



Tulsa Schutzhund Club

Constitution, By-Laws, & Standing Rules

(As of January, 2000)

Constitution

Section I. The name of the club shall be the Tulsa Schutzhund Club.

Section II. The objectives of the club shall be to further the development of working dogs in the schutzhund sport by:

1. Support movements that demonstrate the advantages of schutzhund training.
2. Support and organize trials for schutzhund dogs.
3. Support the use of dogs in police departments.
4. To interest and educate the public about schutzhund, police and rescue training.

Section III. The club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the club shall inure to the benefit of any member or individual.

Section IV. The members of the club shall adopt and may from time to time revise such by-laws as may be required to carry out these objectives.

By-Laws

Article I: Membership

Section 1. Types of memberships. There shall be five types of memberships open to all individuals duly elected by a vote of the club. These shall also be divided into husband and wife (couple) memberships.

1. TSC/DVG Members. These TSC members are those that have joined Deutscher Verband der Gebrauchshundsportvereine (DVG). They shall be entitled to vote, hold office and benefit in all advantages of this club.
2. TSC Members. Individuals who have been members of TSC for less than six (6) months and thus, have not yet joined DVG. They shall not be entitled to hold office or vote on anything other than TSC matters.
3. Prospective Members. Members who have paid the prospective member quarterly working fee and are actively involved in club activities for the three month period before applying for membership as a full TSC member. The prospective member is not entitled to hold any office or vote on any matter.
4. Inactive Member. TSC/DVG member who has not paid a working fee within the four quarters preceding the date which annual DVG dues must be collected.
5. Junior Membership - TSC/DVG members under the age of 18 years whose either one or both parents are TSC/DVG members. Junior members are not entitled to hold office,

nor can they vote.

Section II. Eligibility. To be eligible to apply for membership in the club, an application must meet the following requirements:

1. Be eighteen (18) years of age or older.
2. Have demonstrated an active interest in the Schutzhund sport by participating in three (3) training sessions after which they must submit a written application with the prospective member working fee as proposed by the board of directors and approved by the general membership at the annual general membership meeting, for the three months probationary membership in the TSC. After the three month probationary period, application for full membership in the TSC will be made available. A prospective member must either make application or discontinue participation with the TSC at that time.
3. A person transferring from any other Schutzhund organization may have their probationary period reduced to six weeks and pay a working fee as proposed by the board of directors and approved by the general membership at the annual general membership meeting.
4. A person under the age of 18 may apply if their parent or guardian is a TSC/DVG member. However, before their application is submitted to the general membership, it must be approved by a majority vote of the board of directors.

Section III. Election to Membership. Each applicant for membership shall apply on a form as approved by the board of Directors and which shall provide that the applicant agrees to abide by the Constitution and By-Laws. If the applicant is voted into the TSC, the applicant will immediately submit the TSC dues and the current working fees. All applications are to be filed with the Secretary and each application is to be read at the first meeting of the Club following its receipt. The application will then be voted upon and affirmative votes of $\frac{3}{4}$ of the members present at a regular meeting.

Section IV. Dues and Fees. All TSC dues and working fees are set annually. The setting of dues and working fees are accomplished by a proposal of the board of directors and approval by the general membership at the annual general membership meeting.

1. TSC Dues. TSC Dues are payable upon membership into the TSC and when reverting to inactive member status.
2. DVG Dues. The DVG dues are the current DVG rate required of all TSC active and inactive members after six months of membership. New members may elect to become DVG members at any time during their six months for the purpose of competition. This, however, does not waive the initial TSC dues.
3. Inactive members. All inactive members will be charged TSC dues. This will be in addition to DVG dues.
4. Working fees. Members participating in training sessions shall pay a working fee for the first dog worked, regardless of level of training. Members working more than one dog on the hard sleeve shall pay an additional quarterly fee per dog. However, members who work more than one dog, who provide their own sleeve, shall pay only one working fee. To maintain training privileges, working fees shall be paid to the treasurer on the first day of each quarter. This fee is not prorated. If a member wishes to begin training at any time during a quarter, a full quarter's training fee is due. A member may not participate in a training session if training fees have not been paid.

