

Bylaws of the North American Teckel Club

Revised through (March 2008)

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Article 1 – Name, Place of Business, Organization and Status

Section 1: Name

The name of the Club shall be “North American Teckel Club,” hereinafter referred to as “NATC.”

Section 2: Place of Business

The club has its’ place of business in Lehigh County, Pennsylvania, United States of America.

Section 3: Organization

The club is a member of the DTK (Deutscher Teckelklub) with its’ place of business in Duisburg, Germany. Every member of the NATC is, at the same time, a member of the DTK. The NATC accepts the DTK Bylaws, provided there are no contradictions with current local, state, or US laws and regulations.

Section 4: Status

The club pursues exclusively and directly non-profit goals. Assets of the club may only be used in compliance with the bylaws. The members of the club do not receive any allowances out of the assets of the club. No person may be favored with expenses, which are foreign to the purpose of the club, or through disproportionately high reimbursements. No assets or fund shall be used to the benefit of any member. This does not preclude a member from purchasing equipment or products for the club at a fair price as determined or directed by the board.

Article 2 – Purpose, Vision and Objectives

Section 1. Purpose

The purpose of this club is to preserve the dachshunds’ hunting heritage, to promote their usefulness in the field and to support the breeding of dachshunds with sound bodies, FCI conformation, and stable temperaments.

Section 2. Vision

The vision of NATC is to become an independent breed club within the FCI framework.

Section 3. Objectives

The club strives to accomplish its purpose through the following objectives:

- a. Developing and conducting hunting tests designed to evaluate hunting qualities of dachshunds
- b. Offering educational and training opportunities by organizing workshops, exhibitions and seminars
- c. Sponsoring conformation shows to educate breeders and owners about correct conformation through the judges’ detailed evaluations
- d. Applying a rigorous screening process to identify dachshunds that are suitable for breeding as outlined in the FCI standard #148
- e. Fostering a community of those individuals that believe in and support the NATC purpose, so that ideas, information and advice can be exchanged
- f. Encouraging sportsmanlike behavior in all activities involving dachshunds

Article 3 – Membership

Section 1. Eligibility for Membership

Membership is open to any person eighteen years of age or older, who subscribes to and upholds the purpose of NATC. Minors may become members with the approval of their parent or legal guardian. Minors are not eligible to hold office.

All members are required to sign the *Code of Ethics* as a condition of membership.

A member cannot be a member of another Teckel club in Germany at the same time.

Commercial dog dealers and breeders who knowingly supply them with dogs are not eligible for membership in NATC.

Section 2. Classification of Membership

There are three classes of membership, they are:

- a. Individual Member – any person eighteen years of age or older is eligible for this membership; this member is entitled to receive a single copy of all club materials and mailings.
- b. Family Membership – the family member refers to each additional member who resides at the same address as an individual member. The family member pays dues equal to half of the individual membership dues and has all the normal duties, obligations and responsibilities of a member of the club. This member does not receive a separate set of club materials and mailings, except for election ballots.
- c. Junior Member – any person under eighteen years of age, with the approval of the parent or legal guardian; the approval shall also state whether or not they have permission from their parent or guardian to vote; and if it is so stated in the approval, the Junior member may vote. A Junior member does not pay dues and will not receive a copy of *Der Dachshund*; they do however, have the same responsibilities of an individual member of the club. The Junior Member may not hold office or chair a committee; they may serve on a committee.

Section 3. Application procedure

A prospective member must apply on the DTK and NATC official membership application form provided by the NATC. The prospective member must fill out the forms in total, sign in ink and must sign the club *Code of Ethics*. An applicant is not a member until he or she has met all the guidelines and approvals as directed in the application policies. (refer to application policies and procedures)

Section 4. Rights and privileges

A member in good standing has the following rights and privileges:

to be sent notices

- a. to attend meetings
- b. to present motions
- c. to speak on debatable questions and issues
- d. to vote
- e. to nominate
- f. to be a candidate for office
- g. to inspect official records of the organization
- h. to insist on the enforcement of the rules of the NATC and DTK
- i. to insist on parliamentary procedure
- j. to resign from an office or from the organization itself
- k. to be treated with fairness and equality by other members of the NATC
- l. to have a fair hearing before expulsion or other penalties are applied
- m. to inspect an up-to-date copy of the bylaws, regulation and minutes of the organization
- n. to participate in NATC functions
- o. to register eligible dogs and litters with the DTK's official registry
- p. to receive the club newsletter, have the right to submit articles, letters to the editor and other personal opinions without prejudice or censorship, so long as any comments so made are not intentionally defamatory

