

COLLIE CLUB OF GEORGIA, INC.
CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I: NAME AND PURPOSE

1. The name of this organization shall be the Collie Club of Georgia, Inc.
2. The purposes of the Collie Club of Georgia, Inc. shall be:
 - a. To advance the best interests of the Collie.
 - b. To encourage discussion and study of the issues pertinent to the Collie.
 - c. To support and conduct matches, dog shows, performance activities, and obedience trials under the rules of the American Kennel Club.
3. The Club shall not be conducted or operated for profit and no property of the Club shall inure to the benefit of any individual.

BY-LAWS

ARTICLE. I: MEMBERSHIP

1. Eligibility

- 1 .1 Membership shall be restricted to residents of the state of Georgia [or a contiguous state.](#)
- 1 .2 All applicants for membership shall agree to abide by the Constitution, By-Laws and Code of Ethics of this Club.
- 1 .3 All applicants for membership shall be in good standing with the American Kennel Club.
- 1 .4 All applicants must attend two regular meetings to be eligible for membership.
- 1 .5 All applicants for membership shall make application in writing on forms provided by the Club and shall obtain the endorsement of two members of this Club.
- 1 .6 All applications, accompanied by one year's dues, shall be submitted to the Membership Committee.
- 1 .7 The Membership Committee shall review the applications and shall report at the next

meeting its recommendations.

- 1.8 Applicants who have been rejected may not reapply within six months of such rejection.

2. Types of Membership

- 2.1 There shall be two types of membership, voting and non-voting.

- 2.2 Voting membership shall be open to all persons 18 years or older who meet the requirements of Art. I, Sect. 1 of the By-Laws. There shall be two types of voting members:

- a. Regular members.

- b. Life membership may be granted upon recommendation by the Board of Directors and approval by a two-thirds vote of the members present at any regular meeting.

- 2.3 There shall be two types of non-voting members:

- a. Junior membership shall be open to all persons under 18 years who meet the requirements of Art. I, Sect. 1 of these By-Laws.

- b. Honorary membership may be granted upon recommendation by the Board of Directors and approval by a two-thirds vote of members present at any regular meeting.

3. Election to Membership

- 3.1 Upon recommendation of the Membership Committee, an application shall be voted upon in accordance with this procedure:

- a. The name of the applicant shall be published in the newsletter prior to the meeting at which the vote to elect to membership is held.

- b. The applicant shall be directed to be absent from discussion and voting on his/her election.

- c. A two-thirds vote of the members present shall be required to elect the applicant.

4. Dues

- 4.1 Annual membership dues shall be determined by the Board of Directors. All members shall be advised of the exact amount set for annual dues for Individual, Joint, or Junior Membership. If financial conditions should necessitate a change in the amount of the

dues, such necessary change shall be presented to the Board of Directors for justification and discussion before being voted on. A two-thirds (2/3) affirmative vote of the members of the Board of Directors who vote shall be required to alter the dues. Any change in dues will be implemented with the following dues notice. Honorary and life members shall be exempt from paying dues.

4.2 Dues shall be payable July 10th of each year and shall be considered to be in arrears if not paid by July 31st.

4.3 No member may vote whose dues are not current.

4.4 Reapplication for membership is required if dues are in arrears.

4.5 Bills for dues shall be rendered by the Treasurer by May 15th.

4.6 Members elected to membership after the first day of May shall not be required to pay dues for that current year, but shall pay dues for the following year with the application for membership.

ARTICLE II: OFFICERS AND DUTIES

1. President

1.1 The duties of the President shall be to preside at all meetings of the Club and the Board of Directors. He/She shall have the duties and powers as provided for in the current edition of Robert's Rules of Order.

1.2 The President shall be an ex-officio member of all committees.

2. Vice-President

2.1 The duties of the Vice-President shall be to preside at all meetings of the Club at which the President shall be absent. He/She shall have the duties and powers as provided for in the current edition of Robert's Rules of Order.

