



# **Newfoundland Club of America, Inc.**

**Board of Directors  
September 19, 2013  
8:00 p.m. Eastern Time**

## **Agenda**

- 1. AKC Delegate's Report (Mary W. Price)**
- 2. Approval of minutes**
  - Minutes of the August 15, 2013 meeting
- 3. President's Report (Pam Saunders)**
- 4. 1<sup>st</sup> Vice-President's Report (Pat Randall)**
- 5. 2<sup>nd</sup> Vice-President's Report (Lynne Anderson-Powell)**
- 6. Recording Secretary's Report (Mary Lou Cuddy)**
  - Prepared the minutes of the August 15, 2013 meeting and the September 19, 2013 agenda packet
  - Report on NCA Applicant vote on Wiggi
  - AKC report on electronic voting
- 7. Corresponding Secretary's Report (Pam Rubio)**
  - Invitation from on-site web broadcasting company
- 8. Treasurer's Report (Mary L. Price)**
- 9. Committee Reports**
  - Nominating Committee
  - Companion Newf Committee
    - Committee update
  - Steering Committee
    - Survey Request
  - Data Base Operations Committee
    - Committee update
  - Recognition Committee
    - Concerns/issues regarding receiving title and database reports
  - Electronic Publications Policy Committee
    - Consideration of a possible video contest

- *NCA Policy Manual Committee*
  - American Kennel Club
  - *Annual of Titlists*
- Specialty Show Coordinating Committee
  - NCA International Breeder Judges form
- Regional Club Liaison
  - Approval of changes to Genesee Region Newfoundland Club Constitution & Bylaws

## 10. Executive Session

- Approval of NCA Applicants
- Letters re President's Report in *Newf Tide*

## 11. Unfinished Business

- Judges Education Committee:
  - Review solicitation from the American Dog Judges Association for a sponsorship contribution to help defray the Dog Judges Institute expenses and report back to the Board by the June 2013 meeting (from 4/29/13)
- Publicity Committee:
  - Develop article on the value of NCA membership for distribution to regional clubs by NCA Regional Club Committee. (from 4/28/13)
- Specialty Show Coordinating Committee:
  - Review concept of uniform trophies and methods of fund-raising (from 4/28/13)
  - Review information regarding NCA international member breeder judges and report back to the Board by the August 2013 Board meeting (from 7/18/13)
- Technical Resources Advisory Committee:
  - Develop policy and procedures relating to the electronic information storage.
  - Report regarding the following motion referred to committee: "Resolved, that the Technical Resources Advisory Committee provide the board with a critical appraisal of whether the services supplied by Club Express would provide a viable alternative to incorporating membership and other "people" functions into our current database. URL=<http://www.clubexpress.com/> " (from 10/18/12)
  - Report back regarding using Zooza and Club Express services by February 7, 2013 Board Meeting deadline. (December, 2012) - partial report received February, 2013.
- Working Dog Committee:
  - Review qualifications for all levels of working test judges and report back to the Board (from 6/20/13)
- Motion: To ratify and/or implement the vote of the NCA membership, taken at the 2013 NCA Annual Membership meeting, regarding the National Specialty approved judges list. (Roger Frey)

## **12. New Business**

- Discussion Item: Responsibility of committee chairs sending meeting notices and agendas. (Meredith Reggie)
- Discussion Item: Reporting of Canadian titles - there are established guidelines for AKC and NCA titles, but not Canadian titles. (Meredith Reggie)
- Discussion Item: Instead of having membership applications go through *Newf Tide* for member comments, have them go through *NCA e-notes*. This would expedite the process and instead of months to become a member it would only take weeks. It would streamline the membership process. (John Cornell)

## **13. Adjournment**

## **14. FYI**

- Board Directory

## September 2013 NCA Committee Reports / Updates

### **Companion Newf:**

Here is a quarterly report for the Companion Newf Committee. The article for 3<sup>rd</sup> quarter Newf Tide is complete and sent to the editor. This is a story about my own newfie, Henry and his journey in becoming our local hospital therapy dog and an introduction to the new chair as well as a request for more stories. I'm very excited about the story for the 4<sup>th</sup> quarter Newf Tide. It's just about complete and ready to go to the editor. It's about a very special newfie who is the mascot for the local college. I have a couple of leads for the story for 1<sup>st</sup> quarter 2014 Newf Tide which I will be pursuing once this story is a wrap.

