

YORKSHIRE TERRIER CLUB OF NORTHERN CALIFORNIA, INC.

CODE OF ETHICS

1. Each member of the Club will maintain accurate, complete and up-to-date breeding and pedigree records.
2. Each member shall seek to do selective breeding with the intent of reducing faults and improving the quality in their stock.
3. Each member shall use good judgment, in consultation with his/her veterinarian, in determining how often to breed a bitch.
4. The price of puppies shall be based on quality (show or pet) prospects. Members shall not seek to undersell one another.
5. Any member who requests help in the placement of puppies should be helped by fellow members.
6. No member shall speak or write disparagingly of another member nor seek to impair the reputation of a member by reference to quality of stock or kennel matters.
7. Each member will gauge his/her actions on the basis of the best interests of the breed and of the dog fancy for the present and the future.
8. No member will knowingly or willingly sell dogs to franchised pet outlets.

CONSTITUTION

NAME AND OBJECTIVES

SECTION 1.

The name of the club shall be YORKSHIRE TERRIER CLUB OF NORTHERN CALIFORNIA, INC. and shall hereby be referred to as the CLUB.

SECTION 2.

The objectives of the CLUB shall be:

- a. To encourage and promote the best in breeding of Yorkshire Terriers.
- b. To encourage members and breeders to accept only the standard of the American Kennel Club as its standard of excellence.
- c. To do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition at dog shows and obedience trials.
- d. To conduct sanctioned matches and licensed specialty shows and obedience trials, under the rules of The American Kennel Club.
- e. To promote educational programs and seminars.

SECTION 3.

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 be used for the benefit of any member or individual.

SECTION 4.

The members of the CLUB shall adopt and may revise such by-laws as may be required to carry out these objectives.

BY-LAWS

ARTICLE I – MEMBERSHIP

SECTION 1.

ELIGIBILITY.

There shall be two types of membership open to all persons eighteen years of age and older who are in good standing with the American Kennel Club and who subscribe to the purpose of this CLUB. The types of membership are regular (voting) membership and associate (non-voting) membership. While membership is to be unrestricted as to residence, the CLUB's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

SECTION 2.

DUES.

Membership dues shall be payable on or before the first of January. No member may vote whose dues are in arrears. During the month of November, each member will be sent by mail or e-mail a statement of his dues for the ensuing year.

SECTION 3.

a. ELECTION TO REGULAR (VOTING) MEMBERSHIP.

Each applicant for regular (voting) membership shall apply on a form approved by the Board of Directors. The application shall state name, address, and occupation of the applicant and it shall carry the endorsement of two members. All applications are to be filed with the Secretary and each application is to be read to the general membership at the earliest

opportunity after its receipt. The application will be voted upon and affirmative votes of 3/4 of the members present and voting shall be required to elect the applicant. Applicants for membership who have been rejected may not re-apply within six months after such rejection. After election to the CLUB, the new member shall submit dues payment for the current year plus any initiation fee.

b. ELECTION TO ASSOCIATE (NON-VOTING) MEMBERSHIP.

Each applicant for associate (non-voting) membership shall apply on a form approved by the Board of Directors. The application shall state name, address, and occupation of the applicant and it shall carry the endorsement of one member. All applications are to be filed with the Secretary and each application is to be read to the general membership at the earliest opportunity after its receipt. The application will be voted upon and affirmative votes of 3/4 of the members present and voting shall be required to elect the applicant. Applicants for membership who have been rejected may not re-apply within six months after such rejection. After election to the CLUB, the new member shall submit dues payment for the current year plus any initiation fee.

SECTION 4.

TERMINATION OF MEMBERSHIP.

Memberships may be terminated by

a. Resignation. Any member in good standing may resign from the CLUB upon written notice to the Secretary; but no member may resign when in debt to the CLUB. Dues obligations are considered debt to the CLUB and they become incurred on the first day of each fiscal year.

b. Lapsing. A membership will be considered lapsed and automatically terminated if dues are unpaid 90 days after the first day of the fiscal year. The Board may grant an additional 90 days grace to such delinquent members in meritorious cases. No person may vote at any CLUB meetings whose dues are unpaid.

c. Expulsion. A membership may be terminated by expulsion as provided in Article VI of the BY-LAWS.

