

# Coal Mountain Schutzhund Association

## CONSTITUTION AND BYLAWS

### Article I. Name of Association

1. The name of this Association is the **Coal Mountain Schutzhund Association** and shall be known as such.
2. The Association reserves the right to change its name via a Board of Directors vote at any time.

### Article II. Objectives of the Association

1. To preserve the German Shepherd Dog in accordance with the breed standard adopted by the World Union of German Shepherd Dog Clubs (WUSV) [Federation Cynologique Internationale (F.C.I.)-Standard-No. 166/23.03.1991/D, Edition 1993] as a working dog.
2. To train dogs for Schutzhund and subsequently recognized venues of Schutzhund; Internationale Gebrauchshundeprüfung (IGP).
3. To promote working dogs for the sport of Schutzhund, Police Service Work (e.g., apprehension, narcotics detection, explosives detection) and Search and Rescue (SAR).
4. Support movements that demonstrate the advantages of Schutzhund training.
5. Support and organize trials for Schutzhund.
6. Support the use of dogs by Police Departments.
7. To interest and educate the Public about training for Schutzhund, Police Service Work, and SAR.
8. To promote humane training methods for working dogs.
9. To support responsible dog ownership and breeding practices.

### Article III. Nonprofit Statement

1. This Association shall be conducted as a nonprofit organization.
2. All dues, levies, and other income shall be disbursed to promote the objectives of this Association, along with associated social activities.

### Article IV. Dissolution

This Association may be dissolved at any time by the written consent of two-thirds (2/3) majority vote of its Active Members who are in good standing. In such a case, after payment of all debts and liabilities of the Association, its assets and property shall be divided equally among the active members who are in good standing and proportionate to their length of membership in the Association.

### Article V. Membership

#### Section V-I. The Association shall consist of three (3) types of members

##### a. *Active Member:*

These type members shall be entitled to vote, hold office, and benefit in all the advantages of this Association. All Active Members must also be members of the United Schutzhund Clubs of America (USCA) and must provide this Association's Secretary with a photocopy of their USCA membership card with an expiration date.

##### b. *Honorary Member*

These type members may be elected at large from those who have rendered valuable service to the Association or the working dog movement (e.g., Police Service Work, SAR, etc.).

**c. Probationary Member:**

These type members have been accepted by the Board of Directors on a probationary status and have completed and returned all necessary documentation, have paid dues, and have provided proof of USCA membership. These type members are not entitled to vote or hold office in the Association, but are entitled to benefit in all advantages of this Association.

**Section V-II. Application for Election to Membership**

- a. Applicant shall attend three (3) training sessions as a visitor to the Association. The Training Director will, at these sessions, evaluate the Applicant's dog for its temperament, prey, and defense drives.
- b. If a dog's temperament, prey, and/or defense drives are not suitable for the sport of Schutzhund, the Applicant will so be informed by the Training Director.
- c. Applications for membership shall be made to the Secretary or Sergeant-at-Arms, on or before the fourth visit, in writing upon the forms provided.
- d. Following the submission of membership documents and dues, the Applicant will be considered a nonmember pending probationary membership approval.
- e. The Applicant shall be voted on for probationary membership within 30 days of request. Election to Active Member status shall be made by the Board of Directors and requires a three-fifths (3/5) majority vote within 12 calendar months of Applicant receiving probationary membership approval.
- f. Honorary Members shall be appointed by a three-fifths (3/5) majority vote of the Board of Directors.

**Section V-III. Resignation**

- a. Any Member may resign at any time and may be deleted from the membership upon receipt of resignation, in writing, by the Secretary.

**Section V-IV. Suspension**

- a. Any Member may be suspended by a three-fifths (3/5) majority vote of the Board of Directors or automatically as provided elsewhere.
- b. Any Member under suspension shall not be entitled to vote or participate in training sessions.
- c. Any Member who does not renew their membership to the USCA, resulting in this Association's Secretary being notified by the USCA Treasurer of said fact, will have thirty (30) days in which to renew their membership with USCA and provide this Association's Secretary with a photocopy of their USCA membership card with expiration date. Failure to renew USCA membership and provide proof of membership will result in suspension.

