

**Constitution  
and  
BY-LAWS  
OF  
  
THE OVERLAKE COLLIE CLUB  
  
Tacoma/Olympia, Washington**

Revised June 15, 2018

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# The Constitution of the Overlake Collie Club

## Article I Name and Objectives

**SECTION 1** The name of the Club shall be The Overlake Collie Club.

**SECTION 2** The Objectives of the Club shall be:

- To encourage and promote quality in the breeding of purebred Collies and to do all possible to bring their natural qualities to perfection
- To urge members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only standard of excellence by which the Collie shall be judged
- To do all in its power to protect and advance the interests of the breed by promoting sportsmanlike competition at dog shows and other events
- To encourage and support our members' endeavors to promote the Collie in all activities that portray the Collie as the versatile dog that it is
- To conduct sanctioned matches, dog shows, agility trials, and any other event for which the club is eligible under the Rules and Regulations of the American Kennel Club

**SECTION 3** The Club shall not be conducted or operated for profit and no part of any of the profits or remainder or residue from dues or donations to the club shall inure to the benefit of any member or individual.

**SECTION 4** 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 of the Overlake Collie Club

### Article I Membership

**SECTION 1** **ELIGIBILITY:** There shall be three types of membership open to persons eighteen years of age and older who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club, and one Junior membership.

- Regular (Individual): Enjoys all the privileges of the club including voting and holding office.
- Household/Dual: Offered to two adults residing in the same household with each entitled to vote and hold office.

- **Associate:** Enjoys all the privileges of the club excluding voting and holding office. They are not counted as members for the purpose of quorum at meetings. Offered to individuals who live outside of the club's area; also offered to individuals who live in the club's area but are not active.
- **Junior:** Open to persons 9 to 17 years of age, a non-voting/non-office-holding position. They may automatically convert to regular membership upon reaching their 18 birthday.

**SECTION 2** **DUES:** Membership Dues shall be \$15.00 per year for a regular (individual) membership and \$25.00 household/dual membership with each person age 18 and over to have voting privileges. For a period of less than six months, the dues shall be one-half of the annual rate. Dues for associate members shall be \$10.00. Dues for junior members shall be one-half the rate for a regular (individual) membership. During the month of March, the treasurer shall send to each member a statement of his dues for the ensuing year. Dues are payable on or before the 1st day of May of each year. No elected candidate shall be considered a member of the club until dues are paid.

**SECTION 3** **Election to Membership:** A guest must attend a minimum of two meetings before applying for 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 these constitution and by-laws and the rules of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members who are in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. All applications are to be filed with the Secretary. A guest may receive an application at their second meeting. The application may be turned in and read at the applicant's third meeting. At the next club meeting the application will be read again and voted upon. Affirmative votes of 2/3 of the members present and voting shall be required to elect the applicant. The applicant must not be present during the voting. Applicants for membership who have been rejected by the club may not re-apply within six months after such rejection.

**SECTION 4** **Termination of Membership:** Memberships may be terminated:

- **By 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. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- **By Lapsing:** A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year: however, the Board may grant an additional 90 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- **By Expulsion:** A membership may be terminated by expulsion as provided in Article VI of these by laws.

**SECTION 5** **Reinstatement of Membership:** A prior Member whose dues have lapsed may apply for reinstatement within a period of two years from the date upon which the dues first became due, by paying applicable current year's dues. After two years' lapse of membership, a former member wishing to become a member again must reapply and be voted upon by the membership.

## **Article II**

### **Meetings and Voting**

**SECTION 1** **Club Meetings.** Monthly meetings of the club shall be held in the greater Tacoma/Olympia, Washington area. There shall be a minimum of six club meetings per year. The location, date and time of each meeting shall be decided in a manner designated by the Board of Directors. Notice of each such meeting shall be sent to the members by the Secretary at least 10 days prior to the date of each meeting via electronic means as approved by the club or postal mail if requested by the member. The quorum for such meetings shall be 20% of the regular members in good standing.

**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, 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 the greater Tacoma/Olympia, Washington area, 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 a meeting shall be sent to by the Secretary by electronic means as approved by the club or postal mail if requested at least 5 days and not more than 15 days prior to the date of the meeting, and said such notice shall state the purpose of the meeting, and no other club business may be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing.

**SECTION 3** **Board Meetings.** Meetings of the Board of Directors shall be held in the greater Tacoma/Olympia, Washington area, at least six times per year, at such an hour and place as may be designated by the Board. Notice of each such meeting shall be sent by the Secretary at least 10 days prior to the date of each meeting by electronic means as approved by the club or postal mail if requested. The quorum for such a meeting shall be a majority of the board. Board meetings may also be held via video conference or teleconference.