Section V. Termination of Membership. Memberships may be terminated under the following conditions:

- 1.** By resignation. Any member in good standing may resign from the Club upon written notice to the Secretary. However, financial obligations are considered a debt to the club and are owed.
- 2.** By lapsing. A member will be considered to have lapsed if such member's dues are not paid on or before a date 15 days prior to KG requirements. Such members will be cancelled from the club at the end of the calendar year. The Board may, at its discretion, grant an additional 30 days grace to such delinquent members in meritorious cases. In no case may a member be entitled to vote at any Club meeting whose dues are not paid prior to the date of that meeting.
- 3.** By expulsion. A membership may be terminated by expulsion as provided in Article VI of these By-Laws.

Article II: Meeting and Voting

Section I. Club Meetings. Meetings of the Club shall be held in (or within 25 miles of) the City of Tulsa, Oklahoma, on the first week of each quarter at such hour and place as may be designated by the Board of Directors. Written notice of each meeting shall be mailed to all full, prospective, and inactive members at least 7 days prior to the date of the meeting. The quorum for such meeting shall be 25% of the members in good standing.

Section II. 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, or 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 (or within 25 miles of) the City of Tulsa, Oklahoma, at such place, date and hour as may be designated by the person or persons authorized herein to call such meeting, and said notice shall state the purpose of the meeting and no other Club business may be transacted there. The quorum for such a meeting shall be 25% of the members in good standing.

Section III. Board Meetings. Meetings of the Board of Directors shall be held in (or within 25 miles of) the city of Tulsa, Oklahoma, on the third Tuesday of each month, at such hour and place as may be designated by the Board. Notice of each such meeting shall be given by the Secretary at least five days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. The board meeting shall be open to all members in good standing.

Section IV. Special Board Meetings. Special meetings of the Board may be called by the President or shall be called by the Secretary upon receipt of a petition signed by at least three members of the Board. Such special meetings shall be held in (or within 25 miles of) the City of Tulsa, Oklahoma, at such place, date and hour as may be designated by the persons authorized herein to call such meeting. Notice of such meetings shall be given by the Secretary at least five days before the date of the meeting, or telephone notice shall be given at least three days and not more than five days prior to the date of

the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted there. A quorum for such a meeting shall be a majority of the Board.

Section V. Voting. Each active, inactive TSC/DVG member in good standing whose dues are paid for the current year, shall be entitled to one vote at any meeting of the club at which he is present. Each active TSC member in good standing whose dues are paid for the current year shall be entitled to one vote concerning TSC matters, at any meeting of the Club at which he is present. Proxy voting will not be permitted at any Club meeting or election.

Article III: Directors and Officers

Section 1. Board of Directors. The Board of directors shall consist of the President, Vice President, Secretary, Immediate Past President, Treasurer, and the Training Coordinator. All of whom must be members in good standing and all of whom shall be elected for a period of one year at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

Section II. Officers. The Club's officers shall consist of the President, Vice President, Secretary, Treasurer, and Training Coordinator. The officers shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

1. The President. The President shall exercise the usual functions of a presiding officer. He shall, with the Secretary, execute all contracts on behalf of the Club and perform all other duties that may be assigned to him by the Board of Directors.

2. The Vice President. The Vice President shall in the absence or disability of the president perform any duty assigned to him by the Board of Directors.

3. The Secretary. The secretary shall attend all meetings of the Club and of the Board of Directors. He shall record all proceedings of such meetings in books kept for such purposes. He must attest to all contracts entered into by the Club. He shall notify all applicants who have been elected to membership. He shall, at the direction of the president and Directors, carry on all outside correspondence pertaining to the business of the Club with the exception of that which is specifically delegated to a certain officer or appointed committee. He shall perform such other duties as may be prescribed in these By-Laws.

