

Salt Chuck Hunting Retriever Club Constitution and By Laws

CONSTITUTION AND BY-LAWS

PREAMBLE

Breeders and fanciers of hunting retrievers organized themselves in 2000 as the Salt Chuck Hunting Retriever Club (SCHRC). The SCHRC is affiliated with the Hunting Retriever Club Inc (HRC) who provides the guidelines for testing hunting retrievers and the United Kennel Club Inc (UKC) who carries the registry for the HRC. The SCHRC works toward the betterment of hunting retrievers through the sharing of knowledge on breeding and training among its members and providing controlled testing for hunting retrievers. Further, it is the purpose of this Club to promote complimentary conservation, and management of game birds and wildlife species and stewardship of their habitat. (Revised 2008)

ARTICLE I: NAME

The name of the Club shall be Salt Chuck Hunting Retriever Club hereinafter referred to as the "Club", and the home office shall be the residence of the President. (Revised 2008)

ARTICLE II: OBJECTIVES

- i. To encourage cooperation between breeders, owners, and fanciers of the hunting retriever by improving the breed beneficial to all concerned.
- ii. Improving and measuring the performance of hunting retrievers shall be done through the use of Hunt Tests set forth by the Hunting Retriever Club, Inc. and the United Kennel Club, Inc. (Revised 2008)

ARTICLE III: MEMBERSHIP

Any breeder, owner and/or fancier of hunting retrievers regardless of sex, ethnicity, disability or age shall be eligible for membership in said organization.

Upon the written and signed recommendation of a member, seconded by another and by a three-fourths favourable vote by secret ballot at the annual General Membership meeting, Life membership can be conferred upon an adult member of the Club who has rendered notable and outstanding service to the Club. A Life member shall be entitled to all privileges of membership in the organization without paying annual dues. (Revised 2008)

ARTICLE IV: DUES

The annual membership fee shall be set by the officers of the club and are due and payable January first of each year. New fees set by the officers, will apply to members who pay after April 15 of the current year. Any member of the Club, who has not paid their dues by April 15, becomes delinquent and will be dropped from the membership roll until membership is renewed by full remittance of delinquent dues. (Adopted at Special Meeting February 1, 2004).

During the month of November, it shall be the responsibility of the Secretary, in coordination with the Treasurer to notify the members in writing that dues for the coming year are due. (Adopted at Special Meeting February 1, 2004) (Revised 2008)

ARTICLE V: EXPULSION OF MEMBERS

Any member of the Club may be expelled for conduct by word, deed, or act, detrimental to the Club, by a majority of the Board of Directors voting by secret ballot. Written notice of this action must be sent to the expelled member within five days thereof. Any member of the Club so expelled shall have the right to appeal for reinstatement. The appeal shall be filed in writing, with the Secretary of the Club, within seven calendar days after the expulsion. The appeal for reinstatement shall be acted upon at the next General Membership meeting. Reinstatement shall be granted upon two-thirds majority favourable vote of the members present at the meeting, . Voting on said appeal to be by secret ballot. (Revised 2008)

ARTICLE VI: DIRECTORS AND OFFICERS

The elected officers to the Board of Directors shall be President, Vice-President, Secretary, and Treasurer. The officers shall be elected by the members who shall be in good standing. The elected officers shall constitute the Executive Committee and shall be responsible for developing, implementing, and maintaining policies and procedures which provide for the effective and efficient management of the Club. Officers shall be elected for two-year terms at the Club's annual meeting as provided in Article VII. The immediate Past President shall automatically become a fully privileged, voting member of the Board of Directors, upon expiration of the term of office. No elected Officer shall be paid for their services other than for reimbursements.

The Board of Directors shall appoint committees to carry out specific duties and responsibilities related to hunt tests, training events and operational functions of the Club:

No member shall hold more than one office at a time other than Secretary/Treasurer if necessary, and no member shall be eligible to serve more than two consecutive elected terms in the same office.

No member shall be eligible for nomination as an officer of the Club until they have been a member of HRC, Inc. and the Club at least one year. This restriction may be waived if the member is transferring from another/U.K.C.-affiliated club. The President of each Hunting Retriever Associated Club will be considered a Director of the Hunting Retriever Club, Inc. provided the membership dues to Hunting Retriever Club, Inc. have been paid. (Revised 2008)

ARTICLE VII: THE CLUB YEAR, ANNUAL MEETING, ELECTIONS and VOTING

The Club's official year shall begin at the conclusion of the annual meeting and shall continue through the next annual meeting. The annual meeting shall be held in the month of January, and bi-annually, officers and directors for the ensuing two years shall

be elected from among those nominated. They shall take office immediately upon the conclusion of the meeting. All retiring officers shall turn over to their successor all properties and records relating to that office within the seven days immediately following the election. Notice of the new slate of officers must be provided to the HRC Administrative Secretary and UKC within 10 working days after the election.

