

# **WARC Constitution**

## **Our Bylaws as approved by the AKC**

### **ARTICLE I - Name and Mission**

**SECTION 1.** The name of the Club shall be Waterloo Amateur Retriever Club (herein known as the Club).

**SECTION 2.** The mission of the Club shall be:

- (a) to do all possible to preserve and perfect the natural qualities of purebred retrievers through quality breeding programs;
- (b) to have training and educational programs as well as resource information on different issues for the retriever, available to all members;
- (c) to provide out-reach programs for the community in which we live;
- (d) to conduct sanctioned and licensed hunt tests with an interest in conducting any performance events geared for the retriever, under the rules of The American Kennel Club;
- (e) to educate our community on wildlife conservation by use of trained hunting retrievers, as well as promote good canine citizens in the community;
- (f) to preserve, protect and improve the land and water we train and hunt on;
- (g) and, to remain forever a non-profit organization.

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

**SECTION 4.** The members of the Club shall adopt and may from time to time revise such bylaws as may be required to carry out these missions.

**WARC BYLAWS  
ARTICLE I**

**MEMBERSHIP**

**SECTION 1. ELIGIBILITY**

There shall be two (2) types of memberships, a family membership and a Junior Membership. The Family Membership is open to all persons 18 years or older, who are in good standing with the American Kennel Club and who subscribe to the purposes and code-of-ethics of the Waterloo Amateur Retriever Club. Junior memberships will be open to all persons between 10-17 years of age. Membership will automatically convert upon their 18th birthday.

**SECTION 2. MEMBERSHIP DUES**

Membership dues shall be prescribed by the Board of Directors and approved by the membership and shall be made payable on or before the 1st day of January of each year. No member may vote whose dues are not paid for the current year. During the month of November, the Treasurer shall send to each member a statement of dues for the next year.

**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 WARC constitution, code-of-ethics, bylaws and the rules and regulations of the American Kennel Club. The application shall state the name, address and occupation (occupation optional) of the applicant and it shall carry the endorsement of two (2) members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. After receipt of the application form and payment of dues, the Club Secretary shall read the application at the following Club meeting. The application will be voted upon and affirmative votes of two-thirds (2/3) of the members present and voting at that meeting shall be required to elect the applicant. If there are no objections, the applicant's name shall be added to the membership rolls and full voting membership privileges shall be afforded the new member.

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

## **SECTION 4. TERMINATION OF MEMBERSHIP**

Memberships may be terminated:

(a) by resignation. Any member in good standing may resign from the Club upon written notice to the Secretary. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year

(b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year; however, the Board may grant an additional 90 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) by expulsion. A membership may be terminated by expulsion as provided in Article VI of these bylaws.

## **ARTICLE II - MEETINGS AND VOTING**

### **SECTION 1: CLUB MEETINGS**

Meetings of the Club shall be held in the greater Hill Country area, in or near Cedar Park, Texas, at least quarterly on such dates and at such hours and places as may be designated by the President or Board of Directors. Written notice of each such meeting shall be published to members in good standing at least 10 days prior to the date of the meeting. The notice will contain the meeting agenda. The quorum for such meetings shall be 20% of members in good standing.

### **SECTION 2: SPECIAL CLUB MEETINGS**

Special club meetings may be called by the President or by a majority vote of 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 (5) members of the club who are in good standing. Such special meetings shall be held in the greater Hill Country area 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 published to members in good standing by the Secretary at least five days and not more than fifteen days prior to the date of the meeting. 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 members in good standing.

### **SECTION 3: BOARD MEETINGS**

Meetings of the Board of Directors may be held each month in the greater Hill Country area, at such hour and place as may be designated by the Board. Written notice of each such meeting must be published to members in good standing by the Secretary at least five days prior to the date of the meeting. The notice will contain the meeting agenda. The quorum for such 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 (3) members of the board. Such special meetings shall be held in the greater hill country area 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 published to members in good standing by the Secretary at least five days and not more than ten 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 for such a meeting shall be a majority of the Board.

### **SECTION 5: VOTING**

The family membership shall have up to two (2) voting privileges at any meeting of the Club, for those family members over the age of 18, who are active in WARC activities, and are in good standing and whose dues are paid for the current year. Junior members will have no voting privileges.

## **ARTICLE III - DIRECTORS AND OFFICERS**

### **SECTION 1: BOARD OF DIRECTORS**

The Board shall be comprised of the officers and one other person whose title shall be Committees Chairperson. Board members shall not be Junior members or members from the same household, and all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the Board of Directors.

### **SECTION 2: OFFICERS**

The Club's officers, consisting of 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

1) preside at meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these bylaws.

2) At the meeting one month following election the President shall provide a statement of objectives and purpose for the next year, as well as come up with a plan for the means to accomplish the above mentioned upon election to the members at large.

(b) The Vice-President shall

1) have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

2) directly or indirectly organize programs for the regularly scheduled club meetings

3) directly or indirectly be responsible for the well being and organization of club equipment

(c) The Secretary shall

1) keep a record of all meetings of the Club and of the board and of all matters of which a record shall be ordered by the club;

2) be in charge of the correspondence, which will be by email when possible

a)-notify members of meetings,

b)-notify new members of their election to membership,

c)-notify officers and directors of their election to office,

3) keep a roll of the membership of the Club with their addresses,

4) carry out such other duties as are prescribed in these bylaws.

