

BYLAWS of the American Working Dog Federation

Preamble:

This document creates a federation of working and breed clubs for the working dog breeds in the United States of America. The purpose of the American Working Dog Federation (AWDF) is to operate nationally to preserve and protect these working breeds, to educate the public about them, and to establish and foster relations with the international community that shares our goals.

ARTICLE I: NAME, COLORS, PROFIT STATUS AND BUDGET

SECTION 1. NAME

- a. The name of this association is the "American Working Dog Federation."
- b. The proper abbreviation of this name is "AWDF."

SECTION 2. COLORS

- a. The colors of the federation are red, white, and blue.

SECTION 3. PROFIT STATUS AND BUDGET

- a. The American Working Dog Federation is and will be conducted as a not-for-profit organization in the United States of America.
- b. The AWDF will not operate to make a profit. None of the net earnings of AWDF will be used to benefit, or be distributed to, its members, officers, board, or other private persons. However, the AWDF may pay reasonable compensation for services provided by these persons. It may also make payments and distributions to further its purposes.
- c. The AWDF Executive Board is responsible for a budget and its approval by the General Board. This budget will categorize and include all projected income and expenses for AWDF for a minimum of one year from the date of submission. The Treasurer is directed to pay all budgeted expenses as approved by the Executive Board. No expenses will be incurred unless full justification is submitted to and formally approved by the Executive Board.
- d. The fiscal year of AWDF begins on January 1 and ends on December 31 of the calendar year.

ARTICLE II: OBJECTIVES

SECTION 1. PURPOSE

The AWDF

- a. Develops and presents educational programs for our membership, the canine community, and the public about working dogs, their structure and temperament, and their contributions to society.
- b. Promotes preserving our working dog breeds and develops working sport activities to support the objectives listed in this document.
- c. Provides uniform national regulations and promotes working sports suitable for advancing our purposes.

- d. Promotes and coordinates activities that help breeders and users of working dogs, such as formal sport competitions, police service, search and rescue, and assistance to the blind or hearing impaired and other physically challenged persons.
- e. Promotes communication and cooperation on programs of common interest among its members.
- f. Promotes good sportsmanship among all participants in working dog events.
- g. Advocates nationally for our breeds by providing information to the media, the public, and other canine organizations.
- h. With our member clubs, opposes any poor sportsmanship or illegal activity involving dogs, including animal cruelty and dog fighting.
- i. Develops educational programs and other appropriate vehicles to promote and support breeding working dogs with correct structure and working character.
- j. Is a responsible member of the international canine establishment, supporting the Federation Cynologique Internationale (FCI).

SECTION 2. REGULATING AND PROMOTING COMPETITIVE EVENTS

- a. The AWDF promotes and regulates competitive working trial events.
- b. The AWDF may establish and enforce rules of conduct and procedures for sporting and conformation events and for registration. To the extent possible, these rules should prevent commercial considerations from affecting decisions of judges of AWDF events.
- c. Entries to AWDF-sponsored events must be submitted through the member clubs. By submitting an entry for an individual member, member clubs affirm that the individual is in good standing with their club and that the individual's dog meets all the qualifications of the member club.
- d. In general, AWDF and its member clubs may promote and conduct all sport systems recognized by the Federation Cynologique Internationale (FCI).
- e. The AWDF may authorize other appropriate competitive systems or variations in the rules and procedures necessary because of American conditions.
- f. The AWDF and its member clubs recognize titles awarded under FCI rules conducted by FCI recognized entities internationally and by member clubs in the United States.
- g. The AWDF maintains and promotes an educational program open to and, as specified by the Board, required of all active judges, apprentices, and applicants.

ARTICLE III: MEMBERSHIP

SECTION 1. TYPES OF MEMBERSHIP

This federation is composed of two (2) types of memberships.

a. Breed clubs

One club based in the United States representing one working breed. Each breed club has two delegates to the AWDF; the President or his or her designee, plus one other person chosen by the club. If a delegate ceases membership in their respective club during their term, he or she must resign their position.

b. Multi-breed clubs supporting a service or sport program.

