



**WORKING GROUP DOG CLUB OF ALASKA
CONSTITUTION AND BYLAWS
Amended 12 Sep 2013**

CONSTITUTION

ARTICLE I. NAME & OBJECTIVES

SECTION: 1

The name of the club shall be Working Group Dog Club of Alaska. (WGDCA) The objectives of the club shall be:

- a. To urge members and breeders to accept the standard of their WORKING GROUP breed as approved by the American Kennel Club as the only standard of excellence by which their breed may be judged.
- b. To do all in its power to protect and advance the interest of all WORKING GROUP breeds by encouraging sportsman like competition at dog events.
- c. To conduct sanctioned and licensed Group Shows, Companion and Performance events for which the Club is eligible under the rules of the American Kennel Club.
- d. To promote education in regard to the WORKING GROUP breeds by providing breed specific information to owners, breeders, judges, potential owners and all others with an interest in the Working Breeds under the rules and regulations of the American Kennel Club.

SECTION: 2

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 the benefit of any member or individual.

SECTION: 3

The members of the club shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

BYLAWS:

ARTICLE I – MEMBERSHIP

Section 1: Eligibility

There shall be four (4) types of membership open to persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club.

- a. Regular Membership. Regular membership is for all applicants that are 18 years of age or older in good standing with the American Kennel Club. Regular membership shall enjoy all the rights and privileges of the Club, including voting and holding office.
- b. Associate Membership. Associate membership is for all applicants that are 18 years of age or older in good standing with the American Kennel Club. Associate members are entitled to all the club privileges, except voting, holding office, and counting towards a quorum.
- c. Junior Membership. Junior membership is open to all persons eligible to participate as a junior handler in AKC events. Junior members are not eligible to vote or hold office until the age of 18. At that time, the membership automatically shifts to a Regular membership.
- d. Lifetime Membership. Lifetime membership may be granted to any member who has been a member for a long period of time and has made significant and unique contribution to the Club. Lifetime members pay no dues but are eligible to vote.

Section 2: Dues

Membership dues shall not exceed \$60 per year payable on or before the first day of January each year. No member may vote whose dues are not paid for the current year. During the month of November the Treasurer shall send to each member a statement of dues for the ensuing year. Membership applications approved after October 1st shall be credited for the entire next year's dues.

Section 3: Election to Membership.

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by these constitution and bylaws and the rules of the American Kennel Club. The application shall state the name, address, occupation and breeds of dogs the applicant owns and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. All applications are to be filed with the Secretary and each application is to be read at the first meeting of the Club following its receipt. The application will be voted upon and affirmative votes of 2/3 of the members present and voting by secret ballot at that meeting shall be required to elect the applicant. Applicants for membership who have been rejected by the Club may not reapply within 6 months after such rejection. Dues submitted shall be refunded if the application is rejected.

Section 4: Termination of Membership.

Memberships may be terminated:

- a. By resignation. Any member in good standing may resign from the Club upon written notice to the Secretary; but no member may resign when in debt to the Club. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- b. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days (grace period) after the first day of the year, February 1st. For members whose dues remain unpaid after January 1st, all membership privileges are suspended until dues are paid. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- c. By expulsion. A membership may be terminated by expulsion as provided in Article VI of these bylaws.

ARTICLE II – MEETINGS

Section 1: Club Meetings

Meetings of the Club shall be held each month in the greater Anchorage area at such hour and place as may be designated by the Board of Directors. Notice of such meeting shall be sent by the Secretary at least 7 days prior to the date of the meeting. The quorum of such meetings shall be 20% of the voting 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, and shall be called by the Secretary upon receipt of a petition signed by 20% of the members of the Club who are in good standing. Such meetings shall be held in the greater Anchorage at such place, date, and hour as may be designated by the Board of Directors. Notice of such meeting shall be sent by the Secretary at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other Club business may be transacted. The quorum for such a meeting shall be 20% of the members in good standing.

Section 3: Board Meetings

Meetings of the Board of Directors shall be held in the in the greater Anchorage area in the same time frame as Club Meetings. The Board will hold a minimum of 6 (six) meetings a year. The Board of Directors may hold board meetings via teleconference or videoconference. Written notice of such meeting will be sent by the Secretary at least 7 days prior to the date of the meeting. The quorum for a Board meeting shall be a majority of the board.

Section 4: Special Board Meetings

Special meetings of the Board of Directors may be called by the President, and shall be called by the Secretary upon receipt of a written request signed by at least three members of the board. Such special meetings shall be held in the greater Anchorage area at such place, date and hour as

may be designated by the person authorized herein to call such meeting. The board of directors may hold board meetings via teleconference or videoconference. Notice of such meeting shall be sent by the Secretary at least 5 days and not more than 10 days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other business shall be transacted. The quorum for such a meeting shall be a majority of the board.

Section 5: Meeting Notices & Communications

Member notification of club meetings (also included would be dues notices; minutes and newsletters) and board member notification of board meetings may be sent via email provided the member or board member has signed an authorization agreeing to this method of communication. Such authorization, which is revocable, will also release the club from any liability should the notification be received late or not received by the member or board member due to circumstances beyond the club's control.

ARTICLE III - DIRECTORS AND OFFICERS

Section 1: Board of Directors

The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and five other board members, all of whom shall be members in good standing with residency in Alaska. They shall be elected to these offices as provided in Article IV and shall serve a one year term.

General management of the Club's affairs shall be entrusted to the Board of Directors. Any Board member may be removed from office if absent without notice for three meetings. Such vacancy shall be filled in accordance with Article III, Section 3.