**Section V-V. Termination of Membership**

Membership may be terminated by:

- a. Resignation: Any member may resign from the Club upon written notice to the Secretary.
  - (i) Resigning parties are not entitled to full or partial reimbursement of dues.
- b. Unresolved Suspension: Any member who remains suspended for four (4) months shall be automatically terminated.
  - (i) Parties terminated due to an Unresolved Suspension are not entitled to full or partial reimbursement of dues.
- c. Lapsing: A member will be considered as lapsed and automatically terminated if such a member's dues remain unpaid one (1) month after (January 31st) of any given year while not on a payment plan reviewed by the Treasurer and approved by 3/5th majority of the Board of Directors.
  - (i) A member shall also be considered as lapsed if such a member's installment of their payment plan is unpaid one (1) month after its due date, as stipulated by an approved payment plan.

## **Article VI. Guests**

Members may invite Guests to any training session of the Association. Guests who are training their dog and/or using club resources are subject to Articles V, XIX, XXI, and membership rules.

## **Article VII. Dues and Special Levies**

### **Section VII-I. Dues and Fees**

- a. The membership dues for an Individual Active Member with one (1) dog are as prescribed in the Annual Budget (Appendix A) for the Association and are per the calendar year.
  - (i) Helpers who are Active Members and not training a dog are exempt from paying membership dues.
- b. The membership dues for a Probationary Member with one (1) dog are as prescribed in the Annual Budget for the Association and are per the calendar year.
- c. The membership dues for a family, where both members are Active Members, each with one dog, are as prescribed in the Annual Budget for the Association and are per the calendar year.
  - (i) Family Membership includes two immediate family members (as defined by 29 CFR 780.308), each with one dog.
- d. There are no membership dues for an Honorary Member.
- e. There is an extra dog fee for the calendar year for Active or Probationary Members wishing to work more than one dog three (3) months or older, and for Honorary Members working a dog three (3) months or older, which is not their active-duty service dog.
- f. Membership dues are paid at the beginning of every year (January 31st).
  - (i) Members joining after that will be charged dues prorated to the months remaining in the calendar year.
- g. A photocopy of the Member's USCA membership card showing the expiration date shall be included when membership dues are paid.
- h. The Board of Directors has the discretion to raise dues annually, without requiring a vote of the Active Members.

### **Section VII-II. Special Equal Levies**

The Board of Directors, via a three-fifths (3/5) vote, may approve the collection of Special Equal Levies against the Membership, to meet the expense of the Association.

### **Section VII-III. Non-payment of Membership Dues and Special Equal Levies**

- a. Any Active Member whose dues remain unpaid on January 31st while not on an approved payment plan shall be automatically suspended.
  - (i) The Secretary shall notify the Member of non-payment and suspension
- b. Any Member whose share of a Special Equal Levy remains unpaid for one (1) month after approval by Membership vote shall be so notified in writing by the Secretary. If said levy remains unpaid for another thirty (30) days, the Member shall be automatically suspended.

## **Article VIII. Charges for Misconduct**

1. Any Member may prefer charges against another Member for alleged misconduct prejudicial to the interests of the Association. Written charges with specifications must be preferred in duplicate and forwarded to the Secretary with a deposit of \$50, which shall be forfeited if such charges are not sustained. All charges shall be heard before the Board of Directors only. The Board of Directors shall fine, suspend or expel from the Association or take such other measures as may be deemed advisable.
2. The accused Member must be allowed to present his case to the Board of Directors. Any Member against whom charges have been filed may, by three-fifths (3/5) vote of the Board of Directors, be suspended for a period not exceeding sixty (60) days, or expelled from membership.

## Article IX. Board of Directors

1. The control and management of the affairs of the Association shall be vested in the Board of Directors, consisting of five (5) Active Members.
  - President;
  - Vice President;
  - Secretary;
  - Treasurer; and
  - Sergeant at Arms.
2. Meetings of the Board of Directors may be called by the President.
3. Board meetings may precede or follow general membership meetings.
4. Special meetings of the Board of Directors shall be called by the President or three Directors acting in concert.
5. A majority of the Directors in office being present shall constitute a quorum to conduct regular business.
6. The Board shall have the power to fill any vacancy that may occur between elections except that of the President.
7. The Secretary shall keep minutes of the Board meetings, which shall be available to any Member at any time.
8. The Board shall have general supervision over all disbursements of the Treasurer and may appoint an Auditing Committee, to consist of three (3) members of the Board, who shall audit accounts and records annually and prior to all elections.
9. The Board shall have the power to appoint committees and assistance officers from among Active members.
10. The Board of Directors shall appoint a Training Director for an indefinite term.