Multi-breed clubs based in the United States will support and advance a specific service or sport program; for example obedience, IPO, ring sport, law enforcement and military, search and rescue, herding, agility, and hunting. Multi-breed clubs must be less than one half of total AWDF club memberships. Each multi-breed club will have two delegates to the AWDF; the President or his or her designee, plus one other person chosen by the club. If a delegate ceases membership in their respective club during their term, he or she must resign their position.

SECTION 2. RULES FOR CLUB MEMBERSHIPS

a. Requirements for club membership

Each member club must:

Be national in scope.

Subscribe to the purposes and objectives of the AWDF as stated in this document.

Foster a strong and positive public image to support AWDF objectives.

Maintain a strong and active stance opposing abusive practices such as profit-motivated indiscriminate breeding, dog fighting, and illegal gambling on canine sporting events.

Implement rules to ensure that commercial considerations do not affect decisions of judges of club events.

Accept all enthusiasts of good character and interest in supporting the breed or activity without regard to sex, race, or national origin.

Advocate and maintain a consistently high level of sportsmanship in all activities.

b. Application for full membership

Clubs must apply to the Secretary in writing. The application must be in the format designated by the AWDF. Applications must include a check for the first year's dues to the AWDF. The Secretary advises the Executive Board of the application and, at the Executive Board's direction, arranges meetings with the applicant or requests further written information supporting the application prior to a vote for acceptance.

c. Application for guest status

Clubs that do not meet the requirements for regular membership in AWDF may be granted Guest Status membership. Guest clubs must pay dues and be afforded all rights and obligations of AWDF membership except they may not vote and membership in guest clubs does not entitle their members to hold AWDF office.

d. Acceptance for membership

Voting for full or guest status may occur at an AWDF general board meeting or electronically.

Applications for regular or guest status must be approved by at least two-thirds of the member clubs.

e. Annual dues

The General Board determines and adjusts dues and other assessments, as necessary, by majority vote.

Dues notices are to be sent to member clubs by the Secretary one month in advance of the due date, and dues are to be received by March 1.

f. Non-payment of dues

A member club is delinquent if its dues have not been paid by the first day of March. The Treasurer notifies member clubs whose dues are delinquent by certified mail. Once notification has been received, the club is no longer in good standing, and may not vote or participate in federation activities. Membership in AWDF expires if a club remains delinquent for six months following the notice. The club must follow the new club application process to be reinstated.

g. Member affiliation with international organizations.

Member clubs may affiliate with international associations. If the rules and regulations of the AWDF and those of an international affiliation conflict, the member club must resolve the conflict immediately by withdrawing from either the other organization or from the AWDF. The Executive Board may grant a

time extension, not to exceed one year, to allow the member club to resolve the conflict or poll its members on what action to take.

h. Resignation

Any club in the AWDF may resign from the federation at any time. Resignations must be submitted to the Secretary in writing (email or letter). All dues are non-refundable.

SECTION 3. DISCIPLINE

a. Any member club in good standing, any individual member of a member club in good standing, the General Board, or the Executive Board may submit a charge in writing to the Secretary. Charges must be filed within three months of the alleged violation. Charges may be brought against clubs or individual members of member clubs.

b. Except for the President or Secretary who may submit charges on behalf of AWDF, anyone bringing a charge must pay a \$100 filing fee to AWDF. If the charge is upheld, the fee is returned.

c. Charges may include unsportsmanlike conduct, illegal behavior, or failure to uphold the requirements of AWDF.

d. The Secretary sends one (1) copy of the charges to the accused club's President or individual member by certified mail not more than thirty (30) days after receipt.

e. The Board of Inquiry must give the club or individual at least 30 days to submit written information related to the charge. After reviewing all relevant information, the Board of Inquiry, by majority vote, sustains or rejects the charges and reports its findings to the Secretary, with a suggested sanction. Suggested sanctions may include suspension from AWDF activities, expulsion from AWDF, or other appropriate sanctions.

f. The Board of Inquiry must submit its report to the Secretary within three months of receiving the charge.

g. When the Secretary receives a final report from the Board of Inquiry, the Secretary informs the Executive Board.