**SECTION 4** **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 written request signed by at least 4 members of the Board. Such special meetings shall be held in the greater Tacoma/Olympia, Washington area, at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Notice of such a meeting shall be sent by the Secretary at least 7 days and not more than 10 days prior to the date of the meeting by electronic means as approved by the club or postal mail if requested. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the board.

**SECTION 5** **Voting.** Only adult members in good standing whose dues are paid for the current year shall be entitled to vote at any meeting of the club at which they are present. Proxy voting will not be permitted at any Club meeting or election. Junior members and associate members shall not be allowed to vote.

### **Article III**

#### **Directors and Officers**

**SECTION 1** **Board of Directors.** The Board shall comprise the President, Vice President, Secretary, Treasurer and three other persons, all of whom shall be members in good standing and all of whom shall be elected for one year terms at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. The president shall vote only in the case of a tie vote at meetings. General management of the club's affairs shall be entrusted to the Board of Directors.

**SECTION 2** **Officers.** The Club's Officers, consisting of the President, Vice President, Secretary, Treasurer, and three other persons shall serve in their respective capacities both with regard to the Club and its meeting and the Board and its meetings.

- **The President** shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. The President's most important responsibility is that of providing constructive leadership to other officers and Club members. The President shall be overall responsible for the Club's direction and its diverse functions. He/She must ensure that each club officer understands fully the duties of his office and that he is motivated to perform them well.
- **The Vice President** shall exercise the powers of the President in case of the President's death, absence or incapacity. The Vice President shall be in charge of promoting Club membership and attendance. He/She shall direct efforts to improve Club public relations. He/She should investigate and keep the Club informed of pertinent current events or projected plans at local, state and national levels that would affect the objectives of the club. He/She may desire to become a member of a local All-Breed Club, in which case, his/her dues for that year will be paid by the Overlake Collie Club. The Vice President is responsible for keeping a record of, and knowing the location of, all club property and equipment.
- **The Secretary** shall preside in the absence of the President and Vice-President and shall keep a record of all meetings of the Club and of the Board and all matters of which a record shall be ordered by the Club.

He/She shall have charge of the correspondence, notify members of meetings, notify officers and directors of their election to office and keep a roll of the members of the Club with their addresses, phone numbers, and other contact information. On election of new members, the Secretary shall immediately notify each new member of his/her election and shall furnish them with a membership roster and any other material deemed appropriate by the Board of Directors. The Secretary shall be considered custodian of all Club minutes and official records. He/She shall be entrusted to transmit these minutes and records to his successor in the best possible format and condition. He/She should perform these duties and such other duties as are prescribed in these By-Laws.

- **The Treasurer** shall collect and receive all moneys due or belonging to the Club. The Treasurer shall send dues notices as specified in Article I, Section 2 of the By-Laws. He/She shall deposit the same in a bank designated by the Board, in the name of the Club. The Treasurer's Books shall at all times be open to inspection of the Board, and he/she shall report to them at every meeting of the condition of the Club's finances and every item of receipt of payment not before reported; and at the annual meeting he/she shall render an account of all moneys received and expended during the previous fiscal year. The treasurer shall be bonded, at the Club's expense, in such amount, as the Board of Directors shall determine. An audit of the club's financial records shall be conducted annually.

**SECTION 3** **Vacancies.** Any vacancies occurring on the Board or among the officers during the year shall be filled until the next annual election by a majority vote of all the then members of the Board of Directors at its first regular meeting following the creation or such vacancy, or a Special Board Meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice President, and the resulting vacancy in the office of Vice President shall be filled by the Board.

## **Article IV**

### **The Club Year. Annual Meeting. Elections**

**SECTION 1** **Club Year.** The Club's fiscal year shall begin on the 1<sup>st</sup> day of May and end on the 30<sup>th</sup> day of April. The Club's official year shall begin immediately 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 officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within 30 days after the election.

**SECTION 3** **Election.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The three nominated candidates for other positions on the board who receive the greatest number of votes for such positions shall be declared elected. The President shall vote only in the case of a tie vote.

**SECTION 4** **Nominations.** No person may 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 committeemen of their selection. The Board shall name a Chairperson for the committee and it shall be his/her duty to call a committee meeting which shall be held on or before February 1<sup>st</sup>

- The Committee shall nominate one candidate for each office, and each other position on the board, and after securing the consent of each person so nominated, shall immediately report their nomination to the secretary in writing.
- Upon receipt of the Nominating Committee's report, the Secretary shall before February 15th notify each member in writing of the candidates so nominated.
- Additional nominations may be made at the March meeting by any member in attendance provided that the person so nominated does not decline when their name is proposed, and provided further

that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. No person may be a candidate for more than one position,

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

## **Article V** **Committees**

- SECTION 1** The Board may each year appoint standing committees to advance the work of the Club in such manners as specialty shows, trials, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees may also be appointed by the Board to aid it on particular projects.
- 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; and the Board may appoint successors to those persons whose services have been terminated.