Thanks,

Sue Putt

Companion Newf Committee

### **Steering Committee:**

The Steering Committee continues to hold regular meetings for one hour each month. We have been reviewing the results of the member survey conducted last winter for follow up work. Jenny Zablony recently joined the committee, taking the place of Kathy McIver. We will miss Kathy's input – she was an active and well informed member who always offered a valuable perspective. Jenny will be pivotal in helping us determine how to move forward with the strongest recommendation that came out of the survey, suggesting ways that the NCA can do even more to promote the health of Newfoundlanders.

In 2013 the Steering Committee hopes to make use of online tools to conduct a number of targeted surveys to gain greater insight on some of the topics that members raised in the survey. We recognize that some of these efforts, such as one we have just proposed on 'reasons to join the NCA' will be better classified as "marketing" than "scientific" surveys. That is in keeping with their purpose, which is to increase informal member input to our work.

Chris Plum

### **EPPC:**

EPPC has been working on the Communications Audit approved by the Board at the National, we were truly saddened by the loss of committee member Ken Wildman, and have re-assigned duties to compensate. We look forward to any other charges the board may wish for us to take under consideration.

MLZ  
chair- EPPC

# Steering Committee Sept 2013 Agenda Item

## Lynne Anderson NCA 2nd VP

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**From:** Christopher Plum <christopher.n.plum@gmail.com>  
**Sent:** Sunday, September 1, 2013 11:19 AM  
**To:** 'Lynne Anderson NCA 2nd VP'  
**Cc:** christopher.n.plum@gmail.com; Jennifer Zabloutny DVM; Marget Johnson & Bill Matlock; Mary Lou Roberts; Marylou Zimmerman; Roger Frey; Roger Powell; Spackman, Mary Jane  
**Subject:** RE: NCA - agenda deadline reminder

Lynne:

The Steering Committee would like the Board to consider the following request:

The Steering Committee would like to run a single topic marketing poll in an upcoming edition of e-Notes, and place a link on the NCA Facebook page and NCA website.

List up to three reasons why you think a Newfoundland Dog owner should join the NCA

- a. <text answer>
- b. <text answer>
- c. <text answer>

Are you:

- currently an NCA member
- past NCA member
- never belonged to the NCA

If you would like to receive a copy of the poll results, as well as other NCA mailings, or if you have additional comments to share please provide your:

name: \_\_\_\_\_  
email address: \_\_\_\_\_

- I would like to receive further emails from the NCA
- I would like information about becoming an NCA member
- I would like to share additional comments, please contact me

This poll will not be distributed using the invitation tracking feature of Constant Contact because there is no need to limit the pool of respondents or to limit respondents to a single answer, therefore no respondent email information will be captured unless shared in the answer section. Only those respondents wishing to receive further NCA mailings will be added to the e-Notes distribution list. Those people requesting information on membership will be sent a pre-formatted email containing an outline of membership requirements, a link to the online membership packet and the email contact for the membership chair. Those people wishing to provide additional comments will be contacted by a member of the Steering Committee.

Chris Plum  
5452 Kimberly Rd

## Database Operations Committee Report September 19, 2013

### Data Entry Status

AKC	July 2013 titles
NCA Draft	Spring 2013
NCA Water	Current
OFA	2013 2 <sup>nd</sup> Quarter
Individual updates	Nothing outstanding

### Completed projects

- Added notes for National BOB, BOS, HIT and Best Junior

### Current projects

- Currently going through old working dog catalogs and adding missing records
- Adding notes for Top 20 conformation qualifiers

### Future projects

- Obedience Top 10 notes
  - We need to obtain a list of the qualifiers
- Policies and Practices manual
- Flip Young's database
  - Contains data from 1997 and prior and it needs to be imported into the database
- ROM Book
  - We need to compare and fix the database using the 2001 ROM book
  - The database contains all AKC titles since 1980
  - We are missing old NCA working dog titles between 1997 and 2005

### Issues

- Health Results
  - Other than OFA, what health results are acceptable for entry into the database? (i.e. Cerf, Heart, Patella, Thyroid, Cystinuria)
  - What is the minimum qualification of the practitioner for the health result? (i.e. Board certified Cardiologist)
- Publication Report
  - The program needs to be updated to adhere to the NCA policy for which titles are listed and in what order
  - The health clearances on the report also needs to conform to the NCA policy
- Database program problems
  - Some of the functionality is not working as well as it could. For example, the add-a-dog program does not work correctly. And, in order to run a report, the user has to have edit authority.