h. The Executive Board schedules a meeting to review the charges. The meeting may be by phone. The Executive Board may decide to impose the sanction suggested by the Board of Inquiry, or it may impose a lesser sanction. It may not impose a greater sanction.

i. If the proposed sanction is expulsion and the meeting is by phone, the Secretary sends a ballot to all Executive Board members. Voting must be by mail or electronically. Votes must be received by the Secretary within 21 days after the Secretary mails the ballot.

j. A member of the Board of Inquiry may not hear cases in which the member is the subject, or where the subject belongs to the member's club or immediate family or resides in the same household. The replacement is selected from the alternates by the other Board of Inquiry members in a written ballot.

k. Any member of the Board of Inquiry may ask the Chair, in writing, to be excused from hearing a specific case. No explanation is needed. A replacement is selected by vote of the BOI from the alternates.

l. If charges are sustained against any member of the Board of Inquiry, the recommendation for discipline must include this member's removal from the Board of Inquiry.

m. If the charges fail to be heard by the Board of Inquiry within the time frame specified as provided in these bylaws, all money deposited with AWDF by the member filing charges will be refunded and a full report will be made to the Executive Board of Directors.

ARTICLE IV: BOARDS OF DIRECTORS AND GOVERNANCE

There will be two (2) Boards of Directors which govern the affairs of the American Working Dog Federation.

SECTION 1. THE GENERAL BOARD OF DIRECTORS

a. Definition

The General Board of Directors consists of delegates from full member clubs, AWDF Officers, and At-Large Directors.

b. Duties

The duty of the General Board of Directors is to conduct the affairs of the American Working Dog Federation. The General Board elects the Officers and standing committee members of AWDF.

c. Meetings

(i) The General Board of Directors meet in conjunction with the AWDF National IPO Championship. Written notice will be provided to all clubs and executive board members not less than forty-five (45) days prior to the meeting. Participation in the annual General Board meeting is in person with special allowances for participation by teleconference as noted in following sections.

(ii) The Executive Board may call special meetings of the General Board. These meetings may be held by teleconference. Notice of the meeting must be distributed by the Secretary in writing/electronically to the General Board members at least one week in advance. This notice must include an agenda and include any items that will require a vote.

d. Quorum

In order for any business to be conducted a quorum must be present. Two Officers and/or At-Large Delegates and one delegate from a majority of member clubs are needed for a quorum.

e. Delegates

(i) Each full member club may have one (1) voting delegate and one (1) alternate participate in the meetings of the General Board. Each member club has two delegates to the AWDF; the President or his or her designee, plus one other person chosen by the club. If a delegate ceases membership in their respective club during their term, he or she must resign their position.

(ii) Each guest status club may have one (1) nonvoting delegate to participate in meetings of the General Board.

f. Club fails to send Delegate

Member clubs must send one of their two official delegates to the annual General Board meeting at least every other year. Failure of a club to have a delegate participate in person at least every other year will result in the club losing good standing status and loss of voting privileges for one year. The club will be required to pay a \$200 fine within fifteen (15) days of the receipt of written official notice. If payment is not received, the club will no longer have membership within the AWDF and must reapply to be reinstated. If a club does not send a delegate for three consecutive years that club will be removed from membership from the AWDF. If an official delegate cannot attend, clubs may send a letter to the AWDF Secretary identifying an alternate voting delegate who will participate in person. In the event a club cannot send a delegate to the annual General Board Meeting, an official (not alternate) delegate may participate by teleconference. Participation by teleconference is not sufficient to satisfy the requirement for in-person attendance.

g. Voting at meetings

(i) The delegate from each full member club is entitled to cast one (1) vote on any given item of business.

(ii) Each member of the Executive Board has one (1) vote to cast on any given item of business.

