



**Big D Hunting Retriever Club, Inc.  
Constitution**

**Preamble**

The breeders and fanciers of hunting retrievers in North Texas, have organized themselves as themselves as the Big “D” Hunting Retriever Club, Inc. They have affiliated themselves with The American Kennel Club and the United Kennel Club, Inc. to work collectively toward the advancement of the several gun dog breeds; to provide hunters and hunting retrievers a series of actual hunting tests in a controlled setting; and to provide ongoing educational programs for improved hunting, dog training and sporting competition. Further, it is the purpose of this association to support and protect the inherent rights of American citizens to own and bear arms, to hunt, to promote the breed of dog of their choice and promote conservation and management by the members of the Big “D” HRC.

**Article I. Name**

The name of this organization shall be the Big “D” Hunting Retriever Club, Inc. The home office shall be the residence of its President.

**Article II. Objectives and Powers**

The objectives for which this Not for Profit club are formed are:

1. To aid in the enactment of legislation and assist other Not for Profit organizations to the degree that it will advance the purpose of this association.
2. To purchase, take, own or hold: lease, sell or exchange or dispose of, real or personal property and to enter into contracts of every kind for any lawful purpose with any person, firm or political subdivision of any government: and to do such as necessary or expedient to carry out the purposes of this association, not forbidden by law or association.
3. To receive contributions and donations, and accumulate these for any purpose herein stated not prohibited in respect to a Not for Profit corporation.
4. To possess and exercise all rights and powers not prohibited to a Not for Profit corporation by law.
5. Herein above stated powers shall be used to advance the interests of the several gun dog breeds, hunters, wildlife and the environment in which they all prosper and interact.
6. To conduct hunt tests under the rules and regulations of The American Kennel Club and the United Kennel Club, Inc.
7. To disseminate knowledge, conduct classes in and promote the training of purebred dog.
8. To encourage the training of judges.

### Article III. Membership

The qualification for membership, officers and the different classes of membership, if any, voting rights, other rights, and privileges of each class of members, liability of dues and assessments and the method of collection thereof shall be governed by and set forth in the By-laws of the association.

### Article IV. Affiliation

The Big "D" Hunting Retriever Club, Inc. shall be affiliated with The American Kennel Club, New York, New York the Hunting Retriever Club, Inc. of Kalamazoo, Michigan, and the United Kennel Club, Inc. of Kalamazoo, Michigan.

### Article V. Dissolution

In the event of the dissolution of this association, all property and assets shall be distributed to a Not for Profit corporation to be selected by the Executive Board of this association. Such Not for Profit corporation shall use the property and assets to promote conservation and management of game birds or wildlife species of interest to the members of this club; and in no event shall any of the assets of this association or proceeds of such assets, in the event of dissolution, be distributed to any of the members or any private individual.

### Article VI. Amendments

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.

**Big “D” Hunting Retriever Club, Inc.**  
**By-Laws**

Article I. Membership

Section A. Membership in this club is extended to any interested party who is in good standing with The American Kennel Club, the Hunting Retriever Club, Inc., and the United Kennel Club, Inc. While membership is to be unrestricted as to residence, the club’s primary purpose is to be representative of the breeders and the exhibitors in its immediate area.

Section B. Eligible person seeking membership shall fill out and sign an application form (approved by the board of directors) which shall be endorsed by any member in good standing with the Big “D” Hunting Retriever Club, Inc. All applicants shall have read and endorsed and agree to abide by the constitution, by-laws and rules of The American Kennel Club, the Hunting Retriever Club, Inc., and the United Kennel Club, Inc. The application shall state name, address and it shall carry the endorsement of one member in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the Secretary. Acceptance of membership within the Big D Hunting Retriever Club will be subject to review by the Executive Officers and Board of Directors.

