date, time, and location of this meeting shall be emailed to each Board member no later than 15 days prior to the meeting. Quorum for such a meeting shall consist of a majority of all voting members of the Board of Directors who are in good standing. Regular Board meetings shall be open to all members in good standing with the National Club. Board members must notify the National Secretary whether they will be able to attend no later than 24 hours in advance of the scheduled meeting. Any member of the National Club who wishes to attend a regular Board meeting must notify the National Secretary no later than 24 hours in advance of the scheduled meeting so that they may be provided necessary information to access the meeting. Attending members may not comment on the business being conducted.

**Section 3. Special Board Meetings.** Special Board meetings may be called by the National President, or by the National Secretary upon receipt of a written request signed by one third of all voting Board members who are in good standing. A special Board meeting shall be held at the date, time, and location designated by the person authorized to call such meeting. Special Board Meetings may be called at any time for any purpose; however, they shall comply with all procedures of a regular board meeting. Quorum for such a meeting shall consist of a majority of all voting members of the Board of Directors who are in good standing. Special Board Meetings shall not be open to all members. Board members must notify the National Secretary whether they will be able to attend no later than 24 hours in advance of the scheduled meeting.

**Section 4. Conducting Association Business via Electronic Communication.** The National membership and Board members may use email, chat rooms, message boards, conference calls, and other means of electronic communication to facilitate National Club business. Consideration shall be given for all time zones within the United States and Canada.

**Section 5. Voting.** Each National member in good standing whose dues are paid for the current year, and whose membership so entitles them, shall be entitled to vote pursuant to Article I of these Bylaws. Proxy voting shall not be permitted (no one shall be allowed to vote on the behalf of another member).

#### **Article IV. Directors and Officers.**

**Section 1. Board of Directors.** The Board of Directors shall be composed of the Officers and 4 Directors. All Board members shall be elected as provided in Article V. General management of the National's affairs shall be entrusted to the Board of Directors.

**Section 2. Term of Office.** The Officers of the National shall serve for a term of two years. All Officers shall be limited to two consecutive terms of office, or four consecutive years in the same position. No person may hold more than one office per term. Any Board of Director member who misses two consecutive Board meetings, unexcused, shall be removed from the Board of Directors. The Board members present and voting at the meeting from which the Director is absent for the second time may vote to excuse one absence or both. Once any Board Officer completes eight consecutive years of service or fails to win re-election, he or she must wait one year before being eligible to run for office again.

**Section 3. Duties of the Officers and Directors.** The National Toy Fox Terrier Association Officers, consisting of the President, Vice President, Secretary, Membership Secretary, and Treasurer, shall serve both the National and its meetings and the Board and its meetings in their respective capacities. All Officers must maintain good standing with the United Kennel Club.

**Section 3.1. President.** The President shall preside at all meetings of the National and of the Board of Directors and shall have the duties and powers normally belonging to the office of the President. In addition, the President shall:

- a. Oversee all standing committees.
- b. Appoint a Club Historian, Publicity Officer, and Parliamentarian.
- c. Assign Directors to act as liaisons with the Association's affiliate clubs; and
- d. Carry out any other duties specified in these bylaws.
- e. In the case of a tie vote, president breaks the tie.

The Presidential Election shall be held during odd-numbered years.

**Section 3.2. Vice President.** The Vice President shall assist the President when and where possible. The Vice President shall oversee the following committees:

- a. History

- b. Affiliate Clubs
- c. Budget
- d. Disciplinary

The Vice President shall also fulfill the duties and exercise the powers of the President in the event of the President's temporary absence. In case of the President's death or incapacity, the Vice President will assume the role of Interim President until a special election can be held. While acting as Interim President, The Vice President shall also fulfill the duties and exercise the powers of the President.

The Vice-Presidential Election shall be held during even-numbered years.

**Section 3.3. Secretary.** The Secretary shall keep a written record of all meetings of the National membership and of the Board, and of all matters of which a written record shall be ordered by the National. The Secretary shall also keep an audio recording of all

National membership meetings, and any other meetings at the President's request. The Secretary shall have charge of all official correspondence and shall fulfill the duties belonging to the office of the Secretary, including but not limited to:

- a. Notifying members of meetings and events.
- b. Mailing copies of the written record of each meeting to all members of the Board of Directors, not later than 30 days after the meeting.
- c. Preparing, printing, and mailing official National ballots.
- d. Carrying out the duties and exercising the powers of the President in the event of death, absence or incapacity of the President and Vice President; and
- e. Carrying out any other duties specified in these Bylaws.

