

FUNDY SCHUTZHUND CLUB



By-Laws

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Section 1 - Name/Affiliation

- A. The name of the club shall be Fundy Schutzhund Club, hereafter referred to as FSC.
- B. FSC is a member club of the German Shepherd Schutzhund Club of Canada, hereafter referred to as GSSCC.

Section 2 - Aims and Objectives

- A. FSC is dedicated to improving working abilities in German shepherd dogs as well as other working breeds, with special interest in obedience, tracking, protection and conformation.
- B. To encourage anyone with an interest in the German shepherd dog to become involved in the sport of Schutzhund.
- C. To educate the public and prospective handlers about the history of the German shepherd dog and the importance of maintaining breeding standards.
- D. Whereas FSC's objective is to promote the sport of Schutzhund, all members are encouraged to train in all three phases. No member will train only in protection and no member can train protection without the prior approval of the training director.
- E. To promote the interests of and uphold the by-laws of the GSSCC.
- F. To ensure that all members of FSC abide by the goals as set by the GSSCC.
- G. FSC is and will remain a not-for-profit club.
- H. Any surplus funds or revenue generated from dues, seminars, donations, etc., belong to FSC and shall not be the benefit of any one member or individual.
- I. To promote sportsman like conduct between dog handlers, helpers and judges.

Section 3 - Membership

- A. There shall be three classes of membership: single (regular) members, family members and associate members as outlined in Section 3(1).
- B. Within one (1) month of becoming a member of FSC, the regular or family member must join the GSSCC.
- C. The procedure for becoming a single (regular) member is as follows:
 - (i) The candidate must observe one FSC training session.
 - (ii) The candidate must complete a liability waiver form and membership application form and pay a \$50 dollar initiation fee that permits him/her to attend and participate in five FSC training sessions.
 - (iii) The membership votes on accepting the prospective member after he/she has attended the five sessions.
 - (iv) Upon acceptance, the new member must pay the annual membership fee immediately.
- D. Anyone interested in qualifying for a family membership must:
 - (i) have one (1) to two (2) people over eighteen (18) years old complete the application steps outlined in 3(C).
 - (ii) meet the requirements as set out in section 3(1)(B).
 - (iii) name the people included in the family membership before the membership votes.
- E. Anyone interested in becoming an associate member will complete a FSC application form. The membership votes and, upon acceptance, the member will immediately pay the fee.
- F. The training director after consulting with the executive has the discretion to refuse any applicant at any stage without explanation to the applicant.

Section 3 (1) - Types of Memberships

- A. Single (regular) members shall:
 - (i) complete the requirements outlined in 3 C to become a member.
 - (ii) have full training privileges during regular FSC training.
 - (iii) have full voting privileges.
 - (iv) be able to attend all club seminars free of charge.
 - (v) hold any position on the executive provided other qualifications as outlined in Section 4 are met.
 - (vi) be added to the club e mail list if desired.

B. Family memberships shall:

- (i) include no more than two (2) adults living in the same household and their children under the age of eighteen (18).
- (ii) give both adults separate voting privileges.
- (iii) give both adults regular member status.
- (iv) give children under the age of eighteen (18) regular member status with certain exceptions which are outlined in section 6 (H).
- (v) require that all adults and children that will train a dog with FSC complete the application process as outlined in section 3 (C).

C. Associate members shall:

- (i) be associated with FSC in name only.
- (ii) not hold executive FSC positions.
- (iii) have no voting privileges.
- (iv) pay to attend seminars.
- (v) be included on a club e-mail list.
- (vi) Can for a nominal fee train with FSC on FSC training days.

Section 3 (2) - Dues for Membership

- A. Membership dues are payable between the 1st day of January and the second Sunday in January of each year. Any member failing to pay dues by Feb. 1 of that calendar year will be given notice of arrears by the treasurer. If the member still has not paid his/her dues by March 1, he/she will be considered in arrears and will cease to be a member. No further notice will be given to that member.
- B. A single membership is \$100.00 per year.
- C. A family membership is \$125.00 per year.
- D. An associate membership is \$25.00 per year.
- E. Dues will be paid to the treasurer by cash, cheque or money order. Cheque or money orders must be made payable to FSC.
- F. Membership dues can only be changed in accordance with Section 11 of the by-laws.
- G. Dues for members joining after Nov. 1 shall be applied to the next calendar year.

- H. One who has ceased to be a member can only rejoin FSC by following the steps outlined in Section 3 (C).
- I. Any member who is not indebted to FSC may resign his/her membership by notice in writing to the secretary. The member will be deemed to be a member until their resignation has been accepted by the executive. Membership dues for the current year will not be refunded.
- J. The membership year will run from Jan. 1 to Dec. 31.

Section 3 (3) – Membership Responsibilities

- A. No member of FSC shall knowingly breed an unregistered dog.
- B. For upkeep of FSC equipment and training grounds, all single and family members over the age of 12, who are actively training a dog with FSC must work on the equipment and on the training grounds for a minimum of five (5) hours per year.
- C. Any member that does not work five (5) hours will pay FSC ten dollars (\$10.00) for every hour he/she did not work.

