

# DVDC CONSTITUTION

## ARTICLE 1 - NAME AND OBJECTIVES

**Section 1.** The name of the Club shall be the Desert Valley Dachshund Club, Incorporated. This Club is incorporated under the laws of the state of Arizona and the principal location for transacting business shall be Maricopa County.

**Section 2.** The objectives of the Club shall be:

A. To encourage and promote the quality breeding of pure-bred Dachshunds and to do all possible to bring their natural qualities to perfection;

B. To encourage 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 Dachshunds shall be judged;

C. To do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition at dog shows, obedience trials, and field trials;

D. To conduct sanctioned and licensed specialty shows, obedience trials and field trials under the rules of the American Kennel Club;

E. To cooperate with, and encourage others to cooperate with, The Dachshund Club of America.

*F. To educate its members on all aspects of the breed to include but not be limited to responsible breeding, handling and caring for the Dachshund breed.*

**Section 3.** The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues, donations *or fund raising activities* for the Club shall inure to the benefit of any member or individual.

**Section 4.** The members of the Club shall adopt and may, from time to time, revise the By-Laws as may be required to carry out these objectives.

# DVDC BY-LAWS

## ARTICLE 1 - MEMBERSHIP

**Section 1 Eligibility;** There shall be four types of membership:

A. Active membership shall be open to all persons eighteen years of age and older who are in good standing with the American Kennel Club, *and who subscribe to the breeder's Code of Ethics from the Dachshund Club of America* and this Club's *objectives*. Active members shall have full privileges of the Club, including the right to vote, hold office (providing their Club debts are paid in full) except no member shall have the right to vote for election of officers and directors unless they have attended a minimum of two regular meetings during the Club year.

B. Honorary membership may be bestowed by the Club on recommendation by a member in good standing to the Board of Directors, with a statement of citation of the reason for such membership, which shall then be subject to the approval and majority vote on the membership of the Club. Honorary members have complimentary membership which bestows the rights of active membership. This membership is perpetual unless rescinded.

C. Non-Resident membership is a person having the qualifications for active membership, but who resides outside the *state of Arizona*. One may become a non-resident member in the same manner that one becomes an active member, except for the requirement of attending two meetings before an application may be submitted. Non-resident members shall not be included in establishing a quorum, but, provided their Club debts are paid in full, shall have all rights of active membership.

D. Junior membership must be between the ages of 10 and 17. Junior members may not make motions, vote, or hold office. However, they are encouraged to engage in separate activities related to the objectives of this Club, subject to supervision and control of the Board of Directors.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders, owners and exhibitors of Dachshunds in the immediate area. *Membership will not be limited to Dachshund breed owners, but shall be open to anyone interested in the Dachshund breed that meet the above criteria.*

**Section 2 - Dues;** Individual membership dues and the payment thereof:

A. Membership dues shall be determined by the majority vote of the active members present at the November meeting and shall be payable on January 1 of each year and pro-rated per one-half year after June 30. During the month of November, the Treasurer shall send a statement of dues for the ensuing year to each member.

B. **Any** member whose dues shall remain unpaid as of February 15 shall cease to be a member in good standing and shall be dropped from membership.

**Section 3 Election to Membership;** Election to membership shall be by the following procedure:

A. **Each** applicant for membership shall be given an *application form*, as approved by the Board of Directors, *the Club's By-Laws, Constitution, Statement of Policies and Procedures and the breeder's Code of Ethics from The Dachshund Club of America*. The applicant, *by signing the application* agrees to abide by the Clubs Constitution and By-Laws and the rules of the American Kennel Club and *the breeder's Code of Ethics from the Dachshund Club of America*. The application shall state the name, address and occupation of the applicant 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. No application may be submitted until the applicant has attended two meetings of the Club.

B. All applications are to be filed with the Secretary following attendance at two meetings. The application shall be presented at the next Board meeting for their recommendations which shall be presented at the next General meeting for approval by the membership. Eighty-five percent affirmative votes of the members present and voting at that meeting by secret ballot shall be required to accept the applicant into the membership.

C. If an applicant is elected to membership in the Club, the Secretary shall promptly notify the applicant of his or her election. Immediately upon election to membership, each new member shall receive a "Membership Packet" consisting of the follow up-to-date items as a minimum from *the Secretary*:

I. Membership List

2. AKC Dachshund Standard & Annotated Dachshund Diagram

D. If the applicant is rejected for membership into the Club, the Secretary shall promptly notify the applicant, in writing if his rejection and forthwith return to him the fee accompanying the application; and,

E. Applicants for membership who have been rejected by the Club may not reapply for six months after such rejection.

## ARTICLE 2 - DISCIPLINE

**Section 1 American Kennel Club Suspension;** Any member who is suspended from the privileges of the American Kennel Club *or the Dachshund Club of America* automatically shall be suspended from the Club for a like period of time.

**Section 2 .Charges;** Any member may prefer charges against another 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 \$10.00 which shall be forfeited if such charges are not sustained by the Board following the 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 the breed, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary shall 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 in his or her own defense and bring witnesses if they wish.