## **Recognition Committee Sept 2013 Agenda Item**

Here it is September, we (the Recognition Committee) have not received 1 email about VN from the TRC. We know there has been at 1 since the beginning of the year. The database does not seem to have been update as far I can tell with at least AKC titles. I personally had 2 dogs earn titles early in the year, they are on the AKC feed. How can we effectively use the NCA database if the data is not there? We also have not received the AKC feed for this August, it would have the titles earned in June.

Joan Locker-Thuring, Chair

## Question for the Board from Mary Lou Zimmerman (Electronic Publications Committee)

### Lynne Anderson NCA 2nd VP

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**From:** Marylou Zimmerman <marylouz@marylouz.com>  
**Sent:** Monday, September 2, 2013 11:37 AM  
**To:** Lynne Anderson NCA 2nd VP  
**Subject:** Question for the BOD

In an effort to get more video footage for the NCA site, e=notes, etc. I have been toying with the idea of having a video contest....people could submit a 30 sec-3 minute video of their Newf, or teaching a trick, or a husbandry skill (clipping nails, trimming ears) – videos could not promote a specific breeder, product or business by name, but the name of the submitter would be included in the video credits. This is a VERY initial brainstorm idea and I would just like to get a feel from the board if they would approve this in concept before I put a lot of time into fleshing it out.....also would like to know if there is any NCA swag (logo items, etc.) available that could be used as a prize since there is no "Cover of NewfTide" to offer the winners.....

Could you include this in your 2nd VP report just to get a general feel for would the board be open to hearing a more in-depth proposal.....

Thanks!

MLZ



## **AMERICAN KENNEL CLUB PARENT CLUB HEALTH CONFERENCE**

Attendees to the AKC Parent Club Health Conference are responsible for distributing the information presented at the conference to the Health & Longevity, Research Advisory, and Health Challenge committees, and the Health Liaison and the members of the Board, and to prepare an article for *Newf Tide*.

NCA to pay the transportation costs of the delegates to the AKC Parent Club Conference

6/29 & 7/6/05: Attendees to the AKC Parent Club Health Conference are responsible for distributing the information presented at the conference to the Health & Longevity, Research Advisory, and Health Challenge committees, and the Health Liaison and the members of the Board, and to prepare an article for *Newf Tide*.

V35.2 2/19/04 : NCA to pay the transportation costs of the delegates to the AKC Parent Club Conference

## ANNUAL OF TITLISTS

The *Annual of Titlists* is published by the Newfoundland Club of America, Inc. (NCA) to celebrate the accomplishments of the breed. Since participation by NCA members in the Annual is voluntary, the Annual should not be considered all inclusive, but should be considered paid advertising and is a valuable reference for all Newfoundland owners. The time period covered by each Annual will be determined by the NCA Board of Directors.

To be eligible for the Annual, a Newfoundland must have earned either a title awarded by the American Kennel Club or the Newfoundland Club of America or have achieved a TOD or TODD. Foreign and Canadian titles do not constitute eligibility. A dog earning an AKC and/or an NCA title may submit a foreign or Canadian title, which will be included in the publication. NCA, having no means to verify such titles, relies on the accuracy of the information as provided by the owner or breeder.

The NCA database is used to verify all AKC and NCA titles. (This information is received by the NCA Database Coordinator directly from AKC and the NCA Working Dog Committee.) The NCA strives to publish only correct, verified information, but cannot and does not guarantee its accuracy. The NCA cannot be held responsible for information published that may be misspelled, excluded or otherwise incorrect. Pedigrees from the NCA database have been constructed from the AKC Stud Book, AKC Registration Certificates and from pedigrees as submitted by the owners.

