

# NATIONAL TOY FOX TERRIER ASSOCIATION CONSTITUTION AND BYLAWS

(Approved by UKC, Inc., August 13, 2004)

## CONSTITUTION

**Article I. Name.** This association shall be known as the National Toy Fox Terrier Association, hereinafter also referred to as “the National”, “NTFTA” or “the Association.”

**Article II. Purpose.** The National Toy Fox Terrier Association is formed for the following purposes:

1. To promote and publicize the Toy Fox Terrier breed as recognized by the United Kennel Club, Inc.,
2. To encourage members, fanciers and breeders to comply with the Toy Fox Terrier *Breed Standard* and United Kennel Club, Inc. rules and regulations, and
3. To conduct United Kennel Club, Inc. licensed events.

**Article III. Association Profits.** The National Toy Fox Terrier Association shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the National Toy Fox Terrier Association shall benefit any member or individual.

**Article IV. Rules for Licensed Events.** All licensed events sponsored by the National Toy Fox Terrier Association will be run in accordance with the rules, policies, and procedures of the United Kennel Club.

**Article V. Revisions.** The members of the National Toy Fox Terrier Association shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

**Article VI. Affiliation.** National Toy Fox Terrier Association shall be affiliated with the United Kennel Club, Inc. There shall be no other affiliation with any other registering office, club, association, or groups, except by written consent of the United Kennel Club, Inc. This article of this Constitution shall not be subject to change at present or in the future.

## BYLAWS

### Article I. Membership.

**Section 1. Eligibility.** There shall be five (5) types of membership open to any breeder, owner or fancier of the Toy Fox Terrier breed who subscribes to the purposes and objectives of the National Toy Fox Terrier Association, *agrees to abide by the National Toy Fox Terrier Association Code of Ethics* and who is in good standing with the United Kennel Club, Inc.

### Section 2. Types of membership.

**Section 2.1. Single membership.** The single membership is open to persons 18 years of age or older. Each single member is entitled to one vote and is eligible to hold office in the National. Only one member of any household may hold a National office at any one time.

**Section 2.2. Family/household membership.** The family membership is open to any two members of a family or household 18 years of age or older. Each family/household membership is entitled to two votes but only one member may hold office at any one time.

**Section 2.3. Junior membership.** Junior membership is open to any individual who is at least 6 but no more than 17 years of age. Juniors may convert to single or family/household membership upon reaching their 18<sup>th</sup> birthday. Junior members shall neither be entitled to vote nor eligible to hold office, but shall be eligible for annual trophies or awards offered by or through the National.

**Section 2.4. NTFTA Affiliate Club.** A local Toy Fox Terrier single-breed specialty club wishing to become a member club of the National Toy Fox Terrier Association must agree to abide by these Constitution and Bylaws and indicate their affiliation in the applicant club's Constitution. Member clubs shall neither be entitled to vote nor eligible to hold office. Member clubs may be eligible to host the National Specialty show(s) as outlined in the NTFTA policy and procedures manual.

**Section 2.5. Life Member.** Any past or present member, having rendered outstanding service to the Club, may be proposed by a member of the Board for election to life membership at any Annual Meeting of the Club. Any individual so proposed shall have been an active member of the Club for at least 15 years. Election shall be by an affirmative 2/3 vote of the members present and voting, provided a quorum is present. Such members shall have the rights, privileges and duties of membership, including the rights to vote and hold office.

### Section 3. Dues.

**Section 3.1. Amount.** Annual membership dues shall be determined by the Board of Directors according to the following:

- a. Individual dues shall be at least \$25.00 but shall not exceed \$35.00 per year.
- b. Life membership dues shall not exceed \$35.00 per year.

- c. Family/household membership dues shall be at least \$30.00, but shall not exceed \$50.00 per year.
- d. Affiliated club membership dues shall be at least \$25.00, but shall not exceed \$50.00 per year.
- e. Junior membership dues shall not exceed \$25.00 per year.

**Section 3.2. Payment of Dues.** Dues are payable on or before the 1<sup>st</sup> day January of each year. Each type of membership is responsible for the payment of his/her/club annual membership dues directly to the National Membership Secretary.

**Section 3.3. Dues Statement.** During the month of November the Membership Secretary shall mail via USPS or the National Newsletter a dues notice to all members.