## Article X. Officer Responsibilities

1. **President:** The President shall preside at all meetings and act as the chief executive of the Association. He/she shall be a member of all committees.
2. **Vice President:** The Vice President shall, in the absence of the President, perform all the duties of the President. He/she shall be in charge of maintaining all equipment used in the training program, and all Association property. He/she shall also provide or otherwise arrange-for various equipment necessary to keep the training program operating.
3. **Secretary:** The Secretary shall have charge of all correspondence except the training schedule; keep the records and roll of the Members, the minutes of General Meetings and Board Meetings, and election results.
4. **Treasurer:** The Treasurer shall receive, collect, and distribute all funds of the Association. Disbursements shall be made only by signed vouchers, which shall be kept as part of a permanent record system, which shall include an account book of receipts and disbursements. He/she shall render a formal statement regarding the Association funds annually and informally at all regular meetings.
5. **Sergeant-at-Arms:** The Sergeant-at-Arms shall provide correspondence to the Membership regarding the training schedule unless delegated to another member of the Board of Directors. He/she shall officially greet visitors and control their location and movements at the training grounds while dogs are in training. He/she shall also answer questions, offer explanations, and in general, provide good relations for the interested public. He/she shall also be responsible for assisting the Secretary to perform his/her duties.

## Article XI. Election of Directors

1. The Directors shall be elected by the Active Members in good standing by majority vote. Their term shall be for one (1) year, and the elections can be accomplished via email.
2. All Directors shall assume office immediately after the election results are known.
3. Each Active Member may vote for only one (1) nominee for each office. This can be accomplished via email.

4. Nominations for Directors shall be made from the Active Membership and can be accomplished via email. All nominations must be seconded.
5. Prior to the election, the Secretary shall receive consent to hold office from all nominees; this may be written or verbal.
6. Any Active Member whose membership fees or levies remain unpaid on election day shall be disqualified from voting or holding office.

## **Article XII. Parliamentary Authority**

The current edition of "Sturgis" shall govern this Association in all parliamentary situations that are not covered in the Law, or in these Constitution and Bylaws, or adopted Rules.

## **Article XIII. General Membership Meetings**

The general membership meeting to conduct business shall be held in conjunction with the training sessions. Unless otherwise announced, these meetings shall be held periodically at the discretion of the Board of Directors.

## **Article XIV. Constitutional Amendments**

The Constitution and Bylaws may be amended, altered or repealed by a unanimous vote of the Board of Directors or two-thirds (2/3) vote of the Active Members in good standing.

## **Article XV. Training Director**

1. A Training Director shall be appointed for an indefinite term by the Board of Directors.
  - a. He/she shall fulfill all requirements to maintain a satisfactory and successful training program.
  - b. He/she shall be in charge of all Association activities at the training grounds during normal training hours.
  - c. He/she shall be an Active Member of the Association.
2. The Training Director, any Assistants, Trainers, or Helpers shall not be reimbursed for Association activities.

## **Article XVI. Training**

1. It is the policy of this Association that one (1) dog per person will be given priority to Members with extra dogs.
  - a. The training of extra dogs at any one session can be done only with the consent of the Training Director and must not interfere with the timely training of other dogs.
  - b. Extra dogs and visitor's dogs may be trained last in the session.
  - c. Extra dogs owned by Association Members, and that are less than three (3) months of age, may be brought to a session for socialization without paying the extra dog fee, provided that such action does not interfere with the training of other dogs.
2. Puppies may be worked briefly by a Helper with the consent of the Training Director.
3. Any substantial training or evaluation of a new dog or puppy will require a training fee be paid.
4. Prospective members and guests of members may attend any training session.
  - a. They may not enter into any training activities of the Association without consent of the Training Director, or in his/her absence, the Training Director's delegate.
  - b. Such attendee shall also complete a Release of Liability.
5. Before participating in any of the three (3) phases of Schutzhund, nonmembers shall be required to register with the Secretary or the presiding Association Director in his/her absence and pay the nonmember training fee.
6. There shall be a maximum of three (3) training sessions per visitor prior to being required to submit application for membership in the Association and membership dues.