## **Article VI** **Discipline**

- SECTION 1** **American Kennel Club Suspension.** Any member who is suspended from any of the privileges of The American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.
- SECTION 2** **Charges.** Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club or the Breed. Written Charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$30.00, 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 prejudicial to the best interests of the Club or the Breed. If the Board considers that the charges do not allege conduct, which would be prejudicial to the best interests of the Club or the Breed, 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 3 weeks nor more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges and the specifications to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in their own defense and bring witnesses if he/she wishes.
- SECTION 3** **Board Hearing.** The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and the 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 two-thirds vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, 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 their fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings 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 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/her 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/her own behalf if he wishes. The membership 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 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 twenty percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with 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 2** The Constitution and By-Laws may be amended by a two-thirds secret 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 and sent to each member at least two weeks prior to the date of the meeting by electronic means as approved by the club or postal mail if requested by the member.

## **Article VIII** **Dissolution**

**SECTION 1** **DISSOLUTION.** The Club may be dissolved at any time by the written consent of not less than two-thirds of the members. In the event of the dissolution of the Club other than for purposes of reorganization whether voluntary or involuntary or by 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:

### **Order of the Business Meeting**

- Roll Call
- Minutes of Last Meeting
- Report of the President
- Report of the Vice President
- Report of the Secretary
- Report of the Treasurer
- Reports of the Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished Business
- New Business
- Announcements
- Adjournment

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

**Order of the Board Meeting**

Roll Call  
Reading of minutes of Last Meeting  
Report of the Secretary  
Report of the Treasurer  
Reports of the Committee  
Unfinished Business  
New Business  
Adjournment

**Article X**  
**Parliamentary Authority**

**SECTION 1** The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order the club may adopt.

## Appendix Revision Listing

January 26, 1990 – Unknown changes

September 25, 1992 – Unknown changes

November 1998 – Unknown changes

March 17, 2013:

Document	Item	Revision	Reason
Constitution	Article 1 Section 2 Item 3	Change wording from “obedience trials” to “other events”	To support the club hosting multiple events
Constitution	Article 1 Section 2 Item 4	Change wording from “obedience trials” to “other events”	To support the club hosting multiple events
By-Laws	Article 1 Section 2 Dues	Increase membership dues from \$12.50 to \$15.00  Increase family membership from \$18.00 to \$25.00  Change wording from “each person over the age of 17 to have voting privileges” to “each person age 18 and over to have voting privileges”	To support increased membership dues that have been in place for several years
By-Laws	Article 1 Section 3 Election to membership	Remove “A guest may not attend more than four meetings within a two year period without applying for membership”, remaining sentence to read “A guest must attend a minimum of two meetings before applying for membership.”  Replace “and each application is to be read at the first meeting following receipt” with “A guest may receive an application at their second meeting. The application may be turned in and read at the applicant’s third meeting”  Change “At the next club meeting the application will be voted upon and affirmative votes” to read “At the next club meeting (fourth) the application will be read again and voted upon. Affirmative votes”	Changes to the way membership is handled due to changing times
By-Laws	Article 3 Section 2 The Show Chairperson	Change from “shall be responsible for the Club’s efforts in putting on sanctioned and licensed specialty shows, obedience trials, and sanctioned matches” to read “shall be responsible for the Club’s efforts in putting on sanctioned and licensed specialty shows, sanctioned matches and other events”	To support the club hosting multiple events
General	All sections	Changed page numbering method  Added spacing between paragraphs	For readability
General	Revision listing	Added revision listing	For accountability

June 15, 2018:

Document	Item	Revision	Reason
Constitution	Article 1 Section 2 Item 4	Changed wording from “To conduct sanctioned and licensed specialty shows and other events under the rules of the American Kennel Club” to “To conduct sanctioned matches, dog shows, agility trials and any other event for which the club is eligible under the Rules and Regulations of the American Kennel Club”	Per AKC Request
Constitution	Article 1 Section 2 Item 4	Moved down and became Item 5	In order to add a new objective
Constitution	Article 1 Section 2	Added new Item 4 “To encourage and support our members’ endeavors to promote the Collie in all activities that portray the	To support increased membership dues that