The Secretary shall be elected on odd years.

**Section 3.4. Membership Secretary.** The Membership Secretary shall maintain records of the National membership and shall be responsible for duties associated with National membership, including but not limited to:

- a. Retaining all original completed membership application forms in a permanent file.
- b. Receiving dues payments and forwarding such dues to the Treasurer.
- c. Sending dues notices and delinquent dues notices and publishing in the National Newsletter the names of members who are delinquent in the payment of their dues.
- d. Notifying new members of their membership.
- e. Keeping a roll of all members of National, with their addresses, phone numbers, e-mail addresses, and, optionally, fax numbers.
- f. Preparing the annual National Membership List to be supplied to all members of the Board no later than 30 days after the annual membership meeting.
- g. Preparing roll call ledgers; and
- h. Providing an attendance ledger for the annual membership meeting, which all attending members in good standing must sign, to certify quorum.



The Membership Secretary shall be elected on even years.

**Section 3.5. Treasurer.** Treasurer shall collect and receive all moneys due or belonging to the National and shall be responsible for duties associated with the National's financial assets and interests, including but not limited to:

- a. Depositing, in the name of the National Toy Fox Terrier Association, moneys paid to the National in a bank designated by the Treasurer and approved by the Board.
- b. Ensuring that both the Treasurer and the President are authorized signatories on the bank account.
- c. Keeping financial records accurate, up-to-date, and open to inspection by the Board.
- d. Producing a written report of the financial condition of the National, including every item of receipt or payment not before reported, to be delivered on a quarterly basis to the Board.
- e. Producing a written report of the financial condition of the National, including every item of receipt or payment not before reported, to be delivered at the National membership meeting; and
- f. Effecting that the President and Treasurer be bonded in an amount set by the Board, the cost for which shall be paid by the National.

In the event of the resignation, expulsion, or death of the Treasurer, all moneys and account books of the National shall be handed over to the President, who shall be responsible for maintaining them and for signing all checks until the office of Treasurer is filled.

The Treasurer shall be elected on even years.

**Section 3.6. Directors.** It shall be the duty of each Director to communicate with the affiliate club(s) assigned to them by the President. The Directors shall assist the officers of their assigned clubs when and where possible.

Directors shall be elected two at a time – two on even years and two on odd years.

**Section 4. Succession.** Succession to the Presidency shall proceed as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Membership Secretary
6. Directors (by seniority)

**Section 5. Vacancies.** Non-Presidential vacancies occurring among the National Officers or Directors during a term of office shall be filled, pending the next regular election, by a majority vote of all members of the Board in good standing at either its first regular meeting following the

opening of such vacancy or at a Special Board meeting called for that purpose. A vacancy in the office of the President shall be filled automatically by the Vice President. The resulting vacancy in the office of Vice President shall be filled by the Board.

**Section 6. Compensation.** The members of the Board shall serve without compensation for time or labor but may be compensated for reasonable and necessary expenses. Examples of “reasonable and necessary” shall be given in the Policy and Procedure manual.

## **Article V. Elections.**

**Section 1. Annual Election.** The election of the Officers and Directors of the National Board shall be conducted by secret written ballot, either on paper or via an electronic polling service. The nominated candidate receiving the greatest number of votes for each Office or position on the Board shall be declared elected. Applications to run for any open position on the Board must be received by August 1st and must include the candidate’s name, home state, and resume with accompanying endorsements. These applications must be submitted to the National Secretary. Ballots along with candidate resumes shall be sent to all members in good standing who are eligible to vote no later than September 1<sup>st</sup>. Ballots are due back to the National Secretary by October 1<sup>st</sup>. Results shall be announced no later than November 1<sup>st</sup>. The new, duly elected Directors and Officers of the Board shall take office January 1<sup>st</sup> of the following year.

**Section 1.1. Extenuating Circumstances.** In case of a delay in the election process due to extenuating circumstances, a notice shall be sent out to the National membership explaining the delay and the circumstances causing it. This notice shall be sent out by the National Secretary via mail or email as soon as possible and will not affect the ability of the new, duly elected Directors and Officers to assume their roles on January 1<sup>st</sup> of the following year.

**Section 2. Nominations and Candidacy.** Any person intending to pursue election to the Board must submit a resume accompanied by the signatures or endorsements of three members of the National in good standing. No person may run for more than one office simultaneously.

