

BYLAWS of the American Working Dog Federation

January 2019

Preamble:

This document creates a federation of working and breed clubs for the working dog breeds in the United States of America. The purpose of the American Working Dog Federation (AWDF) is to operate nationally to preserve and protect these working breeds, to educate the public about them, and to establish and foster relations with the international community that shares our goals.

ARTICLE I: NAME, COLORS, PROFIT STATUS AND BUDGET

Section 1. Name

- a. The name of this federation or organization is the "American Working Dog Federation."
- b. The proper abbreviation of this name is "AWDF."

Section 2. Colors

- a. The colors of the federation are red, white, and blue.

Section 3. Profit Status and Budget

- a. The American Working Dog Federation is and will be conducted as a not-for-profit organization in the United States of America.
- b. The AWDF will not operate to make a profit. None of the net earnings of AWDF will be used to benefit, or be distributed to, its members, officers, boards, or other private persons. However, the AWDF may pay reasonable compensation for services provided by these persons. It may also make payments and distributions to further its purposes.
- c. The AWDF Executive Board is responsible for recommending an annual budget and obtaining its approval by the General Board. This budget will categorize and include all projected income and expenses for AWDF for a minimum of one year from the date of submission. The Treasurer is directed to pay all budgeted expenses as approved by the Executive Board. No expenses will be incurred unless full justification is submitted to and formally approved by the Executive Board.
- d. The fiscal year of AWDF begins on January 1 and ends on December 31 of the calendar year.

ARTICLE II: OBJECTIVES

Section 1. Purpose

The AWDF

- a. Develops and presents educational programs for our membership, the canine community, and the public about working dogs, their structure and temperament, and their contributions to society.
- b. Promotes preserving our working dog breeds and develops working sport activities to support the objectives listed in this document.

- c. Promotes uniform national regulations and promotes working sports suitable for advancing our purposes.
- d. Promotes and coordinates activities that help breeders and users of working dogs, such as formal sport competitions, police service, search and rescue, and assistance to the blind or hearing impaired and other physically challenged persons.
- e. Promotes communication and cooperation on programs of common interest among its members.
- f. Promotes good sportsmanship among all participants in working dog events.
- g. Advocates nationally for our breeds by providing information to the media, the public, and other canine organizations.
- h. With our member clubs, opposes any poor sportsmanship or illegal activity involving dogs, including animal cruelty and dog fighting.
- i. Develops educational programs and other appropriate vehicles to promote and support breeding working dogs with correct structure and working character.
- j. Is a responsible member of the international canine establishment, supporting the Federation Cynologique Internationale (FCI).

Section 2. Regulating and Promoting Competitive Events

- a. The AWDF promotes and regulates competitive working trial events.
- b. The AWDF may establish and enforce rules of conduct and procedures for sporting events. To the extent possible, these rules should prevent commercial considerations from affecting decisions of judges of AWDF events.
- c. Entrants in AWDF-sponsored events represent and must be approved by the dog's breed club or by a multi-breed sport club. By approving an entry for an individual member, member clubs affirm that the individual is in good standing with their club and that the individual's dog meets all the qualifications of the member club.
- d. In general, AWDF and its member clubs may promote and conduct all sport systems recognized by the Federation Cynologique Internationale (FCI).
- e. The AWDF may authorize other appropriate competitive systems or variations in the rules and procedures necessary because of American conditions.
- f. The AWDF and its member clubs recognize titles awarded under FCI rules conducted by FCI recognized entities internationally and by member clubs in the United States.
- g. The AWDF promotes an educational program open to and, as specified by the Executive Board, required of all active judges, apprentices, and applicants.

ARTICLE III: MEMBERSHIP

Section 1. Types of Membership

This federation is composed of 2 types of memberships. Each member club of the federation must declare that it is either a breed club or a multi-breed sport club. Each member club will have two delegates to the AWDF; the President or his or her designee, plus one other person chosen by the club. If a delegate ceases membership in their respective club during their term, he or she must resign their position.

a. Breed clubs.