Each member not delinquent per Article IV, SECTION A, shall be entitled to one vote at any meeting of the Club at which they are present. Family memberships are limited to two votes. Proxy and/or absentee ballot voting will not be permitted at any Club meeting, Board meeting, or election. (Revised 2008)

ARTICLE VIII: MEETINGS

The annual meeting of the Club shall be held at such hour and place as may be designated by the Board of Directors. The Secretary shall mail written notice of such meetings at least seven days prior to the date of the meeting.

The quorum for such meetings shall be the majority of members in good standing who are present at the meeting (Revised, AGM Jan 2002).

Special Club meetings may be called by the President, or, by majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, and shall also be called by the Secretary upon receipt of a petition signed by ten members of the Club who are in good standing. Written notice must be made at least five days prior to the meeting, and said notice shall state the purpose of the meeting and no other club business may be transacted. The quorum for such meetings shall be the majority of members in good standing who are present at the meeting

Meetings of the Board of Directors shall be held at such hour and place as may be designated by the Board. Written notice of each such meeting shall be given 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.

Special meetings of the Board may be called by the President, and shall also be called by the Secretary upon receipt of a written request signed by at least three members of the Board. The Secretary shall mail written notice of such meeting at least five 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. The quorum for such a meeting shall be a majority of the Board. (Revised 2008)

The following order of business shall prevail at meetings of this Club:

1. Call to Order
2. Roll Call of Officers and Directors
3. Reading and Approval of the Minutes
4. Report of Committees
5. Report of Officers
6. Old Business
7. New Business
8. Election of New Officers (if applicable)
9. Presentation of Special Awards (if applicable)

10. Adjournment

ARTICLE IX: COMMITTEES AND APPOINTED POSITIONS

The Board of Directors shall appoint committees and positions to carry out specific duties and responsibilities related to hunt tests, training events and operational functions of the Club. These positions may be held by any member in good standing.

Audit Committee

The President shall appoint an Auditing Committee of three members thirty days prior to the annual meeting each year. It shall be the duty of the Auditing Committee to audit the Treasurers accounts and to report at the annual meeting.

Other committees standing or special shall be appointed by the President, as the Club or Board of Directors shall from time to time deem necessary, to carry on the work of the Club.

Nominating Committee (Revised 2008)

Not less than 120 days preceding the day on which an election will be held, the Board shall elect a Nominating Committee consisting of up to two members and one alternate, not more than one of whom may be a member of the Board. The Committee shall immediately notify the nominees and alternates of their selection. The Board shall name a person to chair the committee, and it shall be his or her duty to call a committee meeting, which shall be held within 45 days.

(a) The committee shall nominate one candidate for each office and after securing the consent of the nominees, report their nominations to the Secretary in writing. In no case shall this notification be less than 60 days prior to the annual meeting date.

(b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least 30 days prior to the annual meeting, notify each Club member in writing of the candidates nominated.

(c) Additional nominations may be made at the annual meeting by any member in good standing, provided that the person(s) 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, his or her proposer shall present to the Secretary a written statement from the proposed candidate, signifying his or her willingness to be a candidate.

(d) The candidate receiving the greatest number of votes for each office shall be declared elected.

Hunt Test Committee (New 2008)

The Hunt Test Committee is appointed to run and organize hunt tests in accordance with the rules of HRC Inc and UCK Inc. The Hunt Test Committee is made up of the following appointed positions:

(a) The Hunt Test Secretary may assist the Secretary in completing and submitting applications forms to HRC and UKC by the appropriate deadlines. The Hunt Test Secretary distributes premium lists, receives entries, prepares running orders, ensures judges fill out appropriate certifications and submits completed certification to the appropriate national organization.

- (b) The Hunt Marshal secures judges, coordinates with Grounds Keeper, Bird Steward, Equipment Manager and Gun Steward to ensure lands are secured and appropriate assets are available and designated to each stake. The Hunt Marshal ensures headquarters is setup and manned at all times and assigns persons to various tasks to ensure hunt tests operate smoothly.
- (c) The Gun Captain is responsible for ensuring each stake is supplied with the appropriate guns and ammunition each day.

The following positions shall be appointed with no fixed terms:

- (a) The Gun Steward is responsible for storing and maintaining the inventory of guns owned by the Club.
- (b) The Grounds Keeper obtains permission from landowners for use of sites, scopes out future sites and arranges maintenance to be done on sites.
- (c) The Equipment Manager maintains an inventory and stores all equipment owned by the Club, ensures the equipment is in working order and arranges for delivery of equipment to sites when needed.
- (d) The Bird Steward is responsible for ensuring the appropriate number of birds are available for each event, adequate storage is provided and keeps an accurate inventory of birds.
- (e) The Training Coordinator circulates relevant training information and coordinates training days.

ARTICLE X: AFFILIATION

The Club shall be affiliated with the United Kennel Club, Inc. and the Hunting Retriever Club, Inc. It is understood and agreed, that this Hunting Retriever Club will not hold any events of any other Association or group on consecutive dates with an HRC/UKC event. All Hunting Retriever Club, Inc. and United Kennel Club, Inc. rules and policies will be followed at all United Kennel Club licensed hunts sponsored by this Club.