To be included, the owner or breeder of the titled Newfoundland must complete a data form. For publication of a photograph and pedigree, a fee (established by the NCA Board of Directors) is required with submission of photograph and pedigree information within the required time period and in the proper format. There is no fee to have the name/title listed (no photograph or pedigree), but the data form must be completed and submitted as required. Submission of a three generation pedigree is also required for all eligible foreign-born dogs.

The following is an explanation of the publication format. The first line is the dog's registered name followed by the call name. Line two is the owners as indicated when the data form was submitted. Other owners may have put earlier titles on the same dog. Line three is the breeder of the dog. Line four is presented as follows: (1) whelping date; (2) sex; (3) color; (4) registration number; (5) OFA hip certification number, if applicable; (6) elbow certification number, if applicable preceded by EL; and (7) knee certification number, if applicable preceded by PA.

Within the pedigree, OFA hip numbers are listed in brackets after the dog's name. The coat color of all dogs is black unless otherwise noted. When listing other colors, the following abbreviations are used: Wh-white; Bk-black; Br-brown; and Gr-gray. Colors are listed as they appear in the AKC Stud Book Registry. (Chest is abbreviated "ch" and markings "mk".) For dogs not in the registry, the coat color was provided by owners or breeders. Dogs generally regarded as Landseers are designated Wh/Bk.

Pedigrees and information on titled dogs may include certain health clearance data. Health clearance designations acceptable for publication are indicated on the application of the Annual. Space limitations in the Annual may prohibit the printing of all health clearance certification designations. For the current health background contact the owner or breeder of the dog. The Genetic Disease Control in Animals (GDCA) PO Box 222, Davis, CA 95617 (530-

756-6773) may be contacted for dogs registered there. (Dogs registered with the GDCA are noted with a+.)

The NCA is not responsible for any errors contained in the publication.

*Note: Annual of Titlists* introductory statement and disclaimer printed in *Newf Tide* Policy Committee.

### **History**

11/19/10: Newfoundlands earning the new AKC Grand Champion title may submit this accomplishment, per established policy, for publication in *Newf Tide* and the *Annual of Titlists*

9/18/08: TOD and TODD awards will be listed in the *Annual of Titlists* and, upon request, will be recognized with a pin

3/27-28/06: A statement written by the General Education, Health & Longevity, and Breeder Education Committees will be placed in the introductory section of the *Annual of Titlists* detailing how to conduct a search on the OFA website.

V33.3 4/23/02: Cardiology clearance is reported for only clearance by a Board Certified Cardiologist and cystinuria reporting of testing is listed as clear, carrier unaffected or affected. If more space is needed for the printing of the *Annual* this year or next year a smaller font should be used.

V33.1 12/1/01: *Annual of Titlists*: Maintain three generation pedigree.

V31.4 6/20/00: *Annual of Titlists* include statement, "Participation in this publication is voluntary and presents and opportunity for owners to share their Newfoundland(s) accomplishments."

V29.4 06/16/98: Board approved *Annual of Titlist* policy for *Newf Tide* as above:

V24.1 11/14/92: In an effort to enhance the quality of the document and to save money, the 1992 *Annual of Titlists* will be combined with the 1993 *Annual of Titlists* for publication in 1994.

V22.4 11/10/91: The *Annual of Titlists* will be paid on a separate basis, based on a base number of pages, with a per page cost for pages over that number.

This statement has been approved by the National Specialty Show Committee and I was asked present it to the rest of the Board. (John Cornell)

The NCA Approved judges List is in the selection of judges for NCA and Regional Specialties will now include licensed Breeder Judges residing outside the fifty US States. To be placed on the list for verification purposes please provide the following information:

Judge Number \_\_\_\_\_

Licensing Organization \_\_\_\_\_

Your name as it is listed with licensing organization \_\_\_\_\_

## 2005 GRNC Current Constitution

### By Laws Article 1 Membership Section 1 a

a. General Members shall pay dues and be entitled to vote and hold elective office as long as their dues are paid for the current year. A General Member must be elected by a majority vote at a General Meeting with a 20% quorum of members present; after having attended three (3) club meetings and/or events in the immediately preceding 12 months. General Members shall also include Life Members. Life Membership may be awarded to a General Member or former General Member by majority vote of the General Membership. General Members who have been an active member of the club for 12 or more years may be nominated to Life Membership by any General Member in good standing. They shall be entitled to all the privileges of General Membership but shall be exempt from payment of dues.