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

Section C. Types of Membership

1. Regular membership: Any interested person who ascribes to the purposes, goals and standards of this organization shall be eligible for membership. Neither race, sex, creed nor occupation shall disqualify applicants for membership. Membership can be revoked by the Executive Board for cause. (See Section D)
2. Life membership: Upon the signed recommendation of one member, seconded by another and by a three-fourths vote by secret ballot at the monthly General Membership meeting, Life Membership can be conferred upon an adult member of the club who shall have rendered notable and outstanding service to the Big “D” Hunting Retriever Club. A Life Member shall be entitled to all the privileges of any member in the club without payment of annual dues.

Section D. Termination of Membership

1. Resignation – Any member in good standing may resign from the club upon written notice to the Secretary; but no member may resign when in debt to the club. Dues obligations are considered a debt to the club and are incurred on the first day of each fiscal year.
2. Lapsing – A membership will be considered as lapsed and automatically terminated if such member’s dues remain unpaid for 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’s be

entitled to vote at any club meeting whose dues are unpaid as of the date of that meeting.

3. 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 Article VI, Section A #3. 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 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 ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. A member of the club may be expelled for any conduct, which opposes the goals and purposes of this organization, or evidences poor sportsmanship and/or lack of normative civility shall be considered reasonable cause for consideration of expulsion.
4. Members so expelled shall have the rights to appeal to the membership for reinstatement. The said appeal shall be filed in writing with the Secretary of this club within seven consecutive calendar days after said expulsion. The appeal for reinstatement shall be acted upon at the next monthly membership meeting. Reinstatement shall be granted upon a two-thirds majority vote of the voting members present at the meeting. Voting on the appeal shall be by secret ballot.

#### Section E – Discipline

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.
2. Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the club or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$20.00, 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 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 board not less than three weeks nor more than six 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 an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

## Article II. Dues

Annual dues for regular members of the Big "D" Hunting Retriever Club, Inc, shall be \$25.00 for a single and \$35.00 for a family membership and shall be remitted to the Big "D" Secretary by January first of each year. The club member will be declared delinquent if dues are not paid by February first of that year. No member may vote whose dues are not paid for the current year. During the month of December the Secretary shall send to each member a statement of dues for the ensuing year.

## Article III. Officers & Duties

1. Elected Officers. The elected offices and board members of this club shall be: President, Vice President, Secretary, Treasurer and five Board Members. Officers and Board Members shall be elected by the members in good standing. These elected officers, along with five Board Members shall sit on the Executive Board and will perform the duties prescribed by the by-laws. All elected officers & board members shall hold office for a term of two years; however no elected officer shall be eligible to serve more than two consecutive terms in the same office. No person shall be eligible for nomination as an officer until after such person shall have been a member in good standing of the Big "D" Hunting Retriever Club for a least one year. The term of the office of the elected officers shall begin on February 1<sup>st</sup> following the annual Membership meeting.
  - 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 particularly specified in these bylaws. The President serves as the presiding officer and spokesman of the Big "D" Hunting Retriever Club, Inc. She/he shall preside over all meetings of the membership and the Executive Board. Prior to each such meeting, the President shall prepare an agenda, which shall be given to the Secretary for dissemination to the Board. As Executive and Managerial head of the Big "D" Hunting Retriever Club, Inc., she/he shall be responsible for the preservation and maintenance of the highest principles of the association. She/he shall have the authority to appoint any and all committees as She/he may deem necessary to carry out the business of interest of the association. She/he shall serve as an ex officio member for the committees, the President has the same rights as the other committee members, but is not obligated to attend meeting of these committees. The President is responsible for the day to day administration of the club between Executive Board or General Membership meetings. Where practical, she/he shall seek out input from the Board members before making major decisions between meetings.
  - 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. Vice President. The Vice President is responsible for maintaining a regular schedule of club events that will advance the stated goals of the Big "D" Hunting Retriever Club. The Vice President assists the President in directing, coordinating and controlling activities of the Big "D" Hunting Retriever Club. The President and Vice President shall work closely together endeavoring to keep the lines of communications 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. In the absence of the President, the Vice President succeeds to the presidential office on the resignation, removal, death or disability of the President. The Vice President shall accept other responsibilities as assigned by the President.

