

# **SAMPLE CONSTITUTION AND BY-LAWS** **(ADBSI Sanctioned Breed Club)**

SECTION 1: The name of the club will be:

SECTION 2: The objectives of the club shall be:

- a) To insure the positive image of all canine breeds and do all in its power to protect, educate and advance the interests of the dogs.
- b) To promote the positive image of the owners and breeders through public education and responsible ownership.
- c) Not to condone the use of any breed for any illegal activity, by club members or nonmembers
- d) To encourage and uphold selective and responsible breeding of purebred dogs; accenting their finest qualities of loyalty character, courage, heart, adaptability, agility, intelligence, spirited and affectionate disposition.
- e) To do all in our power to promote fair conduct toward all at breed shows
- f) To sponsor ADBSI open breed shows and other club activities for which the club is eligible under the Rules and Regulations of the American Dog Breeders Show Inc. that are in the best interest and welfare of the breed.

SECTION 3:

The club is considered a separate entity, therefore club dues, donations and/or moneys shall not be used to the benefit of any one member or individuals. All dues, donations, or moneys shall go to the club treasury and shall be accessible to authorized member of club only for purposes designated by popular vote of members.

SECTION 4:

The club will not tolerate the use of alcoholic beverages, profane or obscene language, or unlawful drugs at meetings or club-sponsored affairs by members or attending guests.

SECTION 5: Membership Eligibility:

Membership shall be open to persons only by sponsorship of one or more existing members of the club. Perspective members will be required to read a copy of the clubs constitution and by laws and agree to comply with it. All minors will need written parental consent before the club will consider membership application. All minors must also have parents consent to join if the parents are non- members.

SECTION 6: Membership Dues:

Dues shall be \$\_\_\_\_. 00 per year for one person, \$\_\_\_\_. 00 family membership per year. Dues shall be payable to the 1st day of January each year. No member shall vote on any club business whose dues are not paid for the current year. Dues are not refundable. A family membership allows two votes on any club business.

SECTION 7: Offices of club leadership:

**PRESIDENT:** The duties of the President is to head all meetings and shall have the duties and powers that are normally pertain to the office to the president in addition to those particularly specified in these constitutions and by-laws.

**VICE PRESIDENT:** The duties of the Vice President are the duties of the president in the event the president is absent due to the incapacity or death. The Vice president will also assist the president in any club business when his help is needed.

**SECRETARY:** The Secretary shall keep roll of all members' attendance at club meetings and club activities. Secretary will be responsible for recording all minutes of meetings of the officers, all matters of which the membership casts a vote and all club matters of importance. The Secretary shall have an accurate record of all members' names and contact information. The Secretary shall be responsible for contacting and submitting to ADBSI all changes of officers each December, and/or when contact information of officer(s) changes.

**TREASURER:** The Treasurer shall collect and receive all money and dues belonging to the club. He/She shall deposit the amount in a bank approved by the officers in the name of the club. The treasurers books shall be open at all times to the inspection of the club officers and a full report of the financial standing of the club at all regular meeting or when called on to do so. Treasure shall use the book keeping method of: (Indicate name of book keeping method for Treasure to use – Quick Books, etc) to record all clubs financial activities. Annual treasurers report will be submitted for publication in the club's annual newsletter. Two signatures are required for withdrawal of funds, not residing in the same household.

**PUBLICITY DIRECTOR:** The duties of the publicity director are to keep the clubs membership informed of the clubs status and activities via clubs newsletter(s), and to promote the club and its activities through advertising media. Information concerning all up coming club activities and events are to be distributed to the club membership by the publicity director. (No less than one newsletter per year is to be submitted to the membership and sanctioning body.)

**LOCAL LEGISLATIVE LIAISON (s):** The duties of the Local Legislative liaison is to obtain and be knowledgeable of ordinances and laws existing in the surrounding area, and to keep abreast of all new and/or purposed ordinances as they happen pertaining to animal ordinances, BSL, etc. The legislative liaison will provide a full report of area ordinances and laws as well as activities of it at no less than one club meeting, or when called on to do so. A copy of report(s) are to be given to the clubs Publicity Director for publication in clubs newsletter, the office of the ADBSI and ADBA's legislative department, as often as necessary to keep all parties informed. LLA representative(s) contact information (email and/or phone number) will be given to the ADBA's Legislative department as a BSL contact for the club. The legislative liaison(s) must notify the sanctioning body (ADBSI) as well as the clubs Secretary of any/all change(s) of email address and/or phone number in a prompt and timely manner.

#### SECTION 8:

Membership will be beginning on January 1 each year and end on December 31.

#### SECTION 9:

The election of officers upon term expiration shall occur at the December meeting of the club. Nominations shall be taken at the November meeting before the December meeting. Term of Office for President \_\_\_\_\_, Vice President \_\_\_\_\_, Secretary \_\_\_\_\_ Treasurer: \_\_\_\_\_ Publicity Director \_\_\_\_\_ Legislative liaison(s) \_\_\_\_\_. (Term of office is to be no less than 1 year, and no more than 3 years) *(Terms will be decided by membership, and listed here in clubs constitution and bylaws and filed with the ADBSI.)*

#### SECTION 10:

The majority of the members present shall make voting. The newly elected officers shall take

over their duties on the first day of January.

#### SECTION 11:

The president and other officers can make the appointment of Special Committee as the need arises in the club. One (1) or more person(s) may be appointed by the club president to assist the club officer(s) in the performance of their duties.

#### SECTION 12: Termination of Membership:

- A: By resignation: any member may resign from the club by submitting a written notice to the president. No member can resign when in debt to the club.
- B: By lapsing. A membership will be considered as lapsed automatically terminated if such member(s) dues remain unpaid 30 days after January 1.
- C: By expulsion: A membership may be terminated by expulsion. The expulsion process is as follows.
  - 1) Charges: Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the club and/or breed.
  - 2) Hearing: The member charged with alleged misconduct shall be allowed to state his defense at the next regular club meeting. Members may vote to drop the charges, suspend the member for a period up to three months, or expulsions, if the charges warrant. Majority of members present must vote for this action.

#### SECTION 13: Dissolution:

The club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of dissolution of the club whether voluntary or involuntary, or by notice of the American Dog Breeders Show Inc. None of the property of the club, any proceeds thereof or any assets of the club shall be distributed to any members of the club. All payments of the debts of the club will be paid and any proceeds thereafter shall be donated to the Endangered Breed Association for the further benefit of the canine breeds.

#### SECTION 14: Exclusivity:

The club pledges that upon achieving ADBSI sanctioned status, club property, assets, equipment, promotions, functions, information (membership lists, etc.) are to be used exclusively for the promotion of ADBA/ADBSI events and/or ADBSI club(s) advancement. Exclusivity violation will result in the immediate dissolution of club by the American Dog Breeders Show Inc. All club debts will be paid and any proceeds thereafter shall be donated to the Endangered Breed Association for the further benefit of the canine breeds.

#### SECTION 15: Amendments:

No amendment to the Constitution and By-laws that is adopted by the Club shall become effective until it has been submitted and approved by the American Dog Breeders Show Inc.

#### **THIS IS A SAMPLE ONLY.**

*Your clubs directive, goals and other membership additions are to be included within this basic outline above.*