## 2013 GRNC Proposed Constitution to read:

### By Laws Article 1 Membership Section 1 a

- a. General Members shall pay dues and be entitled to vote and hold elective office as long as their dues are paid for the current year. General Members shall also include Life Members. Life Membership may be awarded to a General Member or former General Member by majority vote of the General Membership. General Members who have been an active member of the club for 12 or more years may be nominated to Life Membership by any General Member in good standing. They shall be entitled to all the privileges of General Membership but shall be exempt from payment of dues.

2005 Current GRNC Constitution  
By Laws Article 1 Section 3 Election to Membership

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 this Constitution and By-Laws and the rules of the AKC. The application shall state the name, address, and occupation of the applicant, and it shall carry the endorsement of one General Member. Accompanying the application, the prospective members shall submit dues payment for the current year to the Recording Secretary.

The Board may deny membership for any reason and is not required to give reasons for denial of membership. Applications which have received unfavorable action at a Board Meeting may be presented by the applicant's endorser at the next meeting of the Club and may be elected by a favorable vote of 75% of the members in attendance at a meeting of the Club. Otherwise, no applicant who has been rejected at any meeting may be again considered at any meeting held within twelve months after the date of the last such rejection.

2013 Proposed GRNC Constitution to read

By Laws Article 1 Section 3 Election to Membership

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 the Constitution and By-Laws and the rules of the AKC. The application shall state the name, address, and occupation of the applicant, and it shall carry the endorsement of one General Member. Accompanying the application, the prospective members shall submit dues payment for the current year to the Recording Secretary.

The applicant's name and sponsor's name shall be published in the Club's newsletter following the receipt of the completed application. Any comments received by the Recording Secretary within 30 days of publication shall be included in the material distributed to Board members prior to final consideration by the Board.

An applicant may be elected at any Board meeting or by written vote of the Board. Affirmative votes of 2/3 of the entire Board shall be required to elect and applicant. The Board may deny membership for any reason and it is not required to give any reasons for denial of membership. An application which has been disapproved may be presented for reconsideration by the applicant's endorser at a subsequent meeting of the Club, and the members may elect such applicant by secret ballot with a favorable vote of 75% of the members present.



**Genesee Region Newfoundland Club**

Constitution and By-Laws

Proposed Constitution April 2013

GENESEE REGION NEWFOUNDLAND CLUB  
CONSTITUTION

ARTICLE 1  
Name and Objectives

Section 1a: **Name of Club.**

The name of the Club shall be the Genesee Region Newfoundland Club and shall hereinafter in this document be referred to as the Club.

Section 1b: **Club Boundaries.**

The region of the Club shall comprise the following counties of New York State: Broome, Cayuga, Chemung, Chenango, Cortland, Jefferson, Lewis, Livingston, Madison, Monroe, Oneida, Onondaga, Ontario, Oswego, Schuyler, Steuben, Tioga, Tompkins, Wayne, and Yates. While membership is to be unrestricted as to residence, the Club's primary purpose is to serve and be representative of the fanciers in the designated region.

Section 2: **Objectives.**

- a. To encourage and promote the quality of purebred Newfoundland dogs and to do all possible to bring their natural qualities to perfection.
- b. To urge members and breeders to accept the standard of the breed as approved by the American Kennel Club (hereinafter referred to as AKC) as the only standard of excellence by which Newfoundland dogs shall be judged.
- c. To do all in its power to protect and advance the interests of the breed and to encourage sportsman-like competition at dog shows and obedience trials under the rules of the AKC and Newfoundland Club of America (hereinafter referred to as NCA).
- d. To conduct Matches, Specialty Shows, Obedience Trials and other performance events under AKC rules and Water and Draft Tests under the rules of the NCA.

Section 3: **Non-Profit.**

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

Section 4: **By-Laws:**

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



## BY-LAWS

### ARTICLE 1

#### Membership

Section 1: **Eligibility.**

There shall be four types of membership open to all persons who are in good standing with the AKC and the NCA if applicable to the NCA, and who subscribe to the purposes of the Club, and in the case of Honorary Members, have made an outstanding contribution to the breed.