Section 5. Termination

Membership may be terminated in the following ways:

- a. resignation – membership in NATC and DTK may be canceled voluntarily (refer to policies on resignation)
- b. lack of payment – any member who has failed to pay his or her dues within 60 days of their due date, shall be considered lapsed and membership can be terminated
- c. death
- d. suspension or expulsion – in the case of suspension or expulsion, the relevant regulation of the Standing Order for the groups and bylaws within the DTK prevail

Article 4 - Club Dues and Fees

Section 1. Dues

The NATC members pay membership dues, which includes the membership dues paid to the DTK, Duisburg, Germany. The amount shall be recommended by the board of directors and adopted by the membership at the Annual Meeting.

Section 2. Notification and procedure

Each member shall receive notification of the amount due and date due for dues payment at least one month before the actual due date. If dues are not paid within 60 days of their due date, the member will no longer be in good standing and may be terminated according to the bylaws. The procedure for dues distribution and notification is the responsibility of the Treasurer as outlined in their duties.

Section 3. Fees

The club can levy an application fee or late fees.

Article 5 - Structure of the NATC

Section 1. Board of Directors

The Board of Directors shall consist of the officers, who also have duties apart from the Board. The Board of Directors shall have general charge of the affairs, funds and property of the NATC and it shall carry out the objectives and purposes thereof in accordance with the policies and representation of the membership. In addition, the Board of Directors shall be responsible for:

1. preparation of the annual report
2. processing of membership applications and resolutions concerning the acceptance of new members
3. sending representatives to meetings
4. resolving disputes
5. developing and implementing an annual strategic plan

Section 2. Officers

Officers are elected for a four-year term and are eligible for re-election. The officers are as follows:

- a. President – it shall be the duty of the President to:
 1. preside at all meetings of the club and of the board
 2. call special meetings as needed
 3. prepare agenda for all meetings
 4. have general and active management of the business of the club and to see that all orders and resolutions of the Board are carried into effect
 5. present an annual report of the work of the Club at the annual meeting
 6. sign membership applications
 7. be a member ex officio of all committees (except the nominating committee)

- b. Vice President – it shall be the duty of the Vice President to:
 - 1. assume all duties and exercise all powers of the President in his/her absence or incapacity
 - 2. perform other duties as the Board may prescribe or the President may delegate to him/her
 - 3. prepare the budget of the club (with assistance from the Treasurer)
 - 4. act as parliamentarian at meetings
- c. Secretary – it shall be the duty of the Secretary to:
 - 1. keep the minutes and records of all meetings of the organization
 - 2. keep on file all committee reports
 - 3. keep the organization's official membership roster
 - 4. prepare the minutes of all meetings and provide copies at meetings and/or upon request
 - 5. send out to the membership a notice of each meeting (electronic notification is acceptable)
 - 6. conduct the general correspondence of the club that is not a function proper to other offices or committees
 - 7. present to the membership all appropriate communications received as Secretary
 - 8. in the absence of the President and Vice-President, call a meeting to order and preside until the immediate election of a chairman
- d. Treasurer – it shall be the duty of the Treasurer to:
 - 1. collect and receive all of the organization's funds and keep them in a bank approved by the Board
 - 2. pay all bills approved by the board and/or membership
 - 3. invoice members for dues and/or fees and receive and record payment from them
 - 4. keep an accurate account of all transactions and give a financial report with related vouchers and each meeting
 - 5. provide a financial statement summarizing the year's fiscal activities at the annual meeting
 - 6. provide a current membership list as it relates to dues payment
 - 7. prior to the annual meeting the Treasurer will surrender all financial records to Auditors for an audit/review
- e. DTK Liaison – it shall be the duty of the DTK Liaison to:
 - 1. assist in the communication between the NATC and the DTK by translating correspondence between the clubs, regulations and forms pertinent to the NATC business
 - 2. coordinate and supervise translation of articles from *Der Dachshund* to be included in the NATC newsletter
 - 3. be versed in both German and English in order to translate the appropriate documents and correspondence
 - 4. translate at Zuchtschau events or appoint a translator

Section 3. Breed Warden

The NATC Chief Breed Warden shall be nominated by the NATC Board and appointed by the DTK; the duties are prescribed in BRR. Additional Breed Wardens may be nominated as needed.