**Section 3. Electronic Polling.** Electronic polling shall be permitted as a means of balloting, with the stipulation that any such system must guarantee the anonymity of voters. The Board shall discuss and vote upon the selection of an electronic polling service to be used by the National.

**Section 4. Tally Committee.** The Tally Committee shall be appointed by the Board only in the event of a paper ballot and shall consist of three members of the National in good standing who are not also pursuing election. Members of the Tally Committee must live within reasonable driving distance of each other for the purpose of tallying mail-in ballots. The Board shall name one member of this committee as Chairperson, who shall receive all mail-in ballots and who shall report the results of the election to the National Secretary. However, if the board chooses to conduct electronic balloting, the ballots shall be counted by the chosen electronic balloting service, and the results shall be recorded and announced by the Secretary of the National Board to the membership.

**Section 5. Candidate Eligibility.** Candidates must be members in good standing of the National. No person may be nominated for more than one position. The Secretary shall mail or email the list of candidates to each member in good standing, including the full name of each candidate, the state in which the candidate resides, and each candidate's resume no later than September 1<sup>st</sup>.

**Section 5.1. National Officer.** Any candidate for National office must be a member in good standing with the National and with the United Kennel Club, Inc. who is eligible to run for office according to the National Club Membership requirements. Knowledge of the position, its privileges, and its duties is preferable but not required. Candidates may come from any area of the United States and/or Canada.

**Section 5.2. National Director.** Any candidate for National Director must be a member in good standing with the National and with the United Kennel Club, Inc. and must be eligible to run for office according to the National Club Membership requirements. Candidates may come from any area of the United States and/or Canada.

**Section 5.3. Code of Ethics.** All Candidates must abide by the Board of Directors Code of Ethics and sign it when submitting candidacy materials to the National Secretary. Any Elected Director or Officer who has not signed the Board of Directors Code of Ethics shall be prohibited from assuming office.

**Section 6. Ballot.** The National Secretary shall, by September 1st, furnish each National member in good standing who is eligible to vote with a ballot for each type of business and shall set forth the nature of the business in order that each National member shall have the opportunity to approve or disapprove of each item of business. The ballot must be emailed through the chosen electronic polling service or mailed with a blank envelope and a return envelope. This return envelope must be marked "Ballot," must be addressed to the Tally Committee Chairperson, and must bear the name of the member to whom it was sent in the upper left-hand corner. The following types of business shall appear on the ballot:

1. Proposed amendments to the Constitution and Bylaws.
2. Election of the National Officers and Directors, when appropriate.
3. Any amendments to the Breed Standard.
4. Any other item of business deemed by the Board to be sufficiently important to require a vote by the National membership.

**Section 6.1. Completed Ballots.** So that ballots may remain anonymous, each voter, after marking the ballot, shall seal it in the blank envelope which in turn shall be placed in the return envelope addressed to the Tally Chairperson in cases of paper balloting.

**Section 6.2. Returning Ballots.** Completed ballots may be returned by US mail or hand delivered to the Chairperson of the Tally Committee. To be valid, paper ballots must be received not later than 11:59 pm on October 1st. Ballots received after that date shall be invalid. Electronic ballots through the electronic polling service shall be returned to the National Secretary and recorded by the National Secretary.

**Section 6.3. Counting the Ballots.** The Chairperson of the Tally Committee shall set a meeting time for the Committee as soon as practicable after October 1<sup>st</sup> at a place convenient to all committee members, at which meeting the committee shall count the ballots. The Chairperson shall check the returns against the list of members in good standing whose dues are paid for the current year and must certify the eligibility of each voter. As soon as practicable after the ballots are counted, the Chairperson shall report the election results to the National Secretary. All ballots and the envelopes in which they were received shall be given to the Secretary who shall keep them for two years as part of the Association's official records.

**Section 7. Election Results.** Candidate with the majority of the votes will be declared elected. Election results shall be announced by the National Secretary no later than November 1<sup>st</sup> by traditional mail or email to all members of the National Club.

**Section 8. Change of Officers and Board Members.** The newly elected Officers and Directors of the Board shall take office on January 1st. Each retiring Officer and Director shall turn over to his/her successor in office all properties and records relating to that office by December 31<sup>st</sup>.