- a. **General Members** shall pay dues and be entitled to vote and hold elective office as long as their dues are paid for the current year. General Members shall also include Life Members. Life Membership may be awarded to a General Member or former General Member by majority vote of the General Membership. General Members who have been an active member of the club for 12 or more years may be nominated to Life Membership by any General Member in good standing. They shall be entitled to all the privileges of General Membership but shall be exempt from payment of dues.
- b. **Honorary Members** shall be nominated to that status by a majority vote of the General Membership. Honorary Members shall not be entitled to vote or hold elective office and shall be exempt from payment of dues.
- c. **Junior Members** shall be persons who are under eighteen years of age and desire to participate in the activities of the club. Junior Members shall not be entitled to vote nor hold elective office and shall be exempt from payment of dues. A Junior Membership can be converted to a General Membership once the member reaches the age of 18.
- d. **Newsletter Only Members** shall pay an annual subscription fee and receive newsletters and notifications of all meetings and events. They may participate in such meetings and events but may not vote or hold elective office. They may be voted into General Membership once appropriate membership criteria are met.

Section 2: **Dues**

Membership dues shall be for general, family or newsletter membership. Membership dues shall be payable on or before the first of October each year. No General Member may vote whose dues are not paid for the current year. Notice of dues renewal shall be sent out by the Corresponding Secretary and/or the Treasurer.

- a. New Member dues shall be pro-rated from the date they are voted into membership.
- b. Family Member – A general membership can be a “Family” membership including additional adult members of the applicant’s immediate family if so desired by the applicant and approved by the acceptance vote. In this instance all rights of a general membership will apply to all adult members of said family.

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 the Constitution and By-Laws and the rules of the AKC. The application shall state the name, address, and occupation of the applicant, and it shall carry the endorsement of one General Member. Accompanying the application, the prospective members shall submit dues payment for the current year to the Recording Secretary.

The applicant’s name and sponsor’s name shall be published in the Club’s newsletter following the receipt of the completed application. Any comments received by the Recording Secretary within 30 days of publication shall be included in the material distributed to Board members prior to final consideration by the Board.

An applicant may be elected at any Board meeting or by written vote of the Board. Affirmative votes of 2/3 of the entire Board shall be required to elect and applicant. The Board may deny membership for any reason and it is not required to give any reasons for denial of membership. An application which has been disapproved may be presented for reconsideration by the applicant’s endorser at a subsequent meeting of the Club, and the members may elect such applicant by secret ballot with a favorable vote of 75% of the members present.

Section 4: **Termination of Membership**

- a. **Resignation.** Any member in good standing may resign from the Club upon notification to the Recording Secretary.
- b. **Lapsing.** A membership will be considered as lapsed and terminated automatically if such member's dues remain unpaid by October 15<sup>th</sup>. However, the Board may grant an additional ninety days of grace to such delinquent members in meritorious cases. 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. **Expulsion.** A membership may be terminated by expulsion as provided in Article VI, Discipline, of these By-Laws.

## **ARTICLE II**

### **Meetings and Voting**

Section 1: **Annual Meeting**

The Annual Meeting of the Club shall be held in October at a place, date and hour designated by the Board of Directors. Written notice of the Annual Meeting shall be made in the Club's newsletter mailed to each member at least thirty days prior to the date of the meeting. The quorum for the Annual Meeting shall be 20% of the General Members in good standing.

Section 2: **General Meetings**

General Meetings shall be held as scheduled by the Board at least four times each year. Additional meetings may be scheduled by the Board. If no meeting has been called for six months, a Special Club Meeting may be scheduled by any three Members in good standing. Notice of each meeting shall be mailed to all Club members at least fourteen days prior to the date of the meeting. A quorum for Club meetings shall consist of 20% of the General Membership.

Section 3: **Board Meetings**

Board Meetings shall be held as scheduled by the President at least four times per year, and additional meetings may be scheduled by the President or any other two Board members. Notice of each meeting shall be given to all Board members at least ten days prior to the date of the meeting. In the case of a meeting scheduled by two Board members, said notice shall state the agenda of the meeting. A quorum for a Board meeting shall be a simple majority of the board.