ARTICLE XI: DUTY OF OFFICERS AND DIRECTORS PRESIDENT

The President serves as the presiding officer and spokesman of the Club. He/she shall preside over all meetings of the membership and the Board of Directors. As executive and managerial head of the Club, he/she shall be responsible for the preservation and maintenance of the highest principles of the Club. He/she shall have authority to appoint any and all committees, as he/she may deem necessary to carry out the business and interests of the Club. He/she shall serve as an ex-officio member of all committees except the Nominating Committee. As an ex-officio member of committees, the President has the same rights as the other committee members, but is not obligated to attend meetings of the committees.

The incumbent serves as administrative head of the Club and acts under the immediate direction of the Board of Directors or Assembly. The President is responsible for the day-to-day administration of the Club between Board of Directors or General Membership meetings. Where practical, he/she shall seek out

input from the members and other officers before making major decisions between meetings. (Revised 2008)

VICE-PRESIDENT

The Vice-President assists the President in directing, Cooperation-coordinating and controlling activities of the Club. The President and Vice-President shall work closely together endeavouring to keep the lines of communication open to insure the Vice-President is kept well informed. The Vice-President shall serve in an advisory capacity to the President on issues needing consultation. The Vice-President succeeds to the presidential office on the absence, resignation, removal, death or disability of the President. The Vice-President is charged with the following responsibilities:

- (a) Coordinate all benefit and other special events sponsored by the Club.
- (b) Chair the Annual Meeting Location Committee.
- (c) Assist in other responsibilities as requested by the President.

SECRETARY

The duties of the Secretary are:

- (a) To keep a record of all the proceedings of the organization, usually called the minutes.
- (b) To complete and submit the application forms for hunt tests from the appropriate organizations and submit by the prescribed deadlines. (New 2008)
- (c) To keep the Clubs official membership roll including complete name, address, and phone number.
- (d) To make minutes and records available to members upon request.
- (e) To be the receiver and distributor of all Club mailings and to notify members of meetings.
- (f) To maintain an adequate supply of forms and notices, all of which shall be furnished by the Club.
- (g) To maintain record book(s) in which minutes are recorded with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
- (h) To preside in the absence of the President and Vice-President at all meetings of the Club with the same power vested in the President. (Revised 2008)

TREASURER

The incumbent shall collect and hold all funds belonging to the Club. He/she shall deposit it in a bank approved by the Board of Directors and disburse them as bills are approved for payment. The treasurer is required to keep current, as nearly as possible, a balance of Club funds at all times. Interim reports will be made as needed. (Revised 2008)

VACANCIES

Any vacancies occurring among the elected positions during the year shall be filled until the next bi-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 the Vice-President shall be filled by the Board.

Vacancies on committees or in appointed positions may be filled at any time.
(Revised 2008)

ARTICLE XII: FINANCES (New 2008)

The Club shall be operated on a not-for-profit basis, and no part of any dues, donations or other receipts, whether in the form of funds or merchandise, shall benefit of any member or individual. All funds shall be deposited and disbursed through a bank account set up by the officers of the Club. All proposed expenditures exceeding one hundred (\$100.00) shall be approved by the Board of Directors. All drafts on Club funds, will be countersigned by two approved signing authorities.

ARTICLE XIII: AMENDMENTS

Amendments to the Constitution and Bylaws may be proposed by the Board of Directors, or by written petition addressed to the Secretary and signed by twenty percent of the membership in good standing. Amendments proposed 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 the petition was received by the Secretary.

Further, the Constitution and Bylaws may be amended (with the exception of Article X) by a favourable vote of two-thirds of the membership present, and voting, at any regular or special meeting called for that purpose, provided the proposed amendments have been included in the notice of the meeting, and there is a quorum present as provided in Article VIII. Notice of any change made to this Constitution or By-Laws must be provided to the HRC and UKC for approval.

ARTICLE XIV: DISSOLUTION

The Club may be dissolved by written consent of no 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 voluntarily, involuntarily, or by operation of law, after payment of the debts of the club, its property and assets shall be given to a charitable organization for the benefit of Hunting Retrievers as shall be selected by the Board of Directors.

ARTICLE XV: PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be accepted as a basis of Parliamentary procedure in meetings of the Club and its Board of Directors

The undersigned Officers of this Club hereby certify that the foregoing Constitution and Bylaws, consisting of 7 pages, constitute the Constitution and Bylaws of Salt Chuck Hunting Retriever Club of British Columbia, Canada, were duly adopted by its Board of Directors at a meeting properly noticed and held, and at which a quorum was present on February 10th, 2008.

President: Bill Pearson

Name Signature

Date: _____ HRC Membership # _____

Vice President: Anne Everett

Name Signature

Date: _____ HRC Membership # _____

Secretary: Linda Langford

Name Signature

Date: _____ HRC Membership # _____

Treasurer: Hope Roberts

Name Signature

Date: _____ HRC Membership # _____