**Section 9. Breed Standard.** A three-quarters majority of eligible Breeder/Exhibitor members must agree on any changes made to the Breed Standard for such measures to pass. Voting on the Breed Standard will follow the normal voting procedures as outlined in the above sections of Article V

#### **Article VI. Contracts, Loans, Checks.**

**Section 1. Contracts.** The Board may authorize any Officer or agent to enter any contract or execute and deliver any instrument in the name of and on behalf of the National.

**Section 2. Loans.** No loan shall be contracted on behalf of the National and no evidence of indebtedness shall be issued in its name.

**Section 3. Checks, Drafts, Etc.** All checks, drafts, notes, or other orders for the payment of money issued in the name of the National shall be signed by the National Treasurer or such agent of the National and in such a manner as shall from time to time be determined by the Board.

#### **Article VII. Committees & Appointments.**

**Section 1. Appointing Committees.** The Board shall appoint such committees as needed to advance the operation of the National or to aid the membership and/or Board on specific projects. The President shall be an ex-officio member of all committees except the Tally Committee. All committees shall be governed by their chairpersons. All committees shall remain subject to the final authority of the Board.

**Section 2. Standing Committees.** The following committees shall be considered standing committees and shall operate year-round in their respective capacities as laid out by the Constitution & Bylaws and the directives of the Board:

1. Finance
2. Performance
3. Judge Education
4. UKC Relations
5. National Specialty

**Section 3. Terminating Committee Appointments.** Any committee appointment may be terminated by a letter of resignation from the committee member or by majority vote of the full membership of the Board and subsequent written notice to the appointee. The Board may appoint successors to those persons whose committee membership has been terminated.

**Section 4. Appointment of the National Historian.** Within 30 days of taking office the President must appoint a National Historian. The Historian shall collect and retain materials and artifacts relating to the history and development of the Toy Fox Terrier breed and report the same to the Board.

**Section 5. Appointment of the Publicity Officer.** Within 30 days of taking office the President must appoint a Publicity Officer. It shall be the duty of the Publicity Officer to:

1. Report in official UKC publications on all National meetings and shows with proper write-ups and appropriate pictures.
2. Ensure the timely publication of the *National Newsletter*; and
3. Seek publicity for the Toy Fox Terrier breed in the national media and on the internet.

**Section 6. Finance Committee.** The National Toy Fox Terrier Association shall have a Finance Committee of 3 to 7 members, consisting of the Treasurer, the Vice President, and at least one other National member.

**Section 6.1.** The Finance Committee shall be responsible for all fiscal matters pertaining to the NTFTA including but not limited to creating and operating a budget, setting and achieving fundraising goals, and supervising the Treasurer's management of bank accounts for the National.

**Section 6.2.** The Finance Committee shall create a tentative budget and fundraising plan one year in advance. The Finance committee shall set aside a reasonable amount within the budget as an emergency fund for the club as well as an amount to be carried over from year to year so that each new board begins with a minimum operating amount in the club's bank account. This budget and fundraising plan shall be presented to the board 1 month before the new fiscal year.

**Section 6.3.** The Finance Committee shall be responsible for establishing, maintaining, and amending its own rules and procedures for budgeting, fundraising, receipts, expenditures, and other responsibilities. These rules and procedures shall be kept in writing and passed on to the succeeding Finance Committee.

## **Article VIII. Discipline.**

**Section 1. United Kennel Club Suspension.** Any member of the National who is suspended or barred from the privileges of membership in the United Kennel Club, Inc. is automatically suspended or barred from the privileges of membership in the National for the duration that suspension.

**Section 2. Charges.** Any member may register charges against another member for alleged misconduct prejudicial to the best interests of the National or the Toy Fox Terrier.

**Section 2.1. Procedure for Charging.** Written charges with specifications must be filed in duplicate with the National Secretary, together with a deposit of \$50.00, which shall be non-refundable regardless of the outcome of the hearing. The Secretary shall send a copy of the charges to each member of the Board within 10 days of the charges being filed. The charges will be considered at the next regularly held Board meeting.

**Section 2.2. Consideration of Charges by the Board.** The Board shall first consider whether the actions alleged in the charges, if proven, might constitute misconduct prejudicial to the best interests of National or the breed.

**1. No Prejudicial Misconduct.** If the Board determines that the charges would not constitute prejudicial misconduct, the Board may refuse to assert jurisdiction. This constitutes dismissal of the charges.