Section 4 - Executive Positions

- A. The management of the club shall be conducted by four (4) officers consisting of president, secretary, treasurer and training director, hereafter referred to as the executive.
- B. All positions shall have a two-year term, beginning in January at the annual general meeting and ending at the annual general meeting two years later.
- C. No person shall be elected to the executive who has not been a member of FSC in good standing for at least one year.
- D. In order to hold any position on the executive or the special position outlined in 5 (B) (i) the member must be an active member of the club, have trained a dog to a minimum BH, and be a member of the GSSCC.

- E. Candidates for president must have trained a dog to a minimum SchH 1 degree.
- F. Candidates for training director must have trained a dog to a SchH 3 degree.
- G. The president shall appoint club members to fill any vacancies on the executive that might arise during the year. Appointments will be from membership of the club and shall extend only to the next general meeting.
- H. The secretary will assume the responsibilities of the president when the president is not present.
- I. Meetings of the executive shall be held at the call of the president or any three (3) officers. An annual executive meeting shall be held at such time and place as decided by the president.
- J. Executive meetings may be held at any time and place without formal notice if all of the officers are present.
- K. Four (4) officers shall constitute a quorum at any meeting of the executive.

Section 5 - Executive Roles and Responsibilities

- A. The officers as set out in Section 4 (A) will be elected by the general membership as detailed in Section 7. The officers are:
 - (i) **President:** The president shall be the Chief Executive Officer of FSC. The president shall preside at all meetings of the members and the executive. He/she shall be an ex-officio member of all committees. He/she arranges for notices of annual, semi-annual and special meetings be sent out and prepare copies of the agenda for the membership.

ii) **Secretary:** The secretary shall attend all general, special and executive meetings. He/she shall record the minutes of the proceedings of such meetings. He/she will arrange for the approved minutes of all meetings to be sent to the general membership. He/she will retain and file all copies of correspondence received and sent pertaining to the affairs of FSC. He/she attends to all correspondence regarding the affairs of FSC and the secretary shall also direct all bills and accounts immediately to the treasurer for payment. He/she shall keep a list of current FSC members, including contact information, the date they joined and GSSCC membership number.

iii) **Treasurer:** The treasurer shall receive all funds of the club. He/she will deposit all monies by duplicate deposit slips in a bank account with the name of "Fundy Schutzhund Club." He/she will pay all bills promptly, retaining invoices for same, provided that the indebtedness has been approved and sanctioned at a meeting of the executive and provided a receipt of payment is received before any payment is given. The treasurer shall keep an accurate record of all income and expenditures in a ledger provided by FSC and shall give a report of the financial status of FSC at the annual general meeting and assist the auditor in explanation of said financial records and reports. The treasurer must be the treasurer for any seminars and any local, regional or national trials FSC holds.

iv) **Training Director:** He/she will be responsible for the training direction of FSC. He/she is responsible for ensuring that all trials held by FSC follow FSC, regional and GSSCC guidelines. The training director will provide a written report at the annual general and semi annual meeting on members training status and trial results. He/she will ensure proper training equipment is available and in good condition. The training director will decide when a new handler/dog team will train in protection. He/she will assist all FSC handlers and/or helpers in relation to all aspects of training. The training director after consulting with the executive may bar any dog or handler from having FSC training privileges with the FSC. He/she may take on other duties and responsibilities as deemed necessary by the executive. The training director will develop a written training program for FSC.

B. To assist the executive and the membership there will be one (1) member elected to perform special duties. This special position is NOT to be considered part of the executive. The position is:

(i) Auditor - will have the responsibility to check the financial records of FSC to ensure the executive is properly conducting FSC business. This procedure is outlined in section 6 (A) (i.)

Section 6 - Meetings

- A. An annual general meeting shall be held each year on the 2nd Sunday in January. At such a meeting, the following can happen:
- (i) a member elected by the membership for the year shall receive un-audited financial reports, together with a detailed statement of accounts, assets, and liabilities of the previous year. The auditor will then make a motion that the executive of FSC properly conducted FSC business for that year. This motion will be voted on as outlined in Section 6 (I).
 - (ii) election of officers for the following two years and special position for the following year and receive detailed annual reports from committees and officers.
 - (iii) establish or amend by-laws as per Section 11 of said by-laws.
 - (iv) any and all business relating to FSC.
- B. A semi-annual meeting shall be held each year on the 2nd Sunday in June. At this meeting the following can happen:
- (i) receive detailed annual reports from committees and officers.
 - (ii) Any and all business relating to FSC with the exception of section 6 (A) (i) and (iii).
- C. A trial meeting shall be held periodically as decided by the training director with the executive and the membership discussing trial business only. This may include local, regional and national trials. No other FSC business will be conducted.
- D. The executive or one - quarter (1/4) of FSC's membership may, at their discretion, call a special meeting of FSC at anytime. Only the business specified in such a request may be conducted at any special meeting.
- E. If a special meeting has been called as per section 6 (D) all members of FSC must be notified.
- F. One-third (1/3) of ordinary members, which must include two executive members, in good standing present at an annual general meeting, semi-annual or special meeting of the club shall constitute a quorum.