4. The Treasurer. The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore. He shall deposit all monies belonging to the Club in the bank in the name of the Club. His books shall at all times be open to the inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported. At the Annual Meeting, he shall render a written account of all monies received and expended during the previous year. The books of the Club shall be audited annually by an Auditing Committee selected by the Board of Directors.

5. The Training Coordinator. The Training Coordinator shall be appointed for a term of one year by the Board at the first board meeting after the election of officers. He shall undertake to establish and maintain a successful training program for all phases of the

Schutzhund sport. He will be a member in good standing of the Club and may appoint any assistants that he feels necessary. The Training Coordinator shall be responsible for care and delivery of equipment to the training grounds and shall be in charge of all activities during normal training hours. The Training Coordinator will be a voting member of the Board of Directors, if he should already hold an executive office, the first assistant shall become the appointed member. One or more assistant Training Coordinators may be appointed by the Training Coordinator with the approval of the Board. The Assistant Training Coordinators will serve the same term as the Training Coordinator unless removed from that position by the Training Coordinator with the approval of the Board. However, it is recommended that the owner/handler maintain a diary of his dog's progress and problems so that the Training Coordinator may be able to assess difficulties and to determine a solution of the problem and to suggest training methods for advancement.

None of the Board members, assistants, or decoys shall be reimbursed for club activities.

Article IV: The Club Year, Annual Meetings, Elections

Section 1. Club Year. The Club's fiscal year shall begin on the first day of October and end on the 30th day of September. The Club's official year shall begin immediately at the conclusion of the election at the Annual Meeting and shall continue through the next Annual Meeting.

Section II. Annual Meeting. The Annual Meeting shall be held in January of each year at which Officers and Directors for the ensuing year shall be elected by secret ballot, in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer and director shall turn over to his successor in office all properties and records relating to that office within 30 days after the election.

Section III. Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

Section IV. Nominations. No person shall be a candidate in a Club election who has not been nominated. During the month of December, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committee of their selection. The Board shall name a Chairman for the Committee and it shall be his duty to call a committee meeting which shall be held on or before December 20.

1. The Committee shall nominate one candidate for each office. After securing the consent of each person so nominated, the Committee shall immediately report their nomination to the Secretary in writing.

2. No person shall be nominated who has not paid his dues for the current year, or who is not a TSC/DVG member in good standing with the Club.

3. Upon receipt of the Nominating Committee's report, the Secretary shall before January 5, notify each member in writing of the candidates so nominated.

5. Additional nominations may be made at the Annual Meeting by any member in attendance provided that the person so nominated meets the requirements of paragraph 2

above, and provided that the person so nominated does not decline when his name is proposed, and provided further that if the proposed candidate is not in attendance at the meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate for the office. Members cannot be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.

Article V: Committees

Section I. The Board may each year, appoint standing committees to advance the work of the Club in such matters as Schutzhund Trials, Matches, Demonstrations and Education as well as other such 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 on particular projects.

Section II. 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 VI: Discipline

Section I. Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00 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 which would be 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 of a hearing by the Board not less than three weeks or 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 own defense and bring witnesses if he wishes.

Section II. Board Hearing. The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board may by a majority vote, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. 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 fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately

after the Board has reached a decision, it's findings shall be put into written form and filed with the Secretary who shall in turn notify each of the parties of the Board's decision and penalty, if any.

Section III. Expulsion. Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board Hearing and upon the Board's recommendation as provided in Section 2 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not voted, the Board's suspension shall stand.

Article VII: Amendments

Section I. Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board or Directors and must be submitted to the members with recommendations of the Board, by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

Section II. Proposed changes to the Constitution and By-Laws may be formally read at the annual or regular meeting preceding the meeting at which the actual voting takes place, and shall appear in the minutes of that meeting.

Section III. The Constitution and By-Laws may be amended, altered or repealed by a two-thirds 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 at least two weeks prior to the date of the meeting.

Article VIII: Training

Section I. The Training Coordinator or Trainer in Charge shall determine what phases of training the dog and handler may participate in.