**Section 3.4. Nonpayment of Dues.** No member of National may vote whose dues are not paid for the current year. The names of members who have not paid their dues shall be published in the first *National Newsletter* or on the National web site on or about February 1<sup>st</sup>. The membership of any member who has not paid their dues by March 31<sup>st</sup> of any calendar year shall lapse.

#### **Section 4. Application for membership.**

**Section 4.1. All membership classifications except NTFTA Member club.** Each applicant for membership in the National shall apply on a Board-approved Application for Membership, which shall provide that the applicant agrees to abide by the Constitution, Bylaws and Code of Ethics of the National and the rules and regulations of the United Kennel Club. The prospective member shall submit the completed application and dues payment for the current year to the National Membership Secretary at which time the applicant's membership shall become effective.

**Section 4.2. NTFTA Affiliate club.** A regional/local Toy Fox Terrier single-breed club wishing to become a member club of the NTFTA shall file its application with the Membership Secretary, together with a copy of its constitution and bylaws, and a list of its officers, directors, members and their addresses. The application shall be accompanied by the current year's dues at which time the applicant's membership shall become effective. The National Membership Secretary must forward a copy of the acceptance letter to the board of directors and the United Kennel Club.

**Section 5. Termination of Membership.** Memberships may be terminated for any of the following reasons; however, any resignation shall not discharge or eliminate any debt owed to the National. Dues are considered an obligation to the National and are incurred the first day of each calendar year.

**Section 5.1. Resignation.** Any Member or affiliate club may resign from National upon written notice to the Membership Secretary of the National.

**Section 5.2. Lapsing.** A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after March 31<sup>st</sup>.

**Section 5.3. Suspension.** Any member of the National who is suspended or barred from the privileges of the United Kennel Club, Inc. is automatically suspended or barred from the privileges of membership in the National for the same period of time.

**Section 5.4. Expulsion.** A membership may be terminated by expulsion as provided in Article VIII, Section 4 of these bylaws.

## **Article II. Association Year.**

**Section 1. Fiscal Year.** The National Toy Fox Terrier Association's fiscal year shall begin on the 1<sup>st</sup> day of January and end on the last day of December.

**Section 2. Official Year.** The National Toy Fox Terrier Association's official year shall begin immediately following the conclusion of annual meeting and shall continue through the conclusion of the next annual meeting.

## **Article III. Meetings.**

**Section 1. Annual Membership Meeting.** The annual in-person membership meeting of the National shall be held in the month of August in conjunction with the National specialty show at such time and place as may be designated by the Board of Directors. Written notice of the time, place and location of this meeting shall be printed in the *National Newsletter* or mailed to the membership not later than 60 days prior to the meeting. The quorum for this and all other National membership meetings shall be 5 percent of the members in good standing.

**Section 2. Special Association Meetings.** Special meetings may be called by the President or by a majority vote of the members of the Board of Directors who are present and voting at any meeting of the Board or who vote by mail. A special association meeting may also be called by the Secretary upon receipt of a petition signed by 5 percent of the members of the National who are in good standing. Such special meetings shall be held at a place, date and hour as designated by the board of directors. Written notice of such a meeting shall be mailed by the Secretary at least fifteen (15) days and not more than thirty (30) days prior to the date of the meeting. Said notice shall state the purpose of the meeting; no other National business may be transacted thereat. The quorum for such a meeting shall be 5 percent of the members in good standing.

**Section 3. Annual Board Meeting.** The Annual Board Meeting of the National shall be held in conjunction with the National specialty show at such time and place as may be designated by the Board of Directors. Written notice of the date, time, location and purpose(s) of this meeting shall be mailed to all Board members at least 60 days before the meeting. The

quorum for this Board meeting is when a majority of the voting members of the Board of Directors in good standing are present.

**Section 4. Regular Board Meetings.** Regular Board meetings shall be held at least bi-monthly at such time and place as may be designated by the Board of Directors. Written notice of the time, place and location of this meeting shall be mailed not later than 15 days prior to the meeting.