- G. At all meetings, the majority of votes cast by all voting members on any particular motion will prevail, except with amendments to the by-laws. See Section 11.
- H. Only FSC members over the age of eighteen (18) can vote or hold executive positions.
- I. Secret ballot votes are to be used only for election of officers, elections of special position or sensitive subjects relating to individual members. All other votes will be done by a show of hands.
- J. At all meetings, Robert's Rules of Order will be followed and strictly adhered to.

Section 7 - Elections

- A. For every election, nominations will be called at the annual general meeting. Only members in good standing can nominate or be nominated. Any member may nominate another member for any office or special position provided that this nomination is seconded by a third member. Once nominations cease for the specific office or special position, each person nominated will be asked if they accept or decline the nomination. This will be done for each office and special position being elected. If there is more than one person nominated for an office or special position there will be an election immediately following the nominations. The order of nominations for officers and the special position are:
 - (i) president
 - (ii) secretary
 - (iii) treasurer
 - (iv) training director
 - (v) auditor
- B. All elections shall be held at the annual general meeting immediately following nominations and shall be held by written secret ballot. A majority for each candidate will carry. The following is an example: three people are nominated for president. There is an election and the results are that candidate "A" received 7 votes, candidate "B" received 6 votes and candidate "C" receives 5 votes. Candidate "A" is the president.
- C. There will not be any provision for proxy votes.
- D. All executive officers elected according to the provisions of this section shall assume their office following the annual general meeting and continue for two years.

- E. Members performing the special duty will start the duty for a period of one (1) year.

Section 8 - Finance

- A. The fiscal year for FSC shall terminate on the 31st day of December each year.
- B. An auditor shall be elected for the purpose of verifying the statement of accounts for the current year from the general membership as per section 7 (A).
- C. However, if the general membership deems it advisable, an auditor from outside FSC may be appointed. The un-audited treasurer's report shall be available to the executive at the annual meeting.
- D. FSC members will only be reimbursed for reasonable out-of-pocket expenses if they provide a receipt and shall not ordinarily be paid for voluntary services in club activities. Payment of such out-of-pocket expenses shall be approved in advance by the executive.
- E. The president shall have the authority to spend up to two hundred (\$200.00) dollars at a time for club business without the prior approval from the membership. This can be done up to three (3) times a year.
- F. The secretary, treasurer and trial director shall have the authority to spend up to fifty (\$50.00) dollars at a time for club business without the prior approval from the membership. This can be done twice a year.

Section 9 - Agreement

FSC members agree to abide by the by-laws as set forth by the FSC.

Section 10 - Discipline

- A. The Executive shall have the power to suspend, expel, or reprimand any member if, in the opinion of the executive and membership, he/she has violated:
 - i) the by-laws of FSC.
 - ii) the goals as published by the GSSCC.
 - ii) the by-laws of the GSSCC.

- B. Any member who has been suspended, expelled, reprimanded or feels they have been wronged may submit the complaint in writing to the president. The president and one(1) other executive member will meet with the member to resolve the problem. If this is unsuccessful all parties involved will meet with the membership and the conflict will be resolved through the secret voting procedure as outlined in section 6 (l).

Section 11 - Amendments to the By-Laws

- A. Any proposal to add, delete or amend FSC by-laws shall be presented in writing to the executive at least two (2) months prior to the annual general meeting and shall be distributed to the membership preceding the annual general meeting. A vote of two-thirds of the ballots received at the annual general meeting is required to carry the addition, deletion or amendments. Voting shall be by secret ballot.

Section 12 – General

- A. FSC shall remain in existence as long as the number of members totals four (4). Failing this, all material assets shall be sold to the highest bidder and all monies received, plus balance on hand or in the bank, shall be contributed to the Animal Rescue League in Saint John, N. B. to use as they deem fit.
- B. If any member(s) of FSC leave the club, the member(s) will not receive any equipment, money or any other property that belongs to FSC.
- C. All members are required to keep confidential the inner workings of the club.
- D. The by-laws of FSC and the constitution and by-laws of the GSSCC bind each member fully as though he/she had subscribed his/her name and fixed his/her signature thereto. The FSC by-laws shall be duplicated or printed and a copy delivered to each member when deemed necessary by the executive and to each person at the time of application.
- E. No person shall be absolved from the effects of these by-laws or any allegation of not having received it or of ignorance of its contents or meaning.

Section 13 - Definitions

Member in good standing: owes no money to FSC and is not under suspension by FSC or GSSCC.

Amendments: changes in terminology, punctuation and/or meaning.

Proxy vote: vote made by an absent member.

Currently and actively: must train a dog with FSC and must be active within the club on an ongoing basis.

These By-Laws were amended and adopted on January 11th, 2003 at the Annual General Meeting of the Fundy Schutzhund Club in Bloomfield, New Brunswick.

These By-Laws were amended on January _____ at _____

AMENDED on January 2006

President _____

Secretary _____