- 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; 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 members of the club with their addresses, and carry out such other duties as are prescribed in these bylaws. Secretary. The duties of the Secretary are:
  - i. to keep a record of all proceedings of the organization, usually called the minutes.
  - ii. to keep the organization official membership roll.
  - iii. to make the minutes and records available to the members upon request.
  - iv. to maintain a club history of official records, minutes and correspondence as they are accumulated.
  - v. to preside in the absence of the President and the Vice President at all meetings of the club with the same powers vested in the President.
  - vi. to disseminated a monthly agenda prior to Executive Board meetings.
- 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 by the board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall hold funds deposited with him/her and disburse them as bills are received. The Treasurer is required to keep current, as nearly as possible, a balance of the association funds at all times. He/she is required to make a full financial report annually. This report will be audited annually prior to the General Membership meeting by the Audit Committee. Additional interim reports may be required by the Executive Board.
- e) Board Members. Five Board Members shall act as voting members of the Big "D" Hunting Retriever Club Executive Board, attend the meetings thereof and assist the club in the advancement of its goals. General management of the club's affairs shall be entrusted to the board of directors.
- e) The Executive Board. The Executive Board consisting of the elected officials and the Board Members will participate in the decision making process and the general supervision of affairs of the club. To this purpose, Boards Meetings will be held quarterly.

- f) The offices of Secretary and Treasurer may be held by the same person, in which case the board shall be comprised of 8 persons.
2. Vacancies - In the event of the death, impeachment, or resignation of an elected officer other than the President, the unexpired term will be filled by an individual who meets the requirements of that office as set forth in the constitution and is duly elected by the Executive Board within 30 days of the vacancy. The 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.
3. Appointed Positions. One of the appointed positions of this club shall be a Newsletter Editor, Training Coordinator, Raffle Chairman who shall be appointed by the Executive Board.

#### Article IV. Committees

1. Nominating Committee. One of the five shall be designated by the President to be the chairman of the committee. No more than one member shall be from the Executive Board. The nominees shall be contacted prior to being officially nominated and their consent and agreement shall be obtained. Nominations. No person may be a candidate in a club election who has not been nominated. During the month of November, A Nominating Committee shall consist of five members in good standing by the President for the purpose of presenting a slate of officers to the membership. Not more than one of who may be a member of the board. The Secretary shall immediately notify the committeemen and 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 December 1.
  - (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 mail written notice of the nominated candidates to each member at least 2 weeks prior to the January meeting.
  - (c) Additional nominations may be made at the January 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
2. Auditing Committee. The Auditing Committee shall consist of three members in good standing appointed by the President for the purpose of auditing the accounts of the Treasurer prior to the annual meeting of the membership. This committee shall report their findings at said meeting.
3. Such other committees, standing or special, shall be appointed by the President, from time to time as deemed necessary to carry on the work of the club. The President shall be the ex officio member of all committees except the Nominating Committee.
4. The board may each year appoint standing committees to advance the work of the club in such matters as, Hunt Test, 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.

5. 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 V. Annual Meeting, Voting, Elections and The Club Year

##### Section A. – Executive Board Meetings or Hearings

1. Executive Board Meeting – A quarterly meeting of the Executive Board will be held on the third Tuesday of each month in North Texas at such hour and place as may be designated by the board.

- a. Notice: An agenda will be prepared by the President and disseminated to each officer and the Board meeting five days prior to each quarterly meeting.
- b. Quorum: A simple majority of officers and Board members shall constitute a quorum.

2. 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 North Texas 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 mailed 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 there at. The quorum for such a meeting shall be a majority of the board.

3. Disciplinary Board Hearings – The board shall have complete authority to decide whether counsel may attend the hearing, but both the complainant and the defendant shall be treated uniformly in the 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 or reprimand 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 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.