**Section 5. Special Board Meetings.** Special Board meetings may be called by the National President or called by the National Secretary upon receipt of a written request signed by 1/3 of all voting Board members who are in good standing. A special Board meeting shall be held at such date, time and location designated by the person authorized to call such meeting. The Secretary shall mail written notice to all members of the Board of such meeting at least 30 days, but not more than 45 days prior to the date of the meeting. Such notice shall state the purpose(s) of the meeting. The quorum for such a meeting shall be a majority of the voting members of the Board of Directors, all of whom are in good standing.

**Section 6. Conducting Association Business via Electronic Communication.** The National membership and Board members may use e-mail, chat rooms, message boards and other means of electronic communication to facilitate National business. Consideration must be given for all time zones within the United States and Canada.

**Section 6.1. National Membership Discussions.**

**1. Notice.** Written notice of Association on-line discussions shall be mailed or e-mailed to all Association members in good standing by the Secretary at least 14 days and not more than 30 days prior to the scheduled discussion. Notice shall include:

- a. A designated e-mail list, chat room or message board with instructions how to access the list, room or message board.
- b. The purpose(s) of the meeting and the starting and ending dates and times during which discussion may take place. No other Association business shall be discussed.

**2. Quorum.** No quorum shall be required for Association discussions.

**3. Voting.** No vote may be taken on any motion.

**4. Minutes.** The Secretary shall be responsible for keeping minutes of these discussions by using chat room logs, copying messages from the message board, copying e-mail from the list, or by taking notes of the discussion.

**Section 6.2. National Regular Board Discussions.** A majority of the Board, all of whom must be in good standing, may designate a regular

date, time and e-mail list, chat room, message board or telephone conference call for Board discussions.

**1. Notice.** These regular discussions may be held without notice but the President shall publish an agenda at the beginning of each discussion.

**2. Roll Call.** The Secretary will take a roll call at the beginning of each designated meeting period.

**3. Quorum.** A quorum for these discussions shall be a majority of the Board members. A Board member shall be considered present if he/she responds within one-half hour in a chat room or within 24 hours on an e-mail list or message board, or answers roll call on a telephone conference call.

**4. Voting.** Board members may vote on any properly made motion during these discussions, but no such vote shall be valid unless a written copy of the motion signed by the Board member clearly indicating the Board member's approval or disapproval of the motion is received via mail or fax by the Secretary within 10 days of the electronic vote. Board members shall be notified by mail or e-mail of the results of all balloting.

**5. Minutes.** The Secretary shall be responsible for keeping minutes of these discussions by using chat room logs, copying messages from the message board, copying e-mail from the list, or by taking notes of the discussion.

**Section 6.3. Special Board Discussions.** Special Board discussions may be called by the National President, and in the absence of the National President, the Vice President or Secretary. Such special discussion shall be held at such date and time and in such electronic format (e-mail list, chat room or message board) or by telephone conferencing as may be designated by the person authorized to call for such a discussion.

**1. Notice.** The Secretary shall mail or e-mail written notice of such meeting at least 14 days prior to the date of the discussion. The notice shall state the purpose of the discussion and no other business shall be transacted thereat.

**2. Quorum.** A quorum for these discussions shall be 25 per cent of the Board members. A Board member shall be considered present if he/she responds within one-half hour in a chat room or within 24 hours on an e-mail list or message board, or answers roll call on a telephone conference call.

**3. Voting.** Board members may vote on any properly-made motion during these discussions, but no such vote shall be valid unless the National Secretary receives, within 10 days of the electronic vote, a written copy of the motion signed by each

Board member present clearly indicating the Board member's approval or disapproval of the motion. Board members shall be notified by mail or e-mail of the results of all balloting.

**4. Minutes.** The Secretary shall be responsible for keeping minutes of these discussions by using chat room logs, copying messages from the message board, copying e-mail from the list, or by taking notes of the discussion.

**Section 7. Voting.** Each National member in good standing whose dues are paid for the current year is entitled to vote pursuant to Article I of these Bylaws, and shall be entitled to one vote at any membership meeting when appropriate. Proxy voting shall not be permitted.

#### **Article IV. Directors and Officers.**

**Section 1. Board of Directors.** The Board of Directors shall be composed of the Officers and 4 Directors. All of whom shall be elected as provided in Article V and shall serve until their successors are elected. In addition, the immediate past President shall serve as a voting member of the Board for a period of one year only. General management of the National's affairs shall be entrusted to the Board of Directors.