ARTICLE II – MEETINGS AND VOTING

SECTION I.

CLUB MEETINGS.

Meetings of the CLUB shall be held monthly. They are to be held at a mutually acceptable location as determined by the Board of Directors. Written notice shall be mailed or e-mailed by the Secretary to each member 10 days prior to the date of the meeting. The quorum shall be 20% of the regular (voting) membership in good standing. Members may attend in person or by telephone or other electronic media.

SECTION 2.

SPECIAL CLUB MEETINGS.

Special CLUB meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board; and shall be called by the Secretary upon receipt of a petition signed by five regular (voting) members of the CLUB who are in good standing. Such a special meeting shall be held in the San Francisco Bay Area or adjacent counties at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meeting shall be mailed or e-mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. NO other CLUB business shall be transacted at that meeting. The quorum for such a meeting shall be 20% of the members in good standing. Members may attend Special CLUB Meetings in person or by telephone or other electronic media.

SECTION 3.

BOARD MEETINGS.

Meetings of the Board of Directors shall be held at the discretion of the board as needed. Board Meetings are to be held at a mutually acceptable location as determined by the Board of Directors. Written notice of the meetings shall be mailed or e-mailed by the Secretary at least 5 days prior to the date of the meeting. Board Members may attend Board Meetings in person or by telephone or other electronic media.

SECTION 4.

SPECIAL BOARD MEETINGS.

Special Board Meetings may be called by the President, and shall be called by the Secretary upon written request signed by at least 3 members of the Board. Such special meeting shall be held in the San Francisco Bay Area or adjacent counties at such date, hour, and place as may be designated by the person authorized to call such a meeting. Written notice of such meetings shall be mailed or e-mailed by the Secretary at least 5 days but not more than 10 days prior to the date of the meetings. Any such notice shall state the purpose of the meeting and no other business shall be transacted. The quorum shall be a majority of the Board. Board Members may attend Special Board Meetings in person or by telephone or other electronic media.

SECTION 5.

EMERGENCY BOARD MEETINGS.

Emergency Board Meetings may be called by the President or any other officer to address a specific urgent matter of CLUB business that cannot be delayed. Emergency Meetings will be convened as soon as a quorum of the Board is available. The quorum shall be a majority of the Board. Board

Members may attend Emergency Board Meetings in person or by telephone or other electronic media.

SECTION 6.

a. VOTING.

Each regular (voting) member in good standing whose dues are paid for the current year shall be entitled to one vote at the meeting of the CLUB. Proxy voting will not be permitted.

b. LOSS OF VOTING PRIVILEGES.

Voting privileges may be revoked by decision of the Board of Directors for misconduct.

ARTICLE III – DIRECTORS AND OFFICERS

SECTION 1.

BOARD OF DIRECTORS.

The Board shall be comprised of the President, Vice President, Recording/Corresponding Secretary (“Secretary”), Treasurer and 4 other elected Board members. They shall be elected for a one year term, at the Annual Meeting, and serve until their successors are elected. General management of the CLUB’s affairs shall be entrusted to the Board of Directors.

SECTION 2.

OFFICERS.

The CLUB’s officers shall consist of the President, Vice President, Secretary, and Treasurer. They shall serve in their respective capacities,

both with regard to the CLUB and its meetings and to the Board and its meetings.

a. The President shall preside at all meetings of the CLUB and of the Board and shall have the duties and powers necessary to accomplish the responsibilities of the office in addition to those particularly specified in these BYLAWS.

b. The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. For purposes of this Section, "incapacity" includes those situations in which the President has recused himself/herself or has a conflict of interest that precludes him/her from presiding.

c. The Secretary shall keep a record of all meetings of the CLUB, Board, and any special matters coming before the CLUB. He/She shall keep a roll of members and new members (including the records of new members' applications, etc.) of the CLUB with their addresses. He/She shall report at all Board and CLUB meetings and carry out other duties as specified in the BY-LAWS. The Secretary shall be responsible for all incoming and outgoing business correspondence pertaining to the CLUB. He/She shall notify members of meetings, notify officers and directors of their election to office, and notify new members of their election to membership and send or e-mail to each new member a Welcome Packet (consisting of a Membership List, CONSTITUTION, BY-LAWS, and STANDING RULES). He/She shall report at all Board and CLUB meetings.