- (iii) No person may cast more than one vote on any given item of business. In other words, there is no proxy voting, and no individual can simultaneously represent more than one voting entity.
 - (iv) The alternate of any full member club may vote only if she/he has been seated in place of the Delegate at the time a vote is taken.
 - (v) If neither the Delegate nor alternate of a club is present when a vote is taken, the club has no vote on that item of business.
 - (vi) Decisions of the General Board require a majority vote, except where otherwise stated in these bylaws or by parliamentary authority.
- h. All actions of the General Board will be recorded in minutes that will be posted on the AWDF website.
- i. Member clubs must be in good standing with the AWDF and individuals must be in good standing with their respective clubs to vote and to serve on any AWDF standing or appointed committees, including the Executive Board and the General Board.

SECTION 2. THE EXECUTIVE BOARD OF DIRECTORS

a. Definition

The Executive Board of Directors consists of all elected AWDF Officers and three (3) At-Large Directors. Members of the Executive Board will not serve as delegates for member clubs.

b. The General Board of Directors will elect officers and At-Large Directors at the annual meeting. All Executive Board members serve two (2) year terms. Two At-Large Directors are elected in even years and one in odd years. Election processes for the At-Large Directors follows those used for election of officers.

c. At-Large Directors may vacate their office by submitting their resignation to the AWDF Secretary in writing. Once the letter is submitted, the At-Large Delegate is ineligible to participate in meetings or vote. The President will then appoint an interim Delegate to fill the vacancy. The interim Delegate cannot vote unless confirmed by a majority vote of the General Board.

c. Meetings

(i) A meeting of the Executive Board may be called at any time by the President.

(ii) Notification of a meeting of the Executive Board will be sent electronically or by phone by the AWDF Secretary to the Executive Board members 72 hours prior to the meeting.

(iii) A meeting of the Executive Board of Directors may be conducted via conference call.

(iv) The business of the Executive Board may also be conducted by electronic means, including e-mail, provided that all members of the Executive Board have adequate opportunity to engage in discussion on any issue, and that voting is carried out securely and secretly by the designated time limit.

d. Duties

It is the duty of the Executive Board of Directors to conduct the affairs of AWDF that do not require a vote by the General Board of Directors as specified in these constitution and bylaws. The Executive Board does not have the authority to amend or repeal these constitution and bylaws.

e. All actions of the Board will be reported as minutes. Minutes will be posted on the AWDF website. Discussion by the Executive Board need not become part of the official minutes unless specifically agreed to by a majority of the Executive Board.

f. Quorum

In order for the Executive Board of Directors to conduct any business, a quorum must be present. A majority of members of the Executive Board constitutes a quorum.

g. Voting

(i) Only members of the Executive Board may vote at its meetings or on email ballots.

(ii) No person may cast more than one (1) vote on any item of business.

- (iii) In lieu of calling a special meeting, members of the Executive Board of Directors may vote by email ballot. The results of the email balloting will be posted on the AWDF website.
- (iv) Decisions by the Executive Board require a two-thirds vote of those in attendance.

SECTION 3. PARLIAMENTARY AUTHORITY

The current edition of "Roberts's Rules of Order Newly Revised" governs the AWDF in all parliamentary situations that are not covered in the law, or in these constitution and bylaws, or adopted rules. In case of a conflict between the provisions of these constitution and bylaws and the parliamentary provisions of "Robert's" the provisions of these constitution and bylaws will prevail.

ARTICLE V: OFFICERS OF THE FEDERATION

SECTION 1. OFFICERS

The Officers of the AWDF handle the official affairs of the federation. Officers have a vote on both Boards of Directors. The Officers of the federation are:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

SECTION 2. TERMS OF OFFICE

All elected Officers serve terms of office not to exceed two (2) years. Officers may run for re-election.

SECTION 3. DUTIES OF OFFICERS

a. President

The President is the legal representative and spokesperson for the federation. The President presides over all General and Executive Board meetings.

b. Vice President

The Vice President assists the President in all of his or her duties and works closely with the President in all matters pertaining to the AWDF. The Vice-President assumes the duties of the President in case of his/her absence or incapacitation and will assume the office for remainder of the term if the office is vacated for any reason.

c. Secretary

The Secretary conducts the correspondence of the federation, prepares and distributes minutes of all meetings. The Secretary insures that only persons authorized to vote are allowed to vote and will perform other duties as prescribed by the Board. The Secretary informs the General Board when elections are due. The Secretary presides at meetings if the President and Vice President are absent.

d. Treasurer

The Treasurer proposes an annual budget, oversees receiving and disbursing AWDF funds, and reports on the financial condition and activities of the AWDF to the Boards of Directors. The Treasurer will be bonded, and the cost of the bond borne by the federation. The Treasurer will secure the services of a Certified Public Accountant to audit the accounts of AWDF at the request of the Executive Board or by a majority of the General Board. The Treasurer will present a financial report as requested by the Executive Board at meetings of either Board of Directors, and at any other time as requested by the President or the Board of Directors.