Section 4: **Voting**

Each Life Member and General Member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he/she is in attendance and a quorum is present. Proxy voting will not be permitted at any Club meeting or election.

### ARTICLE III

#### Directors, Officers and Vacancies

Section 1: **Board of Directors**

The Board shall be composed of the following elective offices: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and two Members at Large: and the non-voting office of Past President who functions as advisor to the board. General management of the club affairs shall be entrusted to the Board of Directors.

Section 2: **Officers**

The Club's officers, consisting of the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, and two Members-at-Large shall serve in their respective capacities with regard to the Club and its meetings and the Board and its meetings. Specific duties and responsibilities for each of the Club officer positions may be delegated to specific committee chairpersons or members following approval of the Board.

- a. The **President** shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally applicable to the office of the President, in addition to those particularly specified in these By-Laws.
- b. The **Vice President** shall have the duties and exercise the powers of the President in the case of the President's death, absence or incapacity, and shall fulfill other duties as assigned by the President.
- c. The **Recording Secretary** shall keep a record of all meetings of the Club and of the Board of Directors and of all matters of which a record shall be ordered by the Club. He/she shall also bring the attendance book to each Club meeting and obtain signatures of all present. The Recording Secretary or designated committee chairperson shall send a copy of the Constitution and By-Laws to all new members. The Recording Secretary shall receive new membership applications, forwarding checks to the Treasurer and pertinent information to the Corresponding Secretary for publication in the Club newsletter.

- d. The **Corresponding Secretary** shall have charge of all correspondence, write the Club's NewfTide column, and edit the Club's newsletter. He/she shall notify members of meetings via the newsletter, publish the membership list, with addresses and phone numbers, in the newsletter in the spring, with the new members being listed in a section of subsequent newsletters throughout the year. Notice of dues payment deadline shall be published in the Newsletters of July and September.
- e. The **Treasurer** shall collect and receive all monies due and belonging to the Club. The Treasurer shall disburse Club monies according to guidelines set forth by the Board. The Treasurer shall deposit the same in a bank approved by the Board in the name of the Club. The Treasurer's books shall at all times be open to the inspection of the Board, and the Treasurer shall report to them at every meeting the condition of the Club's finances and itemized expenditures upon request. At the Annual Meeting, he/she shall render an account of all monies received and expended during the previous year.
- f. The **Members at Large** shall be responsible for extra Club activities as assigned by the President.

Section 3: **Vacancies**

Any Vacancies occurring on the Board or among the officers during the term of office shall be filled for the unexpired term of office by a majority vote of all of the then members of the Board.

Section 4: **Delegation of Authority**

Specific duties and responsibilities for each of the Club officer positions may be delegated to specific committee chairpersons or members following approval of the Board.

## ARTICLE IV

### The Club Year, Nominations and Elections

Section 1: **The Club Year**

The Club's fiscal year shall begin on the first day of October and end on the last day of September. The Club's official calendar year shall begin at the conclusion of the Election at the Annual and shall continue through the Election at the next Annual Meeting. The elected officers and directors shall take office immediately upon conclusion of the Election, and each retiring officer shall turn his/her successor in office all properties and records relating to that office within thirty days after the Election.

Section 2: **Annual Election**

If more than one candidate for any office has been nominated, the Election of officers and directors shall be conducted by secret ballot at the Annual Meeting. Ballots, to be valid, must be received by the Corresponding Secretary before the opening of the Annual Meeting. Ballots shall be counted at the meeting by two inspectors of election, to be appointed by the President at the beginning of the meeting. If any nominee at the time of the meeting is unable to serve for any reason, such nominee shall not be elected, and the vacancy created shall be filled by the new Board of Directors in the manner provided by Article III, Section 3. The Annual Meeting shall be held in October. If needed, ballots must be sent out at least two weeks prior to the Annual Meeting date.

Section 3: **Nominations**

No person may be a candidate in a Club election who has not been nominated. During or previous to the month of August, the Board shall select a Nominating Committee consisting of three General Members, not more than one of whom shall be a Board Member, and two alternates (alternates serve only if a vacancy occurs). The Board shall name a Chairperson for the Committee, and it shall be the Chairperson's duty to call a committee meeting.