**2. Prejudicial Misconduct.** If the Board determines that the charges would constitute prejudicial misconduct, it shall assert jurisdiction of the charges. Upon asserting jurisdiction, the Board shall fix a date for a hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary shall send one copy of the charges to the accused member by registered mail within 10 days together with a notice of the hearing and an assurance that the respondent may personally appear in his or her own defense and bring witnesses if he or she wishes. If a respondent decides to bring witnesses on their behalf, they must notify the Board of the names and contact information of those witnesses no later than 3 days before the hearing date. A respondent shall be limited to no more than 5 witnesses.

**Section 3. Board Hearing.** The Board shall have complete authority to decide whether counsel may attend the hearing; however, such a decision must apply equally to both complainant and respondent. Both parties shall be entitled to present evidence and testimony on their behalf. Following this, the Board shall vote by simple majority to sustain or dismiss the charges. Should the charges be sustained, the Board may, by a simple majority vote of those present, suspend the respondent from all privileges of the National for not more than six months from the date of the hearing. If the Board deems that suspension is insufficient, it may also recommend a penalty of expulsion from the membership. In such case, the suspension shall not restrict the respondent's right to appear before his or her fellow members at the next National annual membership meeting, which shall consider the Board's recommendation. Once the Board has

reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary shall notify each of the parties of the Board's decision and penalty, if any.

**Section 4. Expulsion.** Expulsion of a member from the National may occur only at the National Annual Membership meeting following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. The respondent shall have the privilege of appearing on his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges, and the findings and recommendations, and shall invite the respondent, if present, to speak on his or her own behalf. If the respondent is not able to attend in person, they may submit a written statement or call into the meeting to speak on his or her own behalf. Those members present at the meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds majority vote of those present and voting at the meeting shall be required for expulsion. If expulsion is not approved, the suspension shall stand, nonetheless.

#### **Section 5. Board Director or Officer Impeachment.**

**Section 5.1. Grounds for Impeachment, Bringing Charges.** If any Director or Officer of the Board of the NTFTA fails to properly and capably discharge their responsibilities under this constitution, violates the limitations of this constitution, or fails to meet the qualifications of their position, any member familiar with the facts and circumstances of such failures may ask the Board to form an Investigative Committee so that charges may be brought. A non-refundable fee of \$50 shall be required from any individual making such a request, to deter frivolous charges.

**Section 5.2. Investigative Committee.** Upon receipt of a request to form an Investigative Committee and the accompanying fee, the Board shall appoint five members from among all National members, excluding persons with clear conflicts of interest, to a special Investigative Committee. The chair of the Investigative Committee shall be one of the five members of the Committee and shall be appointed by the Board. Prior to beginning the investigative process, each member of the Investigative Committee must sign a pledge of privacy. To protect the privacy of everyone involved, no information about the investigation shall be released until a decision is released by the Investigative Committee.

**Section 5.3. Investigative Procedure.** The member who brings charges against the director or officer of the Board in question must present their case in full before the Investigative Committee either in person or in writing during the first meeting of the Investigative Committee, which shall be held no later than one month from the date on which the Board received the request to form the committee. The Committee shall not admit any outside attorneys or counsel during these procedures. The Investigative Committee shall have no more than 3 months, beginning with its first meeting, to come to a decision. The Investigative Committee shall meet as often as necessary to accomplish this objective. No individual shall be suspended or otherwise penalized until a decision is reached.

**Section 5.4. Decision.** If an Investigative Committee issues a decision against a Director or Officer of the Board, that individual shall be removed from their position on the Board immediately. All decisions must be sent out to the membership at large in writing at the

conclusion of the investigation. Removal from office shall not entail suspension or termination of membership.

**Section 5.5. Results.** If a director or officer of the Board has been removed by impeachment, they shall not be eligible for election to the Board for a period of 2 full terms of office or 4 years. The Investigative Committee shall also have the discretion to proscribe alternatives to a full impeachment from the Board.

## **Section 6. Rights and Prohibitions During Impeachment Proceedings.**

**Section 6.1. Right to Self Defense.** Any Director or Officer of the Board who is under investigation by the Investigative Committee has the right to defend themselves in writing or in person during the first meeting of the Investigative Committee after the accuser has presented their case in full.

**Section 6.2. Right to Appeal.** Any Director or Officer of the Board who has been indicted by the Investigative Committee shall be allowed one appeal to the membership at large who will vote to either remove the Director or Officer of the Board from their position or allow the individual to maintain their position for the remainder of their term of office.