Section 4. Newsletter Editor

The Newsletter Editor is responsible for publishing at least four newsletters per year, which shall contain information about upcoming events and reports from the past events. The newsletter shall include announcements about new membership applications and minutes of the General membership meetings. In addition, the newsletter should provide informative articles on the breed and its use in the field.

Section 5. Auditors

The board from the general membership shall appoint the auditors. They shall audit all accounts, books and any documents related to the finances of the club. They shall complete their audit no earlier than 30 days prior to the annual general membership meeting and report their findings to the secretary or treasurer, so they may be included in the annual report.

Article 6 - Committees

Section 1. Organization and appointment

The Board of Directors may appoint standing or ad hoc committees as necessary in order to facilitate the mission and strategic plan of NATC. All committees are responsible to the Board of Directors. Chairpersons shall be appointed by the Board of Directors and will have responsibility to report committee activities in writing to the Board of Directors and/or verbally at meetings, by either themselves or a representative of the committee.

Section 2. The Hunting Committee

This committee shall:

- a. be responsible for development of hunting tests
- b. supervise the organization and conduct all hunting tests
- c. be responsible for the training of hunting judges
- d. submit results of all tests records to the DTK, through the liaison, in a timely fashion
- e. promote continuing education of the hunting judges
- f. perform other tasks as assigned from time to time by the Board

Section 3. Education and Public Relations

This committee shall

- a. promote the Club's Mission, Vision and Strategic Plan
- b. provide liaison with people inquiring about NATC
- c. provide and update materials that apply to hunting, conformation and breeding of dachshunds in compliance with the DTK standards and guidelines
- d. recruit new members and encourage members to recruit
- e. work with the strategic planning committee to develop ideas and opportunities to advance the NATC and its purpose
- f. answer inquiries about the club
- g. provide new members with welcome package
- h. upon request, supply breeders with information packages about the club, which are to be handed out to new puppy owners
- i. develop visual identity and appropriate promotional products for the club
- j. prepare brochure about the club
- k. organize educational workshops
- l. maintain the NATC website
- m. other tasks as assigned by the Board

Section 4. Nominating Committee

The Board of Directors shall appoint a Nominating Committee consisting of a Chair and two additional members. Not more than one member of the Nominating Committee may be a member of the Board. Appointments of this committee must be made four (4) months prior to election.

Article 7- Membership Meetings and Exercise of Rights and Responsibilities

Section 1. Annual Membership Meeting

Announcement of the Annual Membership meeting must be 60 days prior to the annual meeting. Members may request items be put on the agenda up to 45 days in advance of the meeting; items not meeting that time line may be added at the discretion of the Board of Directors.

The Annual Membership Meeting shall take place with a written notice of invitation to all members at least three (3) weeks before the meeting.

Section 2. Exercise of Rights and Responsibilities

- a. The Board:
 1. may call an extraordinary general membership meeting, with two weeks notice, provided the club interest warrant this; the Board must convene such a meeting if at least 10% of the members call for it in writing for a specific reason
 2. will determine which issues are decided by the general membership
 3. will have the President or, in the event of his/her absence, the Vice President preside over the general membership meeting; if neither officer is present, the general membership shall nominate a meeting chairman
 4. the Secretary, or a keeper of the minutes nominated by the membership shall record the minutes of the meeting; the meeting chairperson will sign the minutes
- b. The Membership:
 1. type of voting (a majority of votes determines outcome; ties are considered a defeat)
 2. has the responsibility to accept the Board's annual report
 3. election and/or recall of officers
 4. determination of the amount of membership dues, fees and possible expenses
 5. determination of place, date and time of next annual meeting
 6. resolution of motion for the general meeting of the DTK
 7. resolution of the expulsion of members
 8. resolution of changes in the bylaws
 9. resolution of dissolution of the club

Article 8- Nominations

Section 1. Eligibility

- a. Members of the Nominating Committee should not be considered as candidates for election; if the committee determines the best candidate is on the nominating committee, then that person must resign from the Nominating Committee before accepting said nomination. The Board must be notified immediately if this occurs so that a replacement can be appointed.
- b. Nominations for the Board of Directors shall have been members in good standing for at least one year prior to their nomination

Section 2. Procedure

- a. The Nominating Committee must contact each person it wishes to nominate to obtain their acceptance
- b. No person shall be a candidate for more than one office
- c. The committee must submit their slate (it may be a single slate) to the Secretary, who will publish proposed slate at least three months prior to election
- d. Additional candidates may be nominated by written petition, signed by three (3) voting members and addressed to the Nominating Chair; in order to be added to the slate, additional candidate nominations must be received 60 days prior to the election.

Article 9 - Elections

Section 1. Ballots

All valid nominations shall appear on the ballots, which in turn shall be mailed, to all voting members' 30 days before election. Each voting member shall receive a ballot, together with a blank envelope marked "ballot" and a return envelope addressed to the Chairperson of the nominating Committee and bearing the name and return address of the voting member to whom it was sent.

Section 2. Voting

The Nominating Committee must receive the completed ballots one-week before the annual meeting. The outer envelopes will be opened and discarded, so that the process will be considered unbiased and confidential. The envelopes marked "ballot" shall be opened and counted by the nominating committee, in private, prior to the annual membership meeting.

Section 3. Declaration of Results

The nominated candidate receiving the majority of votes for each office shall be declared elected. In the case of a single slate, at least 50% of the general membership must cast a vote in order for the slate to be elected. In case of a tie, lot, drawn by the President or whoever is presiding over the meeting will determine the winner.

Section 4. Vacancy

Should a vacancy occur, the Board shall appoint an eligible member to complete the term of office.

Article 10 - Amendments to the Bylaws

Section 1. Procedure

Amendment proposals should be presented to the Board at least six weeks prior to the date of the Annual General Meeting. Proposals should include the actual text of the change and the reason(s) for the change. These proposals will be circulated to all members' four weeks prior to the Annual General Meeting. Opponents to the change will be given an opportunity to present alternative viewpoints prior to the proposed amendment being voted on. The Secretary may edit the amendment text for clarity, grammar or consistency provided that the intention and meaning of the original text is not changed. The Board will also determine if the proposed change is in conflict with the DTK bylaws.

Section 2. Voting

In reference to amending the by-laws, fifty percent (50%) of the membership must vote; absentee ballots are allowed. In order for an amendment to pass, an affirmative vote of two-thirds of the voting membership shall be required.

Voting shall take place at the Annual Meeting.

Article 11 - Dissolution of the Club

Section 1. Procedure

Dissolution may be proposed by a two-thirds majority vote of the Board or by a letter to the Board signed by at least 10% of the members in good standing. The proposal shall state the effective date of dissolution and recommendations for the disposition of assets. Notice of the proposal to dissolve along with a proxy statement shall be mailed in a separate envelope to all members at least 30 days prior to the meeting at which the vote to dissolve will be taken.

Section 2. Voting

Dissolution of the club shall only occur after an affirmative vote at an extraordinary general membership meeting. A proposal to dissolve shall require an affirmative vote of three-fourths of the members in good standing. Signed proxies received before the vote shall be counted. This extraordinary general membership meeting, which decides for dissolution, must also decide on the disposition of club assets. These assets must go to a no profit organization.

Section 3. Distribution

If the extraordinary general membership meeting does not decide otherwise, the President and Vice-President jointly will be the authorized liquidators. When the dissolution becomes effective, the Treasurer shall pay all outstanding debts and attempt to collect any monies due the club. The Secretary shall file any notices required by law with the appropriate agencies. Any funds remaining shall be disbursed to a non-profit organization, such as the Wildlife Legislative Fund of American (WLFA).