

**VALLEY OF THE SUN  
WEST HIGHLAND WHITE TERRIER CLUB  
CONSTITUTION**

**ARTICLE I**

**Name and Objectives**

**SECTION 1.** The name of the Club shall be the Valley of the Sun West Highland White Terrier Club.

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

- (a) to encourage and promote quality in the breeding of pure-bred West Highland White Terriers 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 as the only standard of excellence by which West Highland White Terriers shall be judged;
- (c) to do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition at dog shows, obedience trials, rally trials, tracking tests, earthdog tests, agility trials and working terrier trials.
- (d) to conduct matches, specialty shows, obedience trials, rally trials, tracking tests, earthdog tests, agility trials , and other events under the Rules and Regulations of The American Kennel Club
- (e) to encourage all members to abide by the Valley of the Sun West Highland White Terrier Club Code of Ethics as a guideline for responsible ownership.
- (f) to bring fanciers of the breed together in friendly counsel.
- (g) to encourage the training of judges.

**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 by-laws as may be required to carry out these objects.

**BY-LAWS**  
**ARTICLE I**  
**Membership**

**SECTION 1. Eligibility.**

There shall be three types of membership open to all persons eighteen years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club.

**(a) Regular (Individual).**

Enjoys all club privileges including the right to vote and hold office. Dues shall not exceed \$50 per year.

**(b) Household.**

Two adult members residing in the same household, each eligible to vote and hold office. Dues shall not exceed \$50 per year.

**(c) Associate.**

Entitled to all club privileges except voting and office holding (offered to individuals who lived outside of the club's area; also offered to individuals who live in the club's area but are not active). Dues shall not exceed \$30 per year.

**(d) Junior.**

Open to under 18 years of age; a non-voting/non-office holding membership, which may automatically convert to regular membership at age 18.

**SECTION 2. Dues.** Membership dues shall be established by the Board of Directors each year, prior to the time renewal notices are sent to members. During the month of November, the Membership Chair shall send to each member a statement of his dues for the ensuing year. Dues are payable on or before January 1st of each year. Dues for new members submitting applications for membership after July 1st shall be 50% of the membership fee for the balance of the current year. No member may vote in Club elections or on any issue brought before the club whose dues are not paid for the current 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 constitution and by-laws and the rules of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit the Code of Ethics acknowledgment and dues payment for the current year. It is the responsibility of each member to keep the Secretary informed of current contact information.

All applications are to be filed with the Membership Chair and will be distributed to Board members for review prior to final consideration by the full membership. Any application received is to be voted upon at the next meeting/function of the Club after the applicant has attended two meetings/functions of the Club. The board may waive the two meeting requirements for applicants who reside outside the greater Phoenix area. Applications for membership shall be voted upon by secret, written ballot. An affirmative vote of 2/3 of the members present and voting at that meeting shall be required to elect the applicant. Accepted new members shall be notified in writing and shall receive a copy of the by-laws and new members packet. When an applicant is not accepted, he shall be notified in writing and his fee will be returned in full.

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 Membership Chair; but no member may resign when in debt to the Club.

**(b) by lapsing.** A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the first day of January; however, the board may grant an additional 30 days of grace to such delinquent members in meritorious cases. In no case may a person whose dues or other financial obligations to the Club are unpaid as of the date of that meeting be entitled to vote in Club elections or any issue brought before the Club nor will they be considered eligible for awards which are contingent to Club membership.

**(c) by expulsion.** A membership may be terminated by expulsion as provided in Article VII of these bylaws.

## ARTICLE II Meetings and Voting

**SECTION 1. Club Meetings.** A minimum of 4 regular meetings of the Club shall be held within the greater Phoenix, AZ area at such hour and place as may be designated by the Board of Directors. Written notice of such a meeting shall be mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20 percent of the members in good standing.

**SECTION 2. Special Club Meetings.** Special Club meetings may be called by the President, or by a majority vote of the 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 members of the Club who are in good standing. Such special meetings shall be held in the greater Phoenix area at such place, date and hour as may be designated by the Board. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting, and said such 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 percent of the members in good standing.

**SECTION 3. Board Meetings.** A minimum of 6 meetings of the Board of Directors shall be held within the greater Phoenix, AZ area at such hour and place as may be designated by the board of directors. Written notice of each such meeting shall be mailed by the Secretary at least five days prior to the date of the Meeting. The quorum for such a 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 members of the Board. Such special meetings shall be held in the greater Phoenix, AZ area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of each such meeting shall be mailed by the Secretary at least five days and not more than 10 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.** Each 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 is present. Proxy voting will not be permitted at any Club meeting or election.