**Section 3. Term of Office:** The Officers of the National shall serve for two years or until their successors are elected. All Officers shall be limited to two consecutive terms of office and no person may hold more than one office per term. Any Board of Director member who misses two consecutive Board meetings shall be removed from the Board of Directors unless a majority of the Board members present and voting at the meeting from which the Director is absent for the second time votes to excuse one or both of the absences.

**Section 3. Officers and Directors Duties.** The National Toy Fox Terrier Association's Officers, consisting of the President, Vice President, Secretary, Membership Secretary, Treasurer and Publicity Officer shall serve in their respective capacities both with regard to the National and its meetings and the Board and its meetings. All Officers must be in good standing with the United Kennel Club.

**Section 3.1. President.** The President shall preside at all meetings of the National and of the Board of Directors and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified in these bylaws.

**Section 3.2. Vice President.** The Vice President shall assist the President when and where possible. The Vice President shall also serve as Parliamentarian. The services of the Parliamentarian shall be to act in an advisory role to the President, general membership and the Board on matters relating to parliamentary procedure and its proper use. In the absence of the Parliamentarian at any meeting, the President may appoint a Parliamentarian pro-tem to serve at that meeting. The Vice President shall have the duties and exercise the

powers of the President in case of the President's death, absence or incapacity.

**Section 3.3. Secretary.** The Secretary shall keep a written record of all meetings (National membership meeting must be audio-taped, other meetings are at the discretion of the President) of the National membership and of the Board, and of all matters of which a written record shall be ordered by National; shall have charge of the correspondence and shall have the duties appurtenant to the office of the Secretary, including but not limited to the following:

1. Notifying members of meetings and events;
2. Mailing a copy of the Minutes of all meetings (membership and board) to all members of the Board of Directors, not later than 30 days after said meeting.
3. Preparing, printing, and mailing the official National ballots;
4. Carrying out the duties and exercising the powers of the President in the event of death, absence or incapacity of the President and Vice President;
5. Carrying out other duties as are prescribed in these *Bylaws*.

**Section 3.4. Membership Secretary.** The Membership Secretary shall maintain records of the National membership and shall be responsible for duties associated with National membership, including but not limited to the following:

1. Retaining all original completed *Application for Membership* forms in a permanent file;
2. Receiving dues payments and forwarding such dues to the Treasurer;
3. Sending dues notices to members and delinquent dues notices to members who fail to pay their dues by the due date and publishing in the *National Newsletter* the names of members who are delinquent in the payment of their dues;
4. Notifying new members of their membership;
5. Keeping a role of all members of National, with their addresses, phone numbers, e-mail and fax (optional);
6. Preparing the annual *National Membership List* to be supplied to all members of the Board within 30 days of the National annual Board meeting.
7. Preparing roll call ledgers.
8. Providing an Attendance ledger for all members in good standing attending the National Annual membership meeting to sign-in with his/her name. The purpose of the Attendance ledger is to establish meeting quorum.

**Section 3.5. Treasurer.** Treasurer shall collect and receive all moneys due or belonging to the National including but not limited to the following:

1. Moneys shall be deposited in a bank designated by the Treasurer and approved by the Board, in the name of the National Toy Fox Terrier Association.
2. Both the Treasurer and the President shall be authorized signatures on the bank account.
3. The books shall at all times be accurate, up-to-date, and open to inspection by the Board.
4. A written report of the financial condition of National, including every item of receipt or payment not before reported, shall be given quarterly to the Board of Directors.
5. A written report of the financial condition of National, including every item of receipt or payment not before reported, shall be given at the National membership meeting.
6. In the event of the resignation, death or expulsion of the Treasurer, all moneys and account books of National shall be handed over to the President until the office of Treasurer is filled. The President shall sign all checks during this interim period.
7. The President and Treasurer must be bonded in an amount set by the Board, with the cost paid by National.

**Section 3.6. Publicity.** It shall be the duty of the Publicity Officer to:

1. Report, in the UKC *BLOODLINES* magazine, on all National meetings and shows. Such publication should include a proper write-up and appropriate pictures.
2. The Publicity Officer shall be responsible for the timely publication of the *National Newsletter*.
3. To seek publicity for the Toy Fox Terrier breed in the media on a national level, including the Internet.