One club based in the United States representing one working breed.

b. Multi-breed clubs supporting a service or sport program.

Multi-breed clubs based in the United States that support and advance a specific service or sport program; for example obedience, IGP, ring sport, law enforcement and military, search and rescue, herding, agility, and hunting. Multi-breed clubs must be less than one half of total AWDF club memberships.

Section 2. Rules for Club Memberships

a. Requirements for club membership. Each member club must:

- i. Operates at least at the national level.
- ii. Subscribe to the purposes and objectives of the AWDF as stated in this document.
- iii. Foster a strong and positive public image to support AWDF objectives.
- iv. Maintain a strong and active stance opposing abusive practices such as profit-motivated indiscriminate breeding, dog fighting, and illegal gambling on canine sporting events.
- v. Implement rules to ensure that commercial considerations do not affect decisions of judges of club events.
- vi. Accept all enthusiasts of good character and interest in supporting the breed or activity without regard to sex, age, race, or national origin, or any other protected class of citizens
- vii. Advocate and maintain a consistently high level of sportsmanship in all activities.

b. Application for membership

Clubs must apply to the Secretary in writing. The application must be in the format designated by the AWDF. Applications must include a check for the first year's dues and an application fee, payable to the AWDF. The application fee is set by the General Board. If the application is rejected, the application fees and dues are returned to the applicant. The Secretary advises the Executive Board of the application and, at the Executive Board's direction, may arrange meetings with the applicant or request further written information supporting the application before a vote for acceptance.

c. Guest status

- i. All new member clubs are admitted as guests for a period of two years.
- ii. During this period, any member club or member of a member club can lay a charge against the guest club under the provisions of Article VII Section 1 (c). In that case, the General Board will hold a hearing and decide what sanctions are warranted, if any. Sanctions can be upheld by a simple majority of the General Board, except that a decision to expel the guest club requires a 2/3ds vote.

- iii. Clubs that do not meet the requirement for full membership may continue indefinitely as guest members, but must be approved again by a two-thirds vote of the General Board every two years.
- iv. Guest clubs must pay dues. They have all rights and obligations of AWDF membership except they may not vote, their members may not hold an office on the AWDF Executive Board, and they have only one non-voting delegate.

d. Acceptance for membership

Applications for guest membership must be approved by at least two-thirds of the General Board. After the initial two years, another two-thirds vote of the General Board is required for full membership.

e. Annual dues

The General Board determines and adjusts dues and other assessments, as necessary, by majority vote. Dues notices are to be sent to member clubs by the Secretary one month in advance of the due date, and dues are to be received by March 1.

f. Non-payment of dues

A member club is delinquent if its dues have not been paid by the first day of March. The Treasurer notifies member clubs whose dues are delinquent by certified mail. Once notification has been received, the club is no longer in good standing, and may not vote or participate in federation activities. Membership in AWDF expires if a club remains delinquent for 6 months following the notice. The club must follow the new club application process to be reinstated.

g. Member affiliation with international organizations.

Member clubs may affiliate with international associations. If the rules and regulations of the AWDF and those of an international affiliation conflict, the member club must resolve the conflict immediately by withdrawing from either the other organization or from the AWDF. The Executive Board may grant a time extension, not to exceed one year, to allow the member club to resolve the conflict or poll its members on what action to take.

h. Resignation

Any club in the AWDF may resign from the federation at any time. Resignations must be submitted to the Secretary in writing (email or letter). All dues are non-refundable.

ARTICLE IV: BOARDS OF DIRECTORS AND GOVERNANCE

There will be 2 Boards of Directors which govern the affairs of the American Working Dog Federation.