2.2 The Vice-President shall serve as chairperson of the Match Committee and of the Membership Committee.

3. Secretary

3.1 The duties of the Secretary shall be:

a. To keep a written record of all meetings of the Club and to serve as the custodian of

all Club records except as otherwise provided for in these By- Laws. In the event that the Secretary cannot personally record the proceedings of any meeting, he/she can assign another individual to record these proceedings and supply them to the Secretary for distribution to the membership.

- b. To keep a current register of members.
- c. To conduct all correspondence of the Club.
- d. To notify all members of any meetings of the Club.
- e. To be responsible for publishing a monthly newsletter which shall be sent (physically or electronically) to members at least seven days prior to each regular meeting.

3.2 He/She shall have the duties and powers as provided for in the current edition of Robert's Rules of Order.

4. Treasurer

4.1 The duties of the Treasurer shall be:

- a. To receive and deposit all funds of the Club into the Club accounts and to keep a record thereof
- b. To disburse the funds of the Club according to the Club's directives.
- c. To make a financial report at each meeting.
- d. To render a complete financial statement at the June regular meeting.

4.2 He/She shall have the duties and powers as provided for in the current edition of Robert's Rules of Order.

ARTICLE III: BOARD OF DIRECTORS

1. Membership

- 1.1 The Board of Directors shall consist of the officers of the Club and three club members elected at-large.
- 1.2 The officers of the Club shall serve on the Board of Directors for the term of their offices.

1.3 The other three board members shall be elected for a term of three years as provided for in Article IV of these By-Laws.

1.4 A quorum for the Board of Directors to conduct its business shall be four members present.

2. Duties

2.1 The Board of Directors shall assume duties which may be designated to it by the Club membership.

2.2 The Board of Directors shall act in behalf of the Club in any matter which requires an immediate decision. Any action taken by the Board of Directors in behalf of the Club shall be subject to review by the club membership.

ARTICLE IV: CLUB YEAR AND ELECTIONS

1. Club Year

1.1 The Club year shall begin on the first day of July of each year.

1.2 The fiscal year shall begin with the annual meeting in July.

2. Nominations

2.1 During the month of April, the Board of Directors shall select a Nominating Committee of not less than three club members. The Secretary shall immediately notify the committee of their selection. The Board of Directors shall name the chairperson of the Nominating Committee. This chairperson shall call a committee meeting during the month of May.

2.2 The Nominating Committee shall nominate one candidate for each office and one candidate for an at-large position on the Board of Directors, and after securing the consent of each person so nominated, shall immediately report its nominations to the Secretary in writing.

2.3 Upon receipt of the Nominating Committee's report, the Secretary shall notify each club member in writing of the candidates so nominated, at least seven days prior to the June regular meeting.

2.4 No officer shall serve in the same office for more than two full consecutive terms.

2.5 No Junior member may hold office.

2.6 Additional nominations may be made at the June 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, his/her proposer shall give the Secretary a written statement from the proposed candidate signifying his/her willingness to serve.

2.7 No person shall hold more than one office at a time.

2.8 No two members of the same household shall hold the offices of President and Treasurer at the same time.

3. Elections

3.1 Elections shall be held at the June regular meeting.

3.2 Voting shall be by secret ballot and proxies will not be accepted.

3.3 The nominated candidates receiving a majority vote shall be declared elected. If no majority vote is received by a candidate for any one office, a second ballot shall be taken immediately, limiting the nominees to the two candidates who received the most votes.

3.4 The officers-elect shall take office at the conclusion of the annual meeting in July.

4. Vacancy

4.1 In the event of a vacancy in the office of President, the Vice-President shall assume that office for the remainder of the term.

4.2 In the event of any other vacancies which occur more than seven days prior to a regular club meeting, a special election to fill this vacancy will be held at the next regular club meeting. Written notice of the vacancy and of the election shall be made not less than seven days prior to the meeting. All nominations shall be from the floor.