##### Section B.

1. Annual General Membership Meetings A general membership meeting of the Big "D" Hunting Retriever Club, Inc., will be held on the first Tuesday of the January at a place and date to be determined by the Executive Board for purpose of electing

officers, receiving reports of officers and committees, and for any other business that may arise.

- a. Notice: Notice of the annual meeting shall be given by the Secretary to all members of the Big “D” Hunting Retriever Club, Inc., not less than 30 days prior to the holding of such meeting, through publication in the club newsletter: and shall include nominees for officer and such other business as the President and Executive Committee intends to bring before the meeting.
  - b. Quorum: A simple majority of members in good standing shall constitute a quorum.
2. All membership meetings shall be opened to all members in good standing.
  3. General Membership meetings will be held on the first Tuesday of the month to discuss issues involving the general membership.
  4. 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 Dallas 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 mailed by the Secretary at least five days and not more than 15 days prior to the date of the meeting, and 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 percent of the members in good standing.

Section F. 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/she is present.

Proxy voting will not be permitted at any club meeting or election.

Section G. Club Year - The club's fiscal year shall begin on the first day of January and end on the last day of December.

#### Article VI. Affiliation

The Big “D” Hunting Retriever Club, Inc., shall be affiliated with The American Kennel Club, the Hunting Retriever Club, Inc., and the United Kennel Club, Inc. of Kalamazoo, Michigan.

#### Article VII. Parliamentary Procedure

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.

#### Article VII Order of Business

1. The following order of business shall prevail at meetings of the Big “D” Hunting Retriever Club, Inc.
  1. Call to Order
  2. Roll call
  3. Reading of minutes, amendment and/or approval
  4. Report of Committees
  5. Report of President
  6. Report of Vice President
  7. Report of Secretary

8. Report of Treasurer
  9. Old Business
  10. New Business
  11. Vote on New Members
  12. Adjournment
2. At meetings of the board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:
    1. Reading of minutes of last meeting
    2. Report of Secretary
    3. Report of Treasurer
    4. Reports of committees
    5. Unfinished business
    6. New business
    7. Adjournment

#### Article IX. Amendments

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.
2. The constitution and bylaws may be amended by a two-thirds secret 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.

#### Amendments

##### Amendment 1 – Eligible Members

Eligible Members of the Big D Hunting Retriever Club will be eligible to serve as an Officer or Board Member of the Club. (See Article III) They may also be entitled to certain privileges, both the availability and the nature of which will be determined on an annual basis by the Board of Directors.

Eligible status of members will be verified by the Board of Directors, and looked at on an annual basis, coinciding with the calendar year.

Factors used to determine eligibility will be as follows:

1. Members in Good Standing
2. Work at 60% of the days of the BIG D HRC sponsored Hunt Tests within the previous year. “Work” shall be defined as
  - a. Chairman

- b. Secretary
- c. Marshall
- d. Head Marshall
- e. Game Steward
- f. Lunch Duty
- g. Judge
- h. Cook
- i. Gunner
- j. Blind Planter
- k. Bird Thrower
- l. Gopher
- m. Headquarters Duty

“Day” shall be defined as more than 8 hours (assuming a 12 hour day) at the actual test site, executing actual responsibilities. While running a dog in the event is encouraged, one may not maintain “eligibility” status if one does not participate in the above activities.

It will be the responsibility of the Hunt Test Chairman to maintain or delegate maintenance of a list of club members and their actual responsibilities on each day of the test.

The Hunt Test Committee, at the request of the concerned member, may address extenuating circumstances or disputes, regarding time worked at a test.

<b>Revision History</b>		
<b>Date</b>	<b>Reason</b>	<b>Author</b>
09/1987	Original	Unknown
10/22/04	Makes changes for becoming an AKC club	Patti Benton
03/23/05	Changed wording on who approves new members	Patti Benton
12/19/06	Fix Footer	Patti Benton
12/27/06	Fix Footer again	Patti Benton