Section 1. The General Board of Directors

a. Definition

The General Board of Directors consists of delegates from full member clubs, AWDF Officers, and At-Large Directors.

b. Duties

The General Board sets policies for the overall conduct of the organization. Specifically, the General Board

- i. Elects the officers and at-large Executive Board members.
- ii. Elects the members of the standing committees.
- iii. Approves the budget, changes in dues, and other fees recommended by the Executive Board,
- iv. Votes for full and guest members and votes to expel clubs in disciplinary cases.
- v. Confirms the president's interim appointments to fill vacancies on the executive board and standing committees.
- vi. Amends the bylaws.
- vii. Dissolves the Federation.

c. Meetings

(i) The General Board of Directors meets at least once yearly in conjunction with the AWDF National Working Championship. The Secretary sends a written notice to all clubs and executive board members not less than 45 days before the meeting. Participation in the annual General Board meeting is in person with special allowances for participation by teleconference as noted in following sections.

(ii) The Executive Board may call special meetings of the General Board. These meetings may be held by teleconference. Notice of the meeting must be distributed by the Secretary in writing/electronically to the General Board members at least one week in advance. This notice must include an agenda and include any items that will require a vote.

d. Quorum

In order for any business to be conducted a quorum must be present. Two Officers At-Large Delegates and one delegate from a majority of member clubs are needed for a quorum.

e. Club fails to send Delegate

Member clubs must send one of their two official delegates to the annual General Board meeting at least every other year. Failure of a club to have a delegate participate in person at least every other year will result in the club losing good standing status and loss of voting privileges for one year.

If a club does not send a delegate for three consecutive years that club will be removed from membership from the AWDF. If an official delegate cannot attend, clubs may send a letter to the AWDF Secretary identifying an alternate voting delegate who will participate in person. In the event a club cannot send a delegate to the annual General Board Meeting, an official (not alternate) delegate may participate by teleconference. Participation by teleconference is not sufficient to satisfy the requirement for in-person attendance.

f. Voting at meetings

- i. The delegate from each full member club is entitled to cast one vote on any given item of business,
- ii. Each member of the Executive Board has one vote to cast on any given item of business.

- iii. No person may cast more than one vote on any given item of business. In other words, there is no proxy voting, and no individual can simultaneously represent more than one voting entity.
- iv. The alternate of any full member club may vote only if she/he has been seated in place of the Delegate at the time a vote is taken.
- v. If neither the Delegate nor alternate of a club is present when a vote is taken, the club has no vote on that item of business.
- vi. Decisions of the General Board require a majority vote, except where otherwise stated in these bylaws or by parliamentary authority.

g. The Secretary records all actions of the General Board in minutes and has them approved and posted on the AWDF website.

h. Member clubs must be in good standing with the AWDF and individuals must be in good standing with their respective clubs to vote and to serve on any AWDF standing or appointed committees, including the Executive Board and the General Board.

Section 2. The Executive Board of Directors

a. Definition. The Executive Board of Directors consists of all elected AWDF Officers and 3 At-Large Directors. Members of the Executive Board will not serve as delegates for member clubs.

b. The General Board of Directors will elect officers and At-Large Directors at the annual meeting. All Executive Board members serve 2-year terms. Two At-Large Directors are elected in even years and one in odd years. Election processes for the At-Large Directors follows those used for election of officers.

c. Directors may vacate their office by submitting their resignation to the AWDF Secretary in writing. Once the At-Large Director submits a letter of resignation, the Director is ineligible to participate in meetings or vote.

The President will then appoint an interim Delegate to fill the vacancy. The interim Delegate cannot vote unless confirmed by a majority vote of the General Board.

d. Any member of the Executive Board may move to have another member of the Executive Board removed for good cause, such as failure to perform the duties of the position. Removal requires a two-thirds vote of the General Board.

e. Meetings

- i. A meeting of the Executive Board may be called at any time by the President.
- ii. Notification of a meeting of the Executive Board will be sent electronically or by phone by the AWDF Secretary to the Executive Board members at least 72 hours before the meeting.
- iii. A meeting of the Executive Board of Directors may be conducted via conference call.
- iv. The business of the Executive Board may also be conducted by electronic means, including e-mail, provided that all members of the Executive Board have adequate opportunity to engage in discussion on any issue.

f. Duties.