- a. **Committee Nominations.** The committee shall nominate at least one candidate for each office. After securing the written consent of each person nominated, the Committee shall report their nominations to the Corresponding Secretary in writing no later than five weeks prior to the Annual Meeting.

- b. **Report to the Corresponding Secretary and Club.** Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall mail the notification of the candidates nominated to the membership forthwith.
- c. **Additional Nominations by Petition.** Additional nominations of eligible members may be made by written notification petition addressed to and received by the Corresponding Secretary at least three weeks prior to the Annual Meeting. The petition shall be endorsed by two General Members in good standing and be accompanied by a written statement of the nominee's willingness to serve.
- d. **Multiple Candidates Voting Procedure.** If there is more than one candidate for any office, the Corresponding Secretary shall at least two weeks prior to the Annual Meeting, mail to each General Member in good standing a ballot listing the nominees for each office. The ballot shall be returned to the Corresponding Secretary, either by mail or in person, prior to the opening of the Annual Meeting. Each ballot shall be accompanied by a blank envelope and a return envelope. The return envelope will be marked with the word "Ballot", have the name of the General Member to whom it is sent, and be addressed to the Corresponding Secretary. So that the ballot may remain a secret, each voter, after having marked the ballot, shall seal it in the blank envelope, which in turn shall be placed in the return envelope addressed to the Corresponding Secretary. Prior to the opening the outer envelopes and the removal of the blank envelopes, the Elections Inspectors shall certify the eligibility of the voter against the membership list. The results of the voting shall be announced at the Annual Meeting by the presiding officer.
- e. **Nomination Restrictions.** Nominations cannot be made at the Annual Meeting or in any manner other than as provided in Article IV, Section 3.

## **ARTICLE V**

### **Committees**

**Section 1: Board Appointment**

The Board may each year appoint standing committees to advance the work of the Club in such matters as Dog Shows, Obedience Trials, and other performance events, trophies, annual prizes, membership, and other fields which may be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

**Section 2: Board Termination**

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

## **ARTICLE VI**

### **Discipline**

**Section 1: AKC Suspension**

Any member who is suspended from the privileges of the American Kennel Club shall automatically be suspended from the privileges of the Club for a like period.

**Section 2: Charges**

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed with the Recording Secretary together with a deposit of \$50, which shall be forfeited if such charges are not sustained by the Board following a hearing. The Recording Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and if the charges, if proven, might constitute conduct prejudicial to the best interests of the Club, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board neither less than three weeks nor more than six weeks thereafter. The Recording 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/her own defense and bring witnesses if he/she wishes.



## **ARTICLE VII**

### **Amendments**

Section 1: **Amendment Proposal**

Amendments to the Constitution and By-Laws may be proposed by any General or Life Member of the Club in good standing, the Board of Directors, or by written petition to the Corresponding Secretary and signed by said members. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the General Membership with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding secretary.

Section 2: **Amendment Voting**

General and Life 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 mailed to each General Member two (2) weeks prior to the date of the meeting.

## **ARTICLE VIII**

### **Dissolution**

Section 1: **Dissolution**

The Club may be dissolved at any time by the written consent of not less than a 20% quorum of the General and Life Members. In the event of dissolution of the Club, whether voluntary or involuntary, or by the 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 as indicated by the Board.

## **ARTICLE IX**

### **Order of Meetings**

**Section 1: General Meetings**

At the General Meetings of the Club, the order of business, as far as the character and nature of the meeting may permit, shall be as follows:

Roll Call

Minutes of the last meeting

Report of the President

Report of the Vice President

Report of the Recording Secretary

Report of the Corresponding Secretary

Report of the Treasurer

Report of the Committees

Unfinished Business

Election of new members

New Business

Election of Officers and Board (at Annual Meeting)

Adjournment

**Section 2: Board Meetings**

At the Board Meetings, the order of the business, unless otherwise directed by a majority of those present, shall be:

Minutes from the last meeting

Report of the Recording Secretary

Report of the Corresponding Secretary

Report of the Treasurer

Report of the committees

Unfinished business

New business

Adjournment