Section II. Handlers and their dogs shall participate in tracking and or obedience sessions before they are allowed to participate in the protection training sessions. Individual sleeve work shall not be started on new dogs until they have sufficient controllability as determined by the Training Coordinator. All members shall train their dogs in the three phases of Schutzhund. Training more than one dog at any one session must not interfere with the timely training of other dogs.

Section III. Visitors and guests of members may attend any training session but may not enter into training activities of the Club, except by invitation of the residing officer. No

person under the age of eighteen will be allowed to participate in any training session of the Club, except by permission of the Training Coordinator or by a majority vote of the Board.

Article IX: Dissolution

Section 1. Dissolution. The Club may be dissolved at any time by the written consent of two-thirds majority vote of its members in good standing. In the event of the dissolution of the Club whether voluntary or involuntary or by operation of law, none of the property of the Club or any proceeds thereof or any assets of the Club shall be distributed to any members of the Club, but after payment of the debts of the Club, its property should be sold at an auction and all Club assets shall be then given to the KG Treasurer.

Article X: Order of Business

Section I. At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Training Coordinator
- Report of Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Adjournment

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

- Reading of minutes of last meeting
- Report of the Secretary
- Report of the Treasurer
- Report of the Training Coordinator
- Reports of Committees
- Unfinished business
- New business
- Adjournment

Article XI: General

Section I. Anything not covered in these By-Laws shall be according to Roberts Rules of Order.

Standing Rules for Training

In order to conduct a productive training program and provide for the safety of handlers, helpers and dogs, the following rules have been adopted by the membership of the Tulsa Schutzhund Club and must be obeyed while training at the Training Field.

- 1.** All members are required to train in the three phases of Schutzhund (tracking, obedience and protection). Failure to train in either obedience or tracking will forfeit your right to train in protection and your membership in the club.
- 2.** The Training Coordinator or his designee has complete control over the activities at the field.
- 3.** The individual handler has the final determination of how his dog will be worked on the protection field.
- 4.** During protection training, all dogs must be crated or confined to a vehicle unless approved by the Training Coordinator.
- 5.** Dogs must be under the control of their handlers at all times.
- 6.** Training helpers have the option of training their dog at the start of the training session if they so desire.
- 7.** When a sign-up board is maintained at the field, members should sign-in when they arrive. Dogs will be worked in this order as nearly as possible. It may be necessary to work dogs out of order to maintain an orderly training sequence.
- 8.** Training shall begin at 7:00 a.m. Saturday morning for tracking at 41st and Garnett. Obedience training shall begin at 8:45 a.m. at Chandler Park. Protection training shall begin at 9:30 a.m. at Chandler Park.
- 9.** Guests and prospective members may work their dogs when invited to do so by the Training Coordinator or a Club Officer. Guest and prospective members will work after club members have worked their dogs at least once.
- 10.** Schutzhund trials are held in all kinds of weather. Training is usually held in all kinds of weather. If you have doubts as to whether training will be held, call the Training Director.
- 11.** No one under the influence of alcohol or narcotics will be allowed on the protection field. There shall be no alcoholic beverage present at the training session.
- 12.** Dogs practicing their long downs "off lead" must be dependable around people and other dogs.
- 13.** Individuals not directly engaged in "decoy" work should not pick up or handle protection equipment during this phase of training unless otherwise asked by the Training Director.
- 14.** In the event of a dog fight, only the owners/handlers of the participating dogs or the Training Director are to try to intercede.
- 15.** All members and prospective members of the club are equally responsible for the proper set up and tear down of club equipment before and after the training sessions.
- 16.** TSC must have on file an up to date copy of rabies vaccination record for every dog participating in the clubs training activities.

Training activity constitutes any activity that brings dogs in the vicinity of people and other dogs. Please provide/mail a copy to any of the TSC officers. Those who invite

guests, please remember to ask them to bring a copy of rabies vaccination certificate with them; otherwise, there will be cause for embarrassment.

17. Club members who train dogs that do not belong to themselves or other members, whether for profit or else, may bring such dogs to club training session for protection training up to three (3) times every quarter as guest. Determination of whether dog belongs to club member is strictly on honor system.