## ARTICLE III Directors and Officers

**SECTION 1. Board of Directors.** The Board shall be comprised of the officers and three other persons 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 V 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 clubs officers, consisting of the 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 preside at all 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 specified in these constitution and bylaws.
- (b) The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- (c) The Secretary shall 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; shall have charge of the correspondence; notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the current members of the Club with their addresses and relevant contact information, and carry out such other duties as are prescribed in these bylaws.
- (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 he shall report to them at every meeting of the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting he shall render an accounting audited by the Board of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount, as the Board of Directors shall determine. Biennially, within thirty (30) days of the end of the fiscal year, the books shall be subject to an audit by a

committee composed of three members of the Club in good standing, as appointed at least sixty (60) days prior to the beginning of the next fiscal year.

**SECTION 3. Membership Chair.** The membership chair shall supervise the regular and continuous recruitment of new members. The membership chair is an appointed position and does not serve on the Board of Directors.

**SECTION 4. Vacancies.** Any vacancies occurring on the Board or among the Officers during the year shall be filled until the next 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 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 a majority vote of all the then members of the Board.

**SECTION 5. Term Limits.** No officer or board member may serve longer than 5 continuous years in the same capacity on the Board.

#### ARTICLE IV

##### The Club Year, Annual Meeting, and Elections

**SECTION 1. 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 begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

**SECTION 2. Annual Meeting.** The annual meeting shall be held in the month of December, at which officers and directors for the ensuing year shall be elected by secret, written 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 his successor in office all properties and records relating to that office within 30 days after the election.

**SECTION 3. 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.

**SECTION 4. Nominations.** No person may be a candidate in a Club election who has not been nominated. By September 15th, the board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committeemen and the alternates of their selection. The Board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before October 1st. No member may serve on the Nominating Committee for two consecutive years.

- (a) The Committee shall nominate 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 Committee's report, the Secretary shall on or before October 2<sup>nd</sup> notify the membership in writing of the candidates so nominated.
- (c) Additional nominations may be made at the October meeting by any member in attendance, provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may 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.
- (e) All nominees shall be members of the Club in good standing and must have attended at least two Club meetings/functions during the year ending December 31st.

#### ARTICLE V Committees

**SECTION 1.** The Board may each year appoint standing committees to advance the work of the Club in such matters as dog matches and shows, obedience trials, rally trials, trophies, annual awards, membership and other areas which may well be served by committees. Such committees shall always be subject to the final authority of the Board. The Board may at its discretion determine the size and composition of any committee. All such appointments shall be made sixty (60) days after the annual election. Special committees may also be appointed by the Board to aid it on particular projects. The chairperson of each standing committee, as well as any special committee, shall submit reports to the Board, through the Secretary. A written

list of the responsibilities of the committee shall be given to the committee chairperson upon appointment.

**SECTION 2.** The Chairman of each committee shall be appointed annually by the Board for a term of one year. The Board may choose to recommend additional members for each committee appointed.

**SECTION 3.** Any committee appointed may be terminated by resignation or 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. Upon conclusion of service, all properties and records relating to the committee which are held by the appointee shall be transferred to the successor, or, if the committee has been dissolved, to the Secretary, within thirty (30) days.

## 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 this Club for a like period. Once such suspension is published in the *AKC Gazette*, the Secretary will so notify the member by certified mail, return receipt requested.

**SECTION 2. 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 \$10 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 or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or the breed, 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 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 certified mail, return receipt requested, 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.

**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 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. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the board's recommendation. Immediately after the Board has reached a decision, its findings 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.

**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 the 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/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 in his/her own behalf if he/she wishes. The members shall then vote by secret, written ballot on the proposed expulsion. A two-thirds 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 by written petition addressed to the Secretary signed by 20 percent of the membership in good standing. 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 petition was received by the Secretary.

**SECTION 2.** The constitution and bylaws may be amended by a two-thirds secret, written 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. Dissolution.** The Club may be dissolved at any time by the written consent of not less than two-thirds of the members in good standing. 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 West Highland White Terriers as 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:

- Roll Call
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Reports of Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Special Awards/Program
- Recommendations for improvement of the Club
- Adjournment

**SECTION 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

**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.