SECTION 4. OFFICER DUTIES

a. Officers will perform the duties prescribed by these constitution and bylaws and by the parliamentary authority adopted by AWDF.

SECTION 5. NOMINATION AND ELECTION OF OFFICERS

a. Nominations

Candidates for officer positions may be solicited and nominated:

(i) By the Nominating Committee. The Nominating Committee will present its slate of nominees for Officers, At-Large Directors and standing committee members at the General Board of Directors meeting. All nominees must fill out a petition for nomination form and provide a letter of endorsement signed by their club's President to the Chair of the Nominating Committee 45 days prior to the annual General Board meeting

(ii) From the floor. After the Nominating Committee has delivered its nominations and report, nominations will be accepted from the floor. Nominations from the floor will be allowed only if positions could not be filled by the Nominating Committee. A letter of endorsement and petition for nomination must be presented by the candidate at the time of nomination. Nominees not present at the meeting must have furnished the Secretary in advance with their letter of endorsement and petition for nomination.

b. Eligibility

Any member in good standing of a member club and the AWDF is eligible to be nominated to serve as an officer, At Large Director, or standing committee provided that they supply the required letter of endorsement and petition for nomination.

c. Election of Officers

(i) The General Board of Directors elects the President, Treasurer and two At-large Directors during even years. The Secretary, Vice-President and one At-large Director are elected during odd years.

(ii) If only one nomination for a position is received, voting may be by acclamation.

(iii) If multiple nominees are obtained, the voting will be by secret ballot only.

(iii) A Ballot Counting Committee will be appointed at the annual General Board meeting by the President. It determines the legality of the ballots cast, tabulates the results and gives them to the President who announces the results of the election.

(iv) A majority of votes of General Board members present is required to elect. Repeat balloting is required if no candidate receives the necessary majority. On reballoting, the candidate receiving the least votes would be dropped.

(v) Newly elected Officers, members of the Executive Board, and standing committees will be seated at the conclusion of old business.

(vi) There is no limit to the number of consecutive terms a person may hold office.

SECTION 6. VACANCIES

a. If the office of Vice President, Treasurer, or Secretary, are vacated for any reason, or if the incumbent becomes incapacitated and cannot or is unwilling to perform the duties of office, the President will then appoint an interim officer to fill the vacancy. The interim officer cannot vote unless confirmed by a majority vote of the General Board. For the purposes of these bylaws incapacitation means illness or death.

ARTICLE VI: APPOINTED POSITIONS

SECTION 1. APPOINTED COMMITTEES

a. The President or the Executive Board may appoint committees as needed to conduct the business of the AWDF. Appointed committees expire at the next election of officers, although they may be reappointed as he/she deems necessary. Appointed committees may not be formed to perform a function which is given to an officer or standing committee by these constitution and bylaws. The right to appoint a committee brings with it the right to appoint the chairman of the committee.

ARTICLE VII: COMMITTEES

SECTION 1. STANDING COMMITTEES

The AWDF has three standing committees. All standing committee members are elected by majority vote of the General Board. Any member in good standing of any of the full member clubs is eligible to serve on a standing committee. Members of all standing committees serve for two years and may be re-elected. The members of the committee elect their own committee chairperson unless otherwise stipulated in these provisions. In the case of vacancies that arise between elections, the Executive Board may appoint members of the committee to serve until the next regularly scheduled election for that position. Nominees for standing committees must be present at the meeting of the General Board of Directors or must have furnished the Secretary with a written statement of agreement to be a candidate.

a. Nominating Committee

The Nominating Committee assembles a slate of candidates to fill existing or upcoming vacancies among the officers, At-large Delegates and standing committees.