d. The Treasurer shall collect and receive all monies due and belonging to the CLUB. He/She shall deposit same in a bank approved by the Board in the CLUB's name. The books shall be open to the Board at all times for inspection. The Treasurer shall report at every meeting. During the month of April, the Treasurer's books shall be audited and at the annual Meeting he/she shall render a written account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as determined by the Board.

SECTION 3.

VACANCIES.

Any vacancy occurring on the Board or among the Officers shall be filled for the unexpired term by a member elected by a majority vote of all the members of the Board at its first regular meeting following the creating of such a vacancy, or at a special Board meeting.

ARTICLE IV – THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION 1.

CLUB YEAR.

The CLUB's fiscal year shall begin on the 1st day of January and end on the 31st day of December. The CLUB's official year shall begin at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

SECTION 2.

ANNUAL MEETING.

The annual meeting shall be held in the month of April at which time officers and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Article IV. Section 4. They shall take office immediately upon the conclusion of the election. Each retiring officer shall turn over to his/her successor all properties and records relating to that office after election.

SECTION 3.

ELECTIONS.

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The four nominated candidates for other positions on the Board who received the greatest number of votes for such positions shall be declared elected.

SECTION 4.

NOMINATIONS.

No person may be a candidate in a CLUB election who has not been nominated. During the month of November the Board shall select a Nominating Committee consisting of three regular (voting) members. The Secretary shall immediately notify the Committee of their selections. The Board shall name a Chairman and it shall be his/her duty to notify the Secretary of the slate of candidates on or before the 1st of February (The slate will be officially presented during the February general membership meeting).

- a. The Committee shall nominate one candidate for each office, and four candidates for the four positions on the Board. After securing the consent of each person nominated, the Committee shall immediately report their nominations to the Secretary in writing or by e-mail.

- b. Additional nominations may be made from the floor at the March meeting by any regular (voting) member in attendance 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 this meeting, his nominator shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position and the additional nomination which is provided for herein may be made only among those

members who have not accepted a nomination of the Nominating Committee.

c. Nominations cannot be made at the annual meeting or in any other manner other than as provided in this section.

ARTICLE V – COMMITTEES

SECTION 1.

The President, with the approval of the Board, may each year appoint standing committees to advance the work of the CLUB in such matters as Specialty Shows, Obedience Trials, Trophies, Annual Prizes, Membership Drive and Education. All committees shall be subject to the final authority of the Board. Special committees may also be appointed by the President.

SECTION 2.

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The Board may appoint successors to those persons whose services have terminated.

ARTICLE VI – DISCIPLINE

SECTION 1.

AMERICAN KENNEL CLUB SUSPENSION.

Any member who is suspended from the privileges of The American Kennel Club automatically shall be suspended from the privileges of this CLUB for a like period.

SECTION 2.

CHARGES.

a. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the CLUB or breed. 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 or e-mail a copy of the charges to each member of the Board or present them at a Board Meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the CLUB. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the CLUB, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall set a date of a hearing by the Board not less than 3 weeks nor more than 6 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 in his own defense and bring witnesses if he/she wishes.

b. A Board member who brings charges against a CLUB member shall not participate in the Board's consideration of those charges.

SECTION 3.

BOARD HEARINGS.

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 of those present impose appropriate discipline up to and including suspending the defendant from all privileges

of the CLUB for not more than six months from the date of the hearing. If the Board deems suspension insufficient punishment, it may 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, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

SECTION 4.

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 3 of this Article. Such proceeding may occur at any regular or special meeting of the CLUB to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. Those regular (voting) members present shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII – AMENDMENTS

SECTION 1.

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 20% of the regular (voting) 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

recommendation of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

SECTION 2.