**Section 3.7. Directors.** It shall be the duty of each Director to communicate with the affiliate club(s) assigned to them by the President. The directors shall assist the officers when and where possible.

**Section 4. Vacancies.** Any vacancies occurring among the National Officers or directors during a term of office shall be filled (until the next regular election) by a majority vote of all the then members of the Board who are in good standing 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. The resulting vacancy in the office of Vice President shall be filled by the Board.

**Section 5. Compensation.** The members of the Board shall serve without compensation for time or labor but may be compensated for reasonable and

necessary expenses. Examples of “reasonable and necessary” shall be given in the Policy and Procedure manual.

## **Article V. Elections.**

**Section 1. Annual Election.** The election of the Officers of National and Directors shall be conducted by secret written ballot, except that if no nominations are received by the Secretary as provided in Article V, Section 2.4., no ballot will be necessary. In this case the persons selected by the Nominating Committee will be declared elected by the Secretary at the annual meeting membership of the National. If additional nominations have been made as provided in Article V, Section 2.4, the Chairperson of the Tally Committee shall report the results of the election at the annual meeting. The nominated candidate receiving the greatest number of votes for each office or position on the Board shall be declared elected.

**Section 2. Nominations.** No person may be a candidate for an office or position on the Board who has not been nominated. Nominations cannot be made at the annual meeting or in any manner other than as provided in this section.

**Section 2.1 Nominating Committee.** Before November 15<sup>th</sup>, the Board shall select a Nominating Committee, consisting of three members and one alternate, all members in good standing, none of which shall be a member of the current Board of Directors. The board shall name one member of the committee to serve as Chairperson, who shall be responsible for setting times and dates for Committee meetings and for reporting results to the Association Secretary. The Nominating Committee may conduct its business in person or by use of mail, fax, telephone or other electronic communication, provided that all decisions must be confirmed in writing to all members of the Committee within 10 days.

**Section 2.2. Tally Committee.** At the same time it selects a Nominating Committee, or immediately before submitting a proposed amendment to the Constitution or Bylaws to the Secretary, the Board of Directors shall select three Association members, living within reasonable driving distance of one another, to serve as the Tally Committee, in the event that it becomes necessary to hold an election or vote on a proposed amendment to the Constitution and Bylaws, and count ballots. The board shall name one member of this committee as Chairperson, who shall receive all mail-in ballots and who shall report the results of the election to the Association Secretary.

**Section 2.3. Candidates.** The Nominating Committee shall nominate from among the eligible members of the National, one candidate for each office and for each other position on the Board of Directors and shall procure acceptance of each nominee. The Committee should consider geographical representation of the membership when selecting nominees to the extent that it is practicable to do so. No person shall be nominated for more than one position. The Nominating

Committee chairperson shall submit candidates' names' in writing, along with a brief resume and written acceptance by the nominee, to the National Secretary by February 15. The Secretary shall mail the list to each member in good standing, including the full name of each candidate and the state in which the candidate resides, and the resume before March 15<sup>th</sup> via the USPS or *National Newsletter* so that members may make additional nominations, if they so desire.

1. **National Officer.** Any nominee for National office must be a member in good standing with the National and with the United Kennel Club, Inc. Knowledge of the position would be beneficial, but is not required. A brief resume of the nominee and written acceptance by the nominee is required at the time of submission of the nomination by the Nominating Committee.
2. **National Directors.** Any nominee for National Director must be a member in good standing with the National and with the United Kennel Club, Inc. Nominees may come from any area of the United States and/or Canada. A brief resume of the nominee and written acceptance by the nominee is required at the time of submission of the nomination by the Nominating Committee.

**Section 2.4. Additional Nominations.** Additional nominations of eligible members may be made by written petition signed by five percent of the Association members in good standing, addressed to the Secretary and received at the Secretary's regular address on or before April 30<sup>th</sup>, accompanied by a written acceptance of the nomination from each additional nominee. No person shall be nominated for more than one position.

- a. If no valid additional nominations are received by the Secretary on or before April 30<sup>th</sup>, the Nominating Committee's slate of candidates shall be declared elected at the time of the annual meeting and no balloting will be required.
- b. If one or more valid nominations are received by the Secretary on or before April 30<sup>th</sup>, the Secretary shall mail to each member in good standing a ballot listing in alphabetical order all of the nominees for each position, together with an envelope addressed to the Chairperson of the Tally Committee.