- (i) The Nominating Committee consists of three (3) members.
- (ii) The committee presents a slate of candidates for Officer, At-large Directors and standing committee positions in AWDF excluding regional directors.
- (iii) The committee solicits petitions for nomination and letters of endorsement from the nominee's supporting club. These nominations will be received no later than 45 days prior to the annual General Board meeting. It will also solicit resumes from nominees to post on the AWDF website.
- (iv) The slate of nominees is sent to the Secretary for distribution to the General Board no less than thirty (30) days prior to the annual meeting.
- (v) Members of the Nominating Committee are elected in even numbered years.

b. Board of Inquiry

- (i) The Board of Inquiry consists of five (5) members and two (2) alternates. Members of the Executive Board may not serve on the Board of Inquiry.
- (ii) Three members of the BOI should be present at the annual championship to serve as a bench committee. This includes alternates.
- (iii) The duty of this board is to hear cases of alleged misconduct and alleged violations of AWDF regulations. The BOI will not entertain any charges which are not filed within one (1) year of the date of the alleged misconduct or rule violation. This board will, by majority vote, determine the relevancy of any charges, and sustain or not sustain the charges, report its findings to the Executive Board of Directors and, if its finding is to sustain the charges, the BOI will recommend appropriate disciplinary action.
- (iii) The Board of Inquiry may conduct its business in person, by telephone or by mail or e-mail. Balloting by telephone is permissible but must be confirmed in writing.
- (iv) If any member of the BOI is the subject of charges the BOI will choose by vote one (1) of the alternate members to replace the Board of Inquiry member who is subject to charges. The appointed alternate will also hear any other case which arises while he/she is seated as a member of the Board of Inquiry.
- (v) A member of the Board of Inquiry may not hear cases in which the member is the subject, or where the subject belongs to the member's club or immediate family or resides in the same household. The replacement is selected from the alternates by the other Board of Inquiry members in a written ballot.
- (vi) Any member of the Board of Inquiry may request to be excused from hearing a specific case. No reason need be given. The member will make his/her request to the chairman, in writing and the BOI will vote to select an alternate to hear the case.
- (vii) If charges are sustained against any member of the Board of Inquiry, the recommendation for discipline will include this member's removal from the Board of Inquiry for the duration of his/her term.
- (viii) The Board of Inquiry is elected in even numbered years.

c. Events Committee

The Events Committee consists of five (5) members. It establishes rules for hosting AWDF events, recommends slates of judges, works with member clubs' working and sport committees to ensure events

are run according to AWDF guidelines. The committee is elected in odd numbered years. Hosts of the AWDF IPO or FH Championships may not serve on this committee.

ARTICLE VIII: AMENDMENTS

- a. Any member of the General Board may propose an amendment to this document by submitting it, in writing, to the Secretary. The member must explain the rationale for the proposed change
- b. The Secretary submits the proposed amendment to the General Board by mail or electronically.
- c. The Secretary schedules a vote; all members of the General Board must have at least 30 days to consider the amendment before the scheduled vote.
- d. Amendments may be voted on at the annual General Board meeting, by mail or electronically.
- e. If the proposal changes as a result of discussion, and all clubs are not represented in the discussion, the Secretary must provide all members of the General Board an additional 30 days to review the new proposal before taking a vote.
- f. Amendments require a two-thirds vote of the General Board to be adopted.

ARTICLE X: DISSOLUTION

- a. The President or Secretary may propose to dissolve the federation.
- b. The Secretary will send the proposal to all member of the General Board in writing or electronically.
- c. All members of the General Board must vote, in writing or electronically, on the proposal. If the Secretary does not receive a written response from a member of the General Board within 30 days, the Secretary records the response as affirmative.
- d. Proposals to dissolve require a two-thirds written vote of the General Board to be adopted.
- e. If the proposal to dissolve is adopted, all assets of the federation must be liquidated and distributed proportionally to the full member clubs, based on the dues paid by each club.

Amended by vote of the General Board of the American Working Dog Federation on August 11, 2016