It is the duty of the Executive Board of Directors to conduct the affairs of AWDF that do not require a vote by the General Board of Directors as specified in these constitution and bylaws. The Executive Board does not have the authority to amend or repeal this constitution and bylaws.

g. The Secretary reports all actions of the Executive Board as minutes and has them approved and posted on the AWDF website. Discussion by the Executive Board need not become part of the official minutes unless specifically agreed to by a majority of the Executive Board.

h. Quorum. In order for the Executive Board of Directors to conduct any business, a quorum must be present. A majority of members of the Executive Board constitutes a quorum.

i. Voting.

- i. Only members of the Executive Board may vote at its meetings or on other Executive Board ballots
- ii. No person may cast more than one vote on any item of business.
- iii. Decisions by the Executive Board require a majority vote of those voting.

Section 3. Parliamentary Authority

The current edition of "Roberts's Rules of Order Newly Revised" governs the AWDF in all parliamentary situations that are not covered in the law, or in these constitution and bylaws, or adopted rules. In case of a conflict between the provisions of these constitution and bylaws and the parliamentary provisions of "Robert's" the provisions of these constitution and bylaws will prevail.

Section 4. Voting by the Boards

Unless otherwise specified in these bylaws, voting on all matters of the Executive Board and the General Board may be done in person at meetings, by phone, by email, or by any other convenient electronic means, as specified by the Executive Board in any particular case. The Secretary has the results of all votes posted on the AWDF website.

ARTICLE V: OFFICERS OF THE FEDERATION

Section 1. Officers

The Officers of the AWDF handle the day-to-day affairs of the federation. Officers have a vote on both Boards of Directors. The Officers of the federation are:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

Section 2. Nominations and election of officers

a. Nominations

Candidates for officer positions may be solicited and nominated:

(i) By the Nominating Committee. The Nominating Committee will present its slate of nominees for Officers, At-Large Directors and standing committee members at the General Board of Directors meeting.

All nominees must fill out a petition for nomination form and provide a letter of endorsement signed by their club's President to the Chair of the Nominating Committee 45 days prior to the annual General Board meeting

(ii) From the floor. After the Nominating Committee has delivered its nominations and report, nominations will be accepted from the floor. Nominations from the floor will be allowed only if positions could not be filled by the Nominating Committee. A letter of endorsement and petition for nomination must be presented by the candidate at the time of nomination. Nominees not present at the meeting must have furnished the Secretary in advance with their letter of endorsement and petition for nomination.

b. Eligibility

Any member in good standing of a member club and the AWDF is eligible to be nominated to serve as an officer, At Large Director, or standing committee provided that they supply the required letter of endorsement and petition for nomination.

c. Election of Officers

(i) The General Board of Directors elects the President, Treasurer and two At-large Directors during even years. The Secretary, Vice-President and one At-large Director are elected during odd years.

(ii) If only one nomination for a position is received, voting may be by acclamation.

(iii) If multiple nominees are obtained, the voting will be by secret ballot only.

(iii) A Ballot Counting Committee will be appointed at the annual General Board meeting by the President. It determines the legality of the ballots cast, tabulates the results and gives them to the President who announces the results of the election.

(iv) A majority of votes of General Board members present is required to elect. Repeat balloting is required if no candidate receives the necessary majority. Upon re-balloting, the candidate receiving the least votes will be dropped.

(v) Newly elected Officers, members of the Executive Board, and standing committees will be seated at the conclusion of old business.

Section 3. Terms of Office

a. All elected Officers serve a two-year term of office.

b. Officers may run for re-election.

c. There is no limit to the number of consecutive terms a person may hold office.

Section 4. Duties of Officers

a. Officers will perform the duties prescribed by this constitution and bylaws and by the parliamentary authority adopted by AWDF.

b. President

The President is the legal representative and spokesperson for the federation and presides over all General and Executive Board meetings.

c. Vice President

The Vice President:

- i. Assists the President in all of his or her duties,
- ii. Works closely with the President in all matters pertaining to the AWDF,
- iii. Assumes the duties of