4.3 In the event of any other vacancies which occur within seven days prior to a regular club meeting, the special election to fill the vacancy shall be held at the second club meeting following the vacancy. Written notice of the vacancy and of the election shall be made not less than seven days prior to the meeting. All nominations shall be from the floor.

ARTICLE V: MEETINGS

1. Regular Meetings

1.1 The regular meeting of the Club shall occur on a date to be determined by the President, not less frequently than six (6) times per year, provided that the President may change time and date of such regular meetings by announcement made at a previous meeting, or written (physical or electronic) notice to the members, at least 7 days prior to the scheduled date of the meeting, unless extenuating circumstances exist.

1.2 A quorum for these meetings shall be twenty-five percent of the voting membership.

1.3 These meetings shall be conducted according to the current edition of Robert's Rules of Order. The order of business shall be as follows, as applicable:

- Minutes of previous meeting
- Report of the Board of Directors
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Election of Officers and At-Large members of the Board
- Election of new Club members
- Old Business
- New Business
- Program
- Adjournment

1.4 Members may join the meeting by electronic means. Members joining the meeting by electronic means may listen but not vote. Members joining the meeting by electronic means are not counted when considering whether a quorum is present.

1.5 Business may be conducted by e-mail when applicable, by the joint decision of the President and the Secretary. Every member must be allowed the opportunity to participate by their choice of e-mail or written (paper) mail. All business conducted by e-mail shall be ratified at the next in-person meeting of the club at which a quorum is present.

2. Special Meetings

2.1 Special-meetings may be called by the President or by the Secretary upon the written request of not fewer than five members of the Club. Written notice of this meeting shall be sent by the Secretary not less than seven days prior to the date of the meeting. No business other than that specified shall be conducted.

2.2 The date and place of any special meeting shall be designated by the President.

2.3 A quorum for such a special meeting shall be twenty-five percent of the voting membership.

2.4 Members may join the meeting by electronic means. Members joining the meeting by electronic means may listen but not vote. Members joining the meeting by electronic means are not counted when considering whether a quorum is present.

3. Meetings of the Board of Directors

3.1 The Board of Directors shall meet whenever deemed necessary by the President or a majority of the Board.

3.2. At meetings of the board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Unfinished business
- New business
- Adjournment

3.3 Meetings of the Board of Directors may be held by electronic means at the discretion of the President or any 2 other members of the Board of Directors. Such electronic means include but are not limited to audio conference call, video conference, and internet-based conference.

a. Any such meeting must provide the ability to ascertain each member present and to allow each member to hear all proceedings and to speak when appropriate.

b. Any vote taken during an electronic meeting shall be done by roll-call.

c. All proceedings of an electronic meeting shall be ratified at the next in-person meeting of the Board at which a quorum is present.

4. Special Meetings of the Board of Directors

4.1 Special-meetings may be called by the President or by the Secretary upon the written request of not fewer than three members of the Board. Written notice of this meeting shall be sent by the Secretary not less than seven days prior to the date of the meeting. No business other than that specified shall be conducted.

4.2 The date and place of any special meeting shall be designated by the President.

4.3 A quorum for such a special meeting shall be twenty-five percent of the Board.

4.4 Special meetings of the Board may be held in person or by electronic means. If the meeting is held by electronic means, the meeting must follow the provision of Section 3.3 above.

5. Voting

5.1 Each member in good standing shall be entitled to one vote at any meeting of the Club in which he/she is participating. Proxy voting will not be permitted at any club meeting or election.

ARTICLE VI: STANDING COMMITTEES

1. Committee Chairmen

1.1 The chairperson of each standing committee shall be appointed by the President unless otherwise provided for in the By-Laws. Each chairperson may invite any number of members to serve on his/her committee except as otherwise provided for in these By-Laws. All committee chairs are expected to serve until a new chairperson has been duly appointed and has accepted the appointment.

2. Membership Committee

2.1. The Vice-President shall be the chairperson of this committee.

2.2. The Membership Committee shall contact and deal with all prospective members, informing them of the membership requirements.