5) (S)He will also be in charge of the newsletter to be distributed monthly.

(d) The Treasurer shall collect and receive all moneys due or belonging to the Club. Moneys shall be deposited in a bank designated by the Board, in the name of the Club. The books shall at all times be open to inspection of the Board and a report shall be given at quarterly meeting of the condition of the Club's finances and every item of receipt or payment not before reported; at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year; and carry out other duties as follows:

- i.) all financial transactions, including but not limited to check writing, requires two signatures for amounts equal to or greater than \$500.00
- ii.) Treasurer shall allow a review by two members in good standing to occur at least once per fiscal year. The two members acting as auditors shall be appointed by the board.
- iii.) will maintain inventory lists of assets
- iv.) provide quarterly financial statements
- v.) at the first monthly meeting following election shall provide a written policy statement to the board for approval, at the beginning of each term. This policy should describe in detail the manner in which our financial business is to be conducted for that year, outside of those issues covered in these constitution, by-laws, and/or code-of-ethics.

### **SECTION 3: VACANCIES**

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

## **ARTICLE IV - THE CLUB YEAR, ANNUAL MEETING, ELECTIONS**

### **SECTION 1: THE CLUB YEAR**

The Club's fiscal year shall begin on the 1st day of January and end on the last day of December. The Club's official year shall coincide with the fiscal year.

### **SECTION 2: ANNUAL MEETING**

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

### **SECTION 3: NOMINATIONS**

No person may be a candidate in a Club election who is not a member in good standing and who has not been nominated. During the month of November, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committee of their selection. The nominating committee shall name a chairperson for the committee and it shall be such person's duty to call a committee meeting which shall be held on or before January 1st.

(a) The committee shall nominate at least one candidate for each office and position 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 committees report, the Secretary shall give written notice to each member two (2) weeks before the February meeting to notify of the candidates so nominated.

(c) Additional nominations may be made at the February meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the nominator shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person can 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.

#### **SECTION 4: ELECTIONS**

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

#### **ARTICLE V - COMMITTEES**

**SECTION 1:** The Board may each year appoint standing committees to advance the work of the Club in such matters as hunting tests, trophies, annual prizes, membership and other fields which may well 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:** Any committee appointment may be terminated by a majority vote of the full membership of the board upon written notice to the appointee; and the board may appoint successors to those persons whose services have been terminated.

#### **ARTICLE VI - DISCIPLINE**

##### **SECTION 1: AMERICAN KENNEL CLUB SUSPENSION**

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



## **SECTION 2: CHARGES**

Any member may prefer charges against a member of the club for alleged misconduct prejudicial to the best interests of the Club or retriever breeds. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$50.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the Club, or in violation to the Code-of-Ethics set forth by 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 not less than three (3) weeks nor more than six (6) 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 assurance that the defendant may personally appear in his/her own defense and bring witnesses if (s)he wishes. If a board member is brought up on charges, then it shall be the duty of the remaining board members to be the body responsible for entertaining jurisdiction, and for holding the hearing. The board member charged must recuse himself or herself from the board during these proceedings.

## **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 the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present 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 finding shall be put into written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any. If a board member is brought up on charges, then it shall be the duty of the remaining board members to be the body responsible for entertaining jurisdiction, and for holding the hearing. The board member charged must recuse himself or herself from the board during these proceedings.

#### **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 proceeding may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing on his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendation, and shall invite the defendant, if present, to speak on his/her own behalf if (s)he wishes. The members shall then vote by secret ballot on the proposed expulsion. A 2/3 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 VII - AMENDMENTS**

**SECTION 1:** Amendments to the constitution and bylaws may be proposed by the board of directors or a by a petition to the Secretary signed by 20% of the membership. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the it was received by the Secretary.

**SECTION 2:** The constitution and bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

#### **ARTICLE VIII - DISSOLUTION**

**SECTION 1:** 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 the dissolution of the Club other than for purposes of reorganization, whether voluntary or involuntary, or by operation of law, none of the property of the Club nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club, but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

## **ARTICLE IX - ORDER OF BUSINESS**

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

President call to order

Reading of minutes from last meeting

Report of President

Report of Secretary

Report of Treasurer

Report of Committees

Election of Officers and Board (at annual meeting)

Election of new members

Unfinished business

New business as posted

Program

Adjournment

**SECTION 2:** At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present:

President call meeting to order

Reading of minutes from last meeting

Report of Secretary

Report of Treasurer

Report of Committee Leaders

Unfinished business

New business as posted

Adjournment

### **Treasurer's Policy**

1. all cash transactions with the Treasurer shall be followed up with a receipt - two copies (1-donator, 1-club files)
2. all events hosted by this club monies shall be collected by a member of the club and then transferred to the Treasurer on a weekly basis, in order to have a dual accounting system for those monies, at which time both parties shall sign a receipt of the transaction at hand. Events is defined as an AKC performance event.
3. All refunds by the club must have an invoice submitted with the request.
4. All invoices shall be mailed within 10 business days.

### **ARTICLE X - Parliamentary Authority**

**SECTION 1:** The rules contained in the current edition of "Robert's Rules of Order, newly Revised," shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order the club may adopt.