Section 2: Officers

The Club's officers, consisting of the President, Vice President, Secretary, and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- a. The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally pertinent to the office of the President in addition to those particularly specified in these bylaws.
- b. The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.
- c. The 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; have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the club with their addresses, which shall be sent to any member in good standing, upon written request, not more than once every club year, and carry out such other duties as are prescribed in these bylaws.

- d. The Treasurer shall collect and receive all monies due or belonging to the Club. Monies shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection by the board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all monies received and expended during the previous fiscal year.

Section 3: Vacancies

Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of the members of the Board at its first regular meeting following the creation of such vacancy, or at a special board meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the board

ARTICLE IV - THE CLUB YEAR, ANNUAL MEETING, ELECTIONS, NOMINATIONS, ELECTIONS

Section 1: Club Year

The Club's official and fiscal year shall begin the first day of January and continue through December 31st. The Club's official year shall begin immediately at the conclusion of the Annual Meeting and shall continue through the next Annual Meeting.

Section 2: Annual Meeting

The Annual Meeting shall be held in the month of January at which Officers and Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. They shall take office at the conclusion of the meeting at which the elections are held and each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

Section 3: Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The 5 nominated candidates for the other positions on the Board who received the greatest number of votes for such positions shall be declared elected.

Section 4: Nominations

No person may be a candidate in a Club election who has not been nominated in accordance with these bylaws. A Nominating Committee shall be chosen by the Board of Directors no later than the August meeting. The Committee shall consist of three (3) members and two (2) alternates, all members in good standing, no more than one of whom may be a member of the current Board of Directors. The Secretary shall immediately notify the committee persons and alternates of their selection. The Board shall name a Chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held no later than September 15.

- a. The Committee shall nominate one candidate for each office and positions on the Board and, after securing the consent of each person nominated, shall immediately report their nominations to the Secretary in writing.
- b. Upon receipt of the nominating committees report, the Secretary shall at least two weeks before the October meeting notify each member in writing of the candidates so nominated.
- c. Additional nominations of eligible members may be made during the November general meeting by any member in attendance, provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.
- d. If no valid additional nominations are received at the November general meeting, the Nominating Committee's slate shall be declared elected and no election meeting and no balloting will be required.
- e. Nominations cannot be made at the Annual meeting or in any manner other than as provided in this section.

ARTICLE V - COMMITTEES

The Board may each year appoint standing committees, subject to their final authorization to advance the work of the Club in such matters as dog shows, obedience trials, trophies, annual prizes, membership, rescue and other fields which may well be served by committees. Special committees may also be appointed by the board to aid it on particular projects.

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee, and the Board may appoint successors to those persons whose service has been terminated.

ARTICLE VI - DISCIPLINE

Section 1: Suspension

- a. Any member who is suspended from all the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.
- b. Working Group Dog Club of Alaska Suspension. For any member pleading no contest or found guilty of animal abuse or cruelty by the criminal justice system, the Board of Directors will issue Charges **[Article VI, Section 2]** and conduct a Board Hearing **[Article VI, Section 3]** for determination of member status.

Section 2: Charges

An individual member may bring forth charges against another individual member for alleged misconduct prejudicial to the best interests of the Club or the working breeds. Written charges with specifications must be filed in duplicate with the Secretary and President together with a deposit of

\$100.00 which shall be forfeited if such charges are not sustained by the Board or a Hearing Committee following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting; and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or of the breeds, it may refuse to entertain jurisdiction. The Secretary shall promptly send one copy of the charges to the accused member by certified mail, return receipt, together with a notice of the hearing and an assurance that the defendant may personally appear in his/her defense and bring witnesses if he/she wishes.

A member who resigns while charges have been preferred against him/her or allows his/her membership to lapse during the year in which the charges were sustained may not apply for membership for a minimum period of two (2) years from the time of resignation or lapse or the end of any suspension, after which time, he/she must apply in accordance with Article 1, Section 3.

Section 3: Board Hearing

The Board or Hearing Committee 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 or Hearing Committee may by a majority vote of those present reprimand or suspend the defendant from all privileges of the Club for not more than 6 months from the date of the hearing. And if it deems that punishment insufficient, it may also recommend to the membership at the first Annual Meeting following the start of the suspension, that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the recommendation of the Board or Hearing Committee. Immediately after the Board or Hearing Committee has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary in turn shall notify each of the parties of the decision and penalty, if any.

Section 4: Expulsion

Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Hearing Committee as provided in Section 3 in this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days, but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in 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 defendant, if present, to speak in his/her own behalf. The members shall then vote by secret ballot (written) on the proposed expulsion. A 2/3 vote of those present and voting at the Annual Meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall 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 20% of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the

Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

Section 2. The constitution and bylaws may be amended by a 2/3 secret vote of the 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 sent to each member at least two weeks prior to the date of the meeting.

ARTICLE VIII - DISSOLUTION

The Club may be dissolved at any time by the written consent of not less than 2/3 of the members in good standing. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary, or by operation of law, none of the property of the Club nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club, but after payment of the debts of the Club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

ARTICLE IX - ORDER OF BUSINESS

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

- 1) Roll Call
- 2) Minutes of last meeting
- 3) Report of President
- 4) Report of Secretary
- 5) Report of Treasurer
- 6) Reports of Committees
- 7) Election of Officers and Board (At the Annual Meeting)
- 8) Election of new members
- 9) Unfinished business
- 10) New business
- 11) Adjournment

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

- 1) Reading of minutes of last meeting
- 2) Report of Secretary
- 3) Report of Treasurer
- 4) Report of Committees
- 5) Unfinished business
- 6) New business
- 7) Adjournment

ARTICLE X – PARLIAMENTARY AUTHORITY

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