**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 evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present, with the complainant and defendant abstaining from voting, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing and if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the secretaries. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

**Section 4 Expulsion;** Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within sixty days, but not 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 finding and recommendations, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The Club members shall then vote by secret written ballot on the proposed expulsion, with the complainant and the defendant abstaining from voting. A 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 3 - DIRECTORS AND OFFICERS

**Section 1 Board of Directors;** The Board shall be comprised of the following Officers:

President  
Vice President  
Secretary  
Treasurer  
Past President  
and five Directors

All candidates shall be member in good standing and shall be elected for one year terms at the Club's Annual Meeting as provided in Article 5, and shall serve until the end of the Club year. Board members must attend a minimum of five General meetings per year and not miss three consecutive Board meetings or they may be removed and the position shall become vacant. Such vacancy shall be filled as in Section 4 of this Article. General management of the Club's affairs shall be entrusted to the Board of Directors and Officers. *It is recommended that three of the Directors assume the chair positions of the Membership, Ways & Means and Show committees.*

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

A. The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified by these By-Laws.

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 the minutes of all meetings of the Club and Board of Directors and forward copies to the President. The Secretary shall maintain a correct list of the names and addresses of all members, maintain an accurate attendance records and have general supervision over all clerical matters, books and papers not assigned to other Officers. Additionally the Secretary shall have charge of the correspondence, maintain the Club Library, notify members of meetings, notify new members of their election to membership and maintain a current membership roster and carry out such other duties as are prescribed in these By-Laws. *See also Article 3, Section 3, Paragraphs b, c & d; Article 4, Section 3 & 4; Article 5, Section 4, Paragraphs a,b & c; Article 6, Section 2; Article 7, Sections 1 & 2.*

D. The treasurer shall collect and receive all moneys due to or belonging to the Club. He shall deposit the *same* in a bank designated by the Board, in the name of the Club. His books shall at all times be open to inspection of the Board and shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the Annual Meeting shall render an account of all moneys received and expended during the previous Club year. The treasurer may be bonded in such amount as the Board of Directors shall determine. The Treasurer shall submit a report of the financial condition of the Club at each General meeting. He shall be authorized to pay routine bills when they come due, including, but not restricted to, the Club insurance premium and the license on the Club trailer. He shall submit all unpaid bills over \$100.00 at the next regular meeting to the membership for their approval. The Treasurer shall be responsible for filing the necessary non-profit tax forms, both State and Federal, a copy to be retained by the Treasurer to be turned in with other records at the end of his term to the new Treasurer.

E. Signators of the Club's bank accounts are the President, Vice-President and Treasurer; and all checks or withdrawals must be signed for by any combination of two of the previously mentioned Officers.

**Section 3 Terms of Office;** The regular terms of office of the Club's officers shall be one year. No officer shall be eligible to serve more than two consecutive terms in the same office.

**Section 4 Vacancies;** Any vacancies occurring on the Board during the Club year shall be filled until the next Annual Election by a majority vote of all the then members of the Board present 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 Vice-President shall be filled by decision of the Board.

#### ARTICLE 4 - MEETINGS AND VOTING

**Section 1 Club Meetings;** Club meetings shall be held within twenty-five miles of the city of Phoenix on the Second Wednesday **of every other month** at a place that may be designated by the Board. The membership may have the option to cancel any meetings with the exception of the Annual meeting not to exceed three per Club year. Written notice of each meeting shall be mailed by the Secretary and/or newsletter editor at least ten days prior to the date of the meeting. The quorum for such meetings shall be 20% of the *Resident* members in good standing.

**Section 2 Special Club Meetings;** Special Club Meetings may be called by the President or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, and shall be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such Special Meetings shall be held within twenty-five miles of the City of Phoenix at such 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 shall be mailed by the Secretary at least ten days and not than fifteen days prior to the date of the meeting, and said notice shall state the purpose of the meeting and no other Club business may be transacted thereat. The quorum for such a meeting shall be 20% of the *Resident* members in good standing.

**Section 3 Board Meetings;** Meetings of the Board of Directors shall be held within twenty-five miles of the City of Phoenix **every other month (alternating with General Meetings)** at such hour and place as may be designated by the Board. Written notice of each meeting shall be mailed by the Secretary at least ten 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 Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held within twenty-five mile of the City of Phoenix 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 Secretary at least seven days and not more that 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 and no other business shall be transacted thereat. A quorum of such a meeting shall be the majority of the Board.

**Section 5 Voting;** Proxy voting will not be permitted at any Club meeting or election. Voting for Officers, Directors and *Club membership* or any other issue at the President's discretion shall be by secret ballot.

## ARTICLE 5 - THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

**Section 1 Club Year;** The Club's fiscal and official year shall begin on the first day of January and end on *the last day of December*.