	New Item 4	Collie as the versatile dog that it is.	have been in place for several years
By-Laws	Article 1 Section 1	Added the words "and one Junior membership"	Per AKC Request
By-Laws	Article 1 Section 1 Item 1	Changed "Single" membership to "Regular (Individual)"	Per AKC Request
By-Laws	Article 1 Section 1 Item 2	Changed "Family" to "Household/Dual" Changed "married couples" to "two adults residing in the same household" Changed "a separate vote" to "vote and hold office"	Per AKC Request
By-Laws	Article 1 Section 1 Item 3	Removed "Offered to regular members" Added "Offered to individuals who live outside the club's area; also offered to individuals who live in the club's area but are not active"	Per AKC Request
By-Laws	Article 1 Section 1 Item 4	Changed minimum age for juniors from 10 to 9 Added "A non-voting/non-office holding position"	Per AKC Request
By-Laws	Article 1 Section 2	Changed "a single" to "a regular (individual)" Changed "family (husband & wife)" to "household/dual"	Per AKC Request
By-Laws	Article 1 Section 3	Changed voting from requiring 3/4 of the members present to 2/3 of the members present	Per AKC Request
By-Laws	Article 1 Section 3	Added "Secretary" after "to be filed with" Changed "at this meeting" to "during the voting"	For clarity
By-Laws	Article 1 Section 4 Item 1	Changed "Dues obligations are considered a debt to the Club and may become incurred on the first day of each fiscal year." To "Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation"	Per AKC Request
By-Laws	Article 1 Section 5	Changed "A member" to "A prior member" Changed "by paying a reinstatement fee of \$10.00 for a single membership, \$15 for a family membership, plus all delinquent dues" to "by paying applicable current year's dues"	To simplify reinstatement and help members with financial issues
By-Laws	Article 2 Section 2	Changed "to the Secretary" to "by the Secretary" Changed "requested by the Secretary" to "requested"	For clarity
By-Laws	Article 2 Section 3	Changed Board meeting requirement from four meetings to six meetings per year. Added "Board meetings may also be held via video conference or teleconference"	Per AKC Request
By-Laws	Article 2 Section 4	Changed "at least 3" to "at least 4"	To ensure a majority of board members are present
By-Laws	Article 3 Section 1	Changed "and Show Chairperson" to "and three other persons" Changed "The president shall vote only in the case of a tie vote at Board meetings" to "The president shall only vote in the case of a tie vote at meetings" Removed items 1 and 2	Per AKC Request
By-Laws	Article 3 Section 2	Changed "and Show Chairperson" to "and three other persons"	Per AKC Request
By-Laws	Article 3 Section 2 Item 3	Changed "nay" to "any"	Typo
By-Laws	Article 3 Section 2 Item 4	Added "An audit of the club's financial records shall be conducted annually."	Per member request and responsible financial behavior
By-Laws	Article 3 Section 2	Removed item 5	Per AKC Request
By-Laws	Article 3	Removed sections 3 and 4	Per AKC Request
By-Laws	Article 3 Section 5	Renumbered to Section 3	To fill the hole left by removing sections 3 and 4
By-Laws	Article 4 Section 1	Changed "1s1" to "1 <sup>st</sup> " Changed "30lh" to "30 <sup>th</sup> "	Typo
By-Laws	Article 4 Section 3	Added "The three nominated candidates for other positions on the board who receive the greatest number of votes for such positions shall be declared elected"	Per AKC Request
By-Laws	Article 4	Removed "two alternates"	We have never done this

	Section 4		
By-Laws	Article 4 Section 4 Item 1	Added "and each other position on the board"	Per AKC Request
By-Laws	Article 4 Section 4	Added "1 <sup>st</sup> " to February	This was missing, simply said February previously
By-Laws	Article 4 Section 4 Item 3	Removed "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"	Per AKC Request
By-Laws	Article 6 Section 1	Changed "suspended from the privileges" to "suspended from any of the privileges"	Per AKC Request
By-Laws	Article 6 Section 2	Changed "might constitute prejudicial" to "might constitute conduct prejudicial" Changed "copy of the charges to the accused" to "copy of the charges and the specifications to the accused"	Per AKC Request
By-Laws	Article 7 Section 2	Changed "two-thirds vote" to "two-thirds secret vote"	To allow people to anonymously vote for or against changes to avoid possible repercussions
By-Laws	Article 8 Section 1	Removed "Report of the newsletter editor" and "Report of the Show Chairperson" Added "Election of New Members"	Per AKC Request
By-Laws	Article 8 Section 2	Added "Roll Call"	For consistency with regular meetings
By-Laws	Article 8 Section 3	Removed	Per AKC Request
By-Laws	Article 9	Added	Per AKC Request