7. A Member cannot participate in a training session unless their membership dues are paid in full or an approved payment plan.

## **Article XVII. Empowered Representative**

1. This Association will elect from the membership one person who will be the Association Delegate to the parent organization's, the United Schutzhund Clubs of America (USCA), yearly General Board Meeting.
  - a. This Delegate must be an Active Member in good standing with the Association; he/she must not have any disciplinary action pending from the USCA.
  - b. All dues payable to both this Association and the USCA must be paid in full.
  - c. This Delegate is empowered to represent the Association in all matters, as he/she will be a member of the General Board of Directors of the USCA.

## **Article XVIII. Association Dues to the United Schutzhund Clubs of America**

This Association must pay to the Treasurer of the USCA, an annual fee as prescribed by that organization, upon the date of affiliation with the USCA, and every year (anniversary date) thereafter.

## **Article XIX. Rules and Regulations**

The Association shall maintain a set of Rules and Regulations that contains, but is not limited to, appropriate handler-dog etiquette at the training grounds, appropriate confinement of dogs before, during, and after training sessions, necessary equipment for training tracking, obedience, and protection, etc.

## **Article XX. Training Grounds**

1. The Association shall obtain a Lease Agreement from the property owner where training sessions are held.
2. The Association does not hold responsibility if that lease expires, is challenged, etc.

## **Article XXI. Liability Release and Association Insurance Requirements**

1. Association Members and persons visiting a training session shall be required to sign a Release of Liability.
2. The Association shall acquire and maintain liability insurance.

## **Article XXII. Bylaws Revision History**

October 25, 2006 – Version 0.1: Draft Release to Board of Directors for Review.

November 2, 2006 – Version 0.2: Implemented Comments from Board of Directors Meeting on October 25, 2006.

November 3, 2006 – Version 1.0: Initial Release Published

April 14, 2014 – Version 2.0: Implemented Comments from Board of Directors Meeting on April 9, 2014.

January 15, 2020 – Version 3.0: Implemented Comments from Board of Directors.

# Coal Mountain Schutzhund Association

## Appendix A

### Rules and Regulations

The following are rules and regulations to be adhered to by all club members and guests to ensure that all handlers and dogs are properly prepared to participate in any training sessions or events held by Coal Mountain Schutzhund Association.

- All club members and guests shall sign a release of liability waiver before being allowed to participate in training sessions or events
- As a full member club of United Schutzhund Clubs of America, all Coal Mountain Schutzhund Association members shall maintain membership with United Schutzhund Clubs of America
- All club members shall train for and participate in all 3 phases (Tracking, Obedience, and Protection) of Schutzhund/IGP.
- All dogs shall be properly confined in a secure crate when not actively training on the field
- Dogs shall be on leash at all times, except when approved during training by a presiding club official
- Dogs shall only be allowed to relieve themselves in designated areas
- All handlers shall provide their own water and bowls for their dogs during training sessions and events
- All club members and guests shall wear appropriate training attire, which includes but is not limited to nonrestrictive athletic clothing, closed-toe shoes, etc.
- It is strongly recommended that all handler dog teams acquire the following training equipment:
  - Light weight obedience lead (4 ft. or shorter)
  - 15-30 ft. lightweight long line
  - 33 ft. tracking line
  - Fur saver
  - Pinch collar (w/ enough links to be loose fitting)
  - Training vest
  - Appropriate motivational toys (ie. Ball on string, tugs, bite size food, etc.)
  - Waterproof tracking shoes
  - Tracking flags
- All club members and guests shall only park in the designated parking areas approved by the property owner
- All club members shall assist with field setup, teardown, and clean up.
- All club members shall observe the training of other's dogs, thereby learning and preparing themselves for tasks they may perform in the future with their own dog
- All club members shall be prepared to assist fellow club members in training their dogs (ie spotters, group members, line handlers, ball runners, etc.)
- Photography and Videography is not permitted without explicit approval by the Training director or his/her delegate
- Coal Mountain is a family friendly club and in order to ensure the safety of all in attendance, children shall be properly monitored by a parent or guardian, especially during the protection phase of training.