**Section 3. Ballot.** The National Secretary shall, by June 1, furnish each National member in good standing with a ballot for each of the following types of business and shall set forth the nature of the business in order that each National member shall have the opportunity to cast approval, disapproval, of each particular item of business. The ballot must be mailed with a blank envelope and a return (second) envelope marked "Ballot" and addressed to the Tally Committee Chairperson" and bearing the name of the member in the upper left hand corner to whom it was sent.

1. Proposed amendments to the Constitution and Bylaws.
2. Election of the National Officers and Directors, when appropriate. The ballot will be accompanied by a resume of experience for each candidate.
3. Any other item of business deemed by the Board to be sufficiently important to require a vote by the National membership.
4. **Completed Ballots.** So that ballots may remain secret, each voter, after marking the ballot, shall seal it in the blank envelope which in turn shall be placed in the return (second) envelope addressed to the Tally Chairperson.
5. **Returning Ballots.** To be valid, ballots must be received by the Chairperson of the Tally Committee not later than 11:59 pm on July 15<sup>th</sup>. Ballots may be returned by US mail or hand delivered to the Chairperson of the Tally Committee. Ballots received after that date shall be invalid.

**Section 4. Counting The Ballots.** The Chairperson shall set a meeting time for the Tally Committee as soon as practicable after July 15<sup>th</sup> and a place convenient to all committee members, at which meeting the committee shall count the ballots. The Chairperson of the Tally Committee shall check the returns against the list of members in good standing whose dues are paid for the current year and must certify the eligibility of each voter. The Chairperson shall report the election results to the National Secretary not later than July 31<sup>st</sup>. All ballots and the envelopes in which they were received shall be given to the Secretary who shall keep them for two years as part of the Association's official records.

**Section 5. Election Results.** Election results will be announced by the Secretary at the annual membership of the National.

**Section 6. Change of Officers and Board Members.** The newly-elected Officers and Board members shall take office at the conclusion of the annual membership meeting at which they were elected. Each retiring Officer and Director shall turn over to his/her successor in office all properties and records relating to that office within 30 days after the election.

#### **Article VI. Contracts, Loans, Checks.**

**Section 1. Contracts.** The Board may authorize any Officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the National.

**Section 2. Loans.** No loan shall be contracted on behalf of the National and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

**Section 3. Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the National shall be signed by the National Treasurer or such agent or of the National and in such a manner as shall from time to time be determined by the Board.

**Article VII. Committees & Appointments.**

**Section 1. Appointing Committees.** The Board shall appoint such standing committees as needed to advance the operation of National or to aid the membership and/or Board on particular projects. The President shall be an ex-officio member of all committees except the nominating committee and tally committee. Such committees shall always be subject to the final authority of the Board.

**Section 2. Terminating Committee Appointments.** Any committee appointment may be terminated by majority vote of the full membership of the Board upon full written notice to the appointee, and the Board may appoint successors to those persons whose service has been terminated.

**Section 3. Appointment of the National Historian.** Within 30 days after taking office shall the President must appoint a National Historian. The Historian shall collect and retain materials and artifacts relating to the history and development of the Toy Fox Terrier breed, and report same to the Board.

**Article VIII. Discipline.**

**Section 1. United Kennel Club Suspension.** Any member who is suspended from the privileges of the United Kennel Club, Inc. shall be automatically suspended from the privileges of National for the same period.

**Section 2. Charges.** Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of National or the Toy Fox Terrier.

**Section 2.1. Procedure for Charging.** Written charges with specifications must be filed in duplicate with the National Secretary, together with a deposit of \$25.00, 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 the charges at a Board meeting.

**Section 2.2. Consideration of Charges by the Board.**

**1. No Prejudicial Misconduct.** The Board shall first consider if the actions alleged in the charges, if proven, might constitute misconduct prejudicial to the best interests of National or the breed. If the Board considers that the charges do not constitute prejudicial misconduct, the Board may refuse to entertain jurisdiction.