**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 ballot from anir those nominated in accordance with Section 4 of this Article. They shall take office at the beginning of the Club year and each retiring officer *and committee chairperson* shall turn over to his successor in office all properties and records relating to that office before the *last day of the Club year*. *The first board meeting of the year shall be held for the purpose providing a smooth transition of officers. Therefore the outgoing officers and newly elected officers shall be required to attend.*

Section 3 - Elections; The nominated candidate receiving the majority of votes for each office shall be declared elected. The five nominated candidates for other positions on the Board who receive 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. During the month of August, the Board shall select a Nominating Committee, consisting of three members and *one* alternate, not more than two of whom may be members of the Board. The Secretary shall immediately notify the committeemen and alternate of their selection. The Board shall name a chairman for the Committee and it shall be his duty to call a committee meeting which shall be held on or before the September *General Meeting*.

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

B. Upon receipt of the Nominating Committee's report, the Secretary shall before October 1st, notify each member in writing of the candidates nominated.

C. Additional nominations may be made at the October meeting by any active member in good standing and 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. No person may be a candidate for more than one position

D. Nominations cannot be made at the Annual Meeting or in any manner other than as provided in this Section.

## ARTICLE 6 COMMITTEES

*Section I - Standing Committees; The Board shall appoint each year the following standing Committees:*

*1. Show/Match Committee*

*2. Ways and Means Committee*

*3. Education Committee*

*4. Government Affairs Committee*

*5. Membership Committee*

*6 Auditing Committee - The auditing committee shall be appointed by the board at the November meeting and shall consist of not less than two members and no more than three members whose duty is to audit the Club's accounts at the end of the Club's year. They shall in turn report at the March Board meeting and General meeting a financial statement.*

These committees shall always be subject to the final authority of the Board. Additional committees may also be appointed by the Board to aid it on particular projects.



*A. Club Custodian shall keep an up-to-date inventory of the Club's property and the location of such property.*

**Section 2 Termination;** *Any committee may be terminated by a majority vote of the full membership of the Board upon written notice by the Secretary to the committee chairman. Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice by the Secretary to the appointee; and the Board may appoint successors to those persons whose services have been terminated.*

## ARTICLE 7 - AMENDMENTS

**Section 1 Proposed Amendments;** Amendments to the Constitution and By-Laws may be proposed by the Board 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 and must be submitted to the members with recommendations of the Board by the Secretary for a vote within forty-five days of the date the petition was received by the Secretary.

**Section 2 Amendment Voting;** The Constitution and By-Laws may be amended by a two-thirds vote of the active members in good standing, 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 by the Secretary at least two weeks prior to the date of the meeting.

## ARTICLE 8 - 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, whether voluntary or involuntary or by operation of law, none of the property 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 Dachshunds as selected by the Board of Directors.

## ARTICLE 9 - ORDER OF BUSINESS

**Section 1 Club Meetings;** At the meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be conducted under Roberts Rules of Order, as follows:

Role Call

Introduction of Guests

*Education Program*

*Business Meeting*

Approval of minutes of last meeting

President *Report/Reading of Board Minutes*

Secretary Report

Treasurer Report

Standing Committee Reports

Election of Officers and Directors (Annual Meeting)

Election of New Members

Unfinished Business

New Business

Brag & Cry

Adjournment

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

Reading & approval of minutes from last meeting

President Report Secretary

Report Treasurer Report

Standing Committee Reports

New Member application reading

Unfinished Business

New Business

Adjournment

## POLICY AND PROCEDURE STATEMENT

WHEREAS, the members of the Desert Valley Dachshund Club desire to supplement the Constitution and By-Laws with a Policy and Procedure Statement, and

WHEREAS, the majority of the members of the Desert Valley Dachshund Club, at the meeting held January 13, 1982 voted to adopt such a Policy and Procedure Statement,

NOW, THEREFORE, be it understood that in no way shall any of these Policies and Procedures be adopted which will in any way negate or circumvent the conditions contained in the Constitution and By-Laws, but rather, will reflect the desire of the majority of the members to establish fixed Policies and Procedures for the day to day activities without the need for continual researching of minutes of meetings to determine whether the will of the membership is being inadvertently ignored.

Following are the rules for implementing this Policy and Procedure Concept:

1. A policy or procedure must be submitted to a duly constituted regular meeting and approved by a simple majority of eligible members present.
2. A written notice of the proposed policy or procedure must be mailed to each member by the Secretary at least seven days prior to the date of the meeting at which the policy or procedure is to be considered.
3. Following adoption, each policy or procedure will be numbered consecutively in the order in which it was passed.
4. Any policy or procedure may be modified or rescinded by following the same procedure as for the original adoption.

This Policy and Procedure Statement shall become effective March 11, 1982.

## POLICIES AND PROCEDURES ADOPTED

1. AKC or DCA approved titles only for Club Awards.
2. Newsletter Editor may or may not be the Secretary.
3. *No alcohol will served at official club functions.*
4. *Selection of judges shall be made in June for the following years show.*
5. *Membership dues are: \$15.00 Adult and \$ 5.00 juniors.*

Revised: 1.tlay 4, 1994