**Section 6.3. Appeal Ballot Procedure.** Appeals shall be sent out to the membership for voting on by ballot no later than 30 days after the completion of the investigation by the Investigative Committee. These ballots shall be returned to the Investigative Committee Chair within 30 days from the postmark date. Balloting may be conducted by mail or electronically at the Board's discretion.

**Section 6.4. Appeal Passage.** An appeal shall only pass with a two-thirds majority of returning votes.

## **Article IX. Amendments.**

**Section 1. Proposing Amendments.** Amendments to the Constitution and Bylaws and amendments to the breed standard may be proposed by the Board or by a written petition addressed to the Secretary and signed by at least 20 percent of the membership in good standing, which is eligible to vote on such matters. Amendments proposed by petition shall be promptly considered by the Board of Directors and must be submitted to the members with the recommendations of the Board by the Secretary for a vote subsequent to the date when the petition was received by the Secretary.

**Section 2. Publishing Proposed Amendments.** Proposed amendments must be published in the National Newsletter or mailed to each member in good standing along with the recommendations of the Board.

**Section 3. Voting Procedures.** Proposed amendments to the Constitution and Bylaws may occupy a separate ballot or may be included on the same ballot used for the annual election of Board members. Ballots shall be mailed, returned and counted, and results announced in accordance with the procedures outlined in Article V, Sections 3, 4, & 6. The favorable vote of



two-thirds of the members in good standing, which are eligible to vote on such matters, shall be required to adopt such a proposed amendment.

**Section 4. U.K.C. Approval.** No amendment to the Constitution and Bylaws that is adopted by the National shall become effective until it has been approved by the United Kennel Club.

#### **Article X. Breed Standard.**

**Section 1.** The official breed standard for the Toy Fox Terrier shall be prepared by the United Kennel Club, Inc., working in conjunction with a person or committee appointed for that purpose by the NTFTA. The United Kennel Club, Inc. holds the copyright to the Toy Fox Terrier breed standard and may amend it at any time after consultation with the NTFTA. The NTFTA may propose an amendment to the standard at any time, provided that:

1. The amendment is brought before the Breeder/Exhibitor members in good standing for a written vote in accordance with Article IX; and
2. Such amendment receives an affirmative vote from three-quarters of those casting valid ballots.

#### **Article XI. Official Publications.**

**Section 1. General Authority.** The National Board of Directors may create and/or circulate any informative publication to its membership.

**Section 2. National Newsletter.** The National Newsletter shall be published at least quarterly, as specified by the Board of Directors, and shall be the official media for the publication of NTFTA business. If the Newsletter cannot be published, the Board shall see that a letter is published in its place containing all necessary official notifications.

**Section 3. UKC Official Publication.** The official publication of the UKC shall be the official news media of the NTFTA for official requirements or notices as deemed necessary by the UKC. This includes but is not limited to UKC rules pertaining to judges, dog shows, and the Breed Standard.

#### **Article XII. Dissolution.**

The National Toy Fox Terrier Association may be dissolved at any time by the written consent of not less than two-thirds of the members in good standing. In the event of the dissolution of the National, whether voluntary or involuntary or by operation of law, other than for purposes of reorganization, none of the property of the National nor any proceeds thereof nor any assets of the National shall be distributed to any members of the National, but after payment of the debts of the National, its property and assets shall be given to a charitable organization for the benefit of dogs. This charity shall be selected by a two-thirds affirmative vote of the National Board of Directors.

## **Article XIII. Order of Business.**

**Section 1. Association Meetings.** At meetings of the National, the order of business, so far as the character and nature of the meeting may permit, shall proceed as follows:

- Roll Call
- Reading of Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Publicity Officer
- Report of Historian
- Reports of committees
- Election of Officers and Board (at appropriate annual meeting)
- Unfinished business
- New business
- Adjournment

Association Meetings will be held at a National or Specialty event.

**Section 2. Board Meetings.** At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall proceed as follows:

- Roll call
- Reading of Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Publicity Officer
- Report of Historian
- Reports of committees
- Unfinished business
- New business
- Adjournment

Board Meetings will occur monthly

## **Article XIV. Parliamentary Authority.**

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the National in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order the National may adopt.

**Article XV. Certification.**

We hereby certify that the foregoing Constitution and Bylaws, consisting of 19 pages, including this page, constitute the Constitution and Bylaws of the National Toy Fox Terrier Association, duly adopted according to the then current Bylaws on this, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Vice President Date

\_\_\_\_\_  
Secretary Date

\_\_\_\_\_  
Treasurer Date