**2. Prejudicial Misconduct.** 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 respondent 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 respondent shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and respondent, the Board may, by a majority vote of those present, suspend the respondent from all privileges of the National for not more than six months from the date of the hearing. If the Board deems that suspension is insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the respondent's right to appear before his fellow members at the next National annual membership 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 shall notify each of the parties of the Board's decision and penalty, if any.

**Section 4. Expulsion.** Expulsion of a member from National may be accomplished only at the National annual membership meeting following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. The respondent shall have the privilege of appearing on his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges, and the findings and recommendations, and shall invite the respondent, if present, to speak on his/her own behalf. Those members present at the meeting shall then vote by secret written 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 suspension shall stand.

#### **Article IX. Amendments.**

**Section 1. Proposing Amendments.** Amendments to the constitution and bylaws or proposed amendments to the breed standard 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 the recommendations of the Board by the Secretary for a vote subsequent to the date when the petition was received by the Secretary.

**Section 2. Publishing Proposed Amendments.** Proposed amendments must be published in the *National Newsletter* or mailed to each member in good stand along with the recommendations of the Board.

**Section 3. Voting Procedures.** Proposed amendments to the constitution and bylaws may be a separate ballot or may be included on the same ballot

used for the annual election of Board members. Ballots shall be mailed, returned, counted, and results announced in accordance with the procedures outlined in Article V, Sections 3, 4 and 5. The favorable vote of 2/3 of the members in good standing shall be required to effect such a proposed amendment.

**Section 4. U.K.C. Approval.** No amendment to the constitution and bylaws that is adopted by the National shall become effective until it has been approved by the United Kennel Club.

**Article X. Breed Standard.** The official breed standard for the Toy Fox Terrier shall be prepared by the United Kennel Club, Inc., working in conjunction with a person or committee appointed for that purpose by the NTFTA. The United Kennel Club, Inc. holds the copyright to the Toy Fox Terrier breed standard and may amend it at any time after consultation with the NTFTA. The NTFTA may propose an amendment to the standard at any time, provided that:

1. The amendment is brought before the regular members in good standing for a written vote in accordance with this Constitution and Bylaws and,
2. Such amendment receives an affirmative vote from  $\frac{3}{4}$  of those casting valid ballots.

**Article XI. Official Publications.** The National Board of Directors may create and/or circulate any informative publication to its membership.

**Section 1. National Newsletter.** The *National Newsletter* shall be published at least bi-monthly, as specified by the Board of Directors and shall be the official media for the publication of NTFTA business. If the Newsletter cannot be published for whatever reason, the Board shall see that a letter is published in its place containing all necessary official notifications.

**Section 2. UKC Official Publication.** The official publication of the UKC shall be the official news media of the NTFTA for official requirements or notices as deemed necessary by the UKC. This includes but is not limited to UKC rules pertaining to judges, dog shows, and the Breed Standard.

**Article XII. Dissolution.** The National Toy Fox Terrier Association may be dissolved at any time by the written consent of not less than 2/3 of the members in good standing. In the event of the dissolution of the National, whether voluntary or involuntary or by operation of law, other than for purposes of reorganization, none of the property of the National nor any proceeds thereof nor any assets of the National shall be distributed to any members of the National, but after payment of the debts of the National, its property and assets shall be given to a charitable organization for the benefit of dogs. This charity shall be selected by a 2/3 affirmative vote of the National Board of Directors.

**Article XIII. Order of Business.**

**Section 1. Association Meetings.** At meetings of the National, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Reading of Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Publicity Officer
- Report of Historian
- Reports of committees
- Election of Officers and Board (at appropriate annual meeting)
- Unfinished business
- New business
- Adjournment

**Section 2. Board Meetings.** At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Roll call
- Reading of Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Publicity Officer
- Report of Historian
- Reports of committees
- Unfinished business
- New business
- Adjournment

**Article XIV. Parliamentary Authority.** The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the National 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 National may adopt.

**Article XV. Certification.** We hereby certify that the foregoing Constitution and Bylaws, consisting of 16 pages, including this page, constitute the Constitution and Bylaws of the National Toy Fox Terrier Association, duly adopted according to the then current Bylaws on the 2nd day of October, 2004.

Pat Johnson, President	Date
Julie Slauterbeck, Vice President	Date
Vivian Johnson, Secretary	Date
Eliza Hopkins, Treasurer	Date