2.3. The Membership Committee shall receive and review all applications for membership and report its recommendations at the next regular Club meeting.

2.4. The Membership Committee shall provide each new member with a copy of the Club's Constitution, By-Laws, Code of Ethics, and latest membership roster.

2.5. The Membership Committee shall provide each club member with a current membership list on or by the June regular Club meeting.

3. Show Committee

3.1. The Show Committee shall make all arrangements and agreements regarding all shows and trials held by the Club, shall direct all activities related to those events, and

shall establish necessary sub-committees.

4. Match Committee

4.1. The Vice-President shall be the chairperson of this committee.

4.2. The Match Committee shall make all arrangements and agreements regarding all matches held by the Club, shall direct all activities related to those events, and shall establish necessary sub-committees.

5. Program Committee

5.1 The Program Committee shall see that a program is prepared and presented at each regular club meeting, unless requested otherwise by the President, and it shall be responsive to the desires of the membership concerning content of programs.

6. Ethics Committee

6.1 The Ethics Committee shall perform its duties as follows:

Any alleged violation of Club rules or standards shall be reported in writing to a member of the Ethics Committee. This committee shall investigate the alleged misconduct and report to a closed session of the Board of Directors.

ARTICLE VII: Discipline

7.1. Charges. An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interests of the club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$250, 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 interests of the club. If the board considers that the charges do not allege conduct which would be 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 for a hearing by the Ethics Committee not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges and the specifications to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in their own defense and bring witnesses if they wishes.

7.2. Committee Hearing. The Ethics Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be

treated uniformly in that regard. After hearing all the evidence and testimony presented by complainant and defendant, the Committee shall prepare a written report to the Board of Directors.

- 7.3. Board of Directors. The board shall review the report of the Ethics Committee at a closed meeting of the Board. It may request further information from the complainant and/or defendant at its discretion. The Board may by a majority vote of those present reprimand or 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.
 - a. Immediately after the board has reached a decision, its finding shall be put in 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.
 - b. Their decision may be appealed to the membership of the Club at a regular meeting, upon notice being given by the appellant to the Board of Directors, within ten days of the decision, of the intent to appeal. If the Board recommended the member's suspension, 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. The President shall read the charges and the Board's findings, and invite the appellant to speak, in his or her behalf, and any evidence shall be presented and witnesses called at such regular meeting. The members shall vote by secret ballot, and a majority vote of those present and voting shall be necessary to reinstate the member as against the Board's findings.
- 7.4. Expulsion. Expulsion of a member from the club may be accomplished only at a meeting of the club following a board hearing and upon the board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the club to be held within 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 in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the board's finding and recommendation, and shall invite the defendant, if present, to speak in his own behalf if 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.
- 7.5. Suspension by other clubs. A club member who has had any or all of their privileges placed on suspension by the American Kennel Club or the Collie Club of America, Inc. shall automatically have the same privileges placed on suspension by this Club for the same period of time, subject to further review and suspension of additional privileges pursuant to the procedures outlined in sections 7.1 to 7.4 above.

ARTICLE VIII: AMENDMENTS

1. Amendments may be proposed by the Board of Directors or by written petition to the Secretary signed by twenty percent of the voting membership. Such amendments shall be promptly considered by the Board of Directors and must be submitted to the Club membership by the Board of Directors within three months of receipt of the petition by the Secretary.
2. The Constitution and By-Laws may be amended by a vote of two-thirds of the members present at a meeting, provided the proposed amendment(s) have been included in the notice of the meeting and mailed to each member at least seven days prior to the date of the meeting.

ARTICLE IX. DISSOLUTION

1. The Club may be dissolved at any time by the written consent of not less than two thirds of the members.
2. In the event of dissolution, either voluntary or involuntary, none of the property of the Club nor any proceeds thereof, nor any assets of the Club shall be distributed to any member or other individual, 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 X. PARLIAMENTARY AUTHORITY

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.

Adopted January 12, 2013