The CONSTITUTION and BY-LAWS may be amended by a 2/3 vote of the regular (voting) members present and voting at any regular or special meeting called for that purpose provided the proposed amendments have been included in the notice of the meeting and mailed or e-mailed to each member at least two weeks prior to the date of the meeting.

ARTICLE VIII – DISSOLUTION

SECTION 1.

DISSOLUTION.

The CLUB may be dissolved at any time by the written consent of not less than 2/3 of the regular (voting) members. In the event of the dissolution of the CLUB other than for purposes of reorganization whether voluntary or involuntary or by the operation of law, none of the property of the CLUB nor any proceeds thereof nor 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 and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

ARTICLE IX – ORDER OF BUSINESS

SECTION 1.

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:

Roll call (introduction of guests)

Guest speaker

Minutes of last meeting

Report of the President
Report of the Recording Secretary
Report of the Corresponding Secretary
Report of the Treasurer
Report of Committees
Election of Officers and Board (at annual meeting)
Election of New Members
Unfinished business
New business
Adjournment

SECTION 2.

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

Reading of minutes of last Board Meeting
Report of the Recording Secretary
Report of the Corresponding Secretary
Report of the Treasurer
Report of Committees
Unfinished business
New business
Adjournment

SECTION 3.

The rules contained in the current edition of ROBERT'S RULES OF ORDER shall govern the course of conduct at all meetings of the CLUB in all cases to which they do not conflict with these BY-LAWS and or the rules and regulations of the American Kennel Club.

STANDING RULES

SECTION 1.

MEMBERSHIP

- a. All applicants must attend at least one meeting before submitting an application for membership. Sponsor and application forms for membership may be submitted at the applicant's second meeting. Voting will be at the third meeting.
- b. The two sponsors of a prospective member may not be in the same family.
- c. The names of prospective members are not to be published prior to being read at a meeting.
- d. Voting on an applicant is to be done by secret ballot. Only acceptance or rejection is to be announced, not the actual vote count.
- e. All new members will be notified by mail or e-mail if not in attendance at the elective meeting.
- f. Any member joining after October 31st will be current for the ensuing year.
- g. Membership dues will be set by the Board on an annual basis and announced to the membership.
- h. Non-attendance does not constitute a reason for dropping a member.
- i. All members must volunteer and work for any CLUB event or activity recognized by the Board of Directors.

j. Life membership can be granted at the discretion of the Board of Directors. Life members are not required to pay dues and are not expected to volunteer for any CLUB event or activity.

SECTION 2.

MEETINGS.

- a. A half hour question and answer period may be set aside at each meeting.
- b. The CLUB attendance record will be kept as part of the CLUB's minutes notebook.
- c. All Committee Chairpersons should make monthly reports in person, by telephone or other electronic media, or through some other member.
- d. There will be no alcoholic beverages served by the CLUB at its meetings except at the Christmas Party.

SECTION 3.

OFFICERS

- a. Secretary – The monthly Treasurer's report, reflecting total expenditures as well as amounts received, shall be included in the minutes of the monthly meetings.
- b. Treasurer – The Treasurer will keep a voucher book, will document the Club's expenditures, and submit a monthly Treasurer's report. The Auditing Committee and Treasurer will choose the time and place to audit the books before the audit deadline provided by the BY-LAWS.

SECTION 4.

SHOW BUSINESS.

- a. The Match Chairperson is to be allotted the sum of \$100.00 for expenditures unless it is determined prior to any match that more money is needed.
- b. The Match Chairperson is not required to submit judges' names.
- c. The Show Chairperson/s and the general membership will approve potential judges for the Specialty.
- d. The CLUB will supplement trophies at its Specialties as needed. The CLUB Medallions will be given to the Best in Specialty Show, Best Opposite Sex, and 1st place in all Regular Classes.
- e. Donation to other Yorkshire Terrier Clubs' Trophy Fund will be for the Bred By Exhibitor Classes.

SECTION 5.

MISCELLANEOUS

- a. A Service Plaque is to be presented to any Officer of the CLUB at the completion of his/her term/terms of office. An annual award is to be given to any member who finishes a champion.
- b. The CLUB Medallions and Pins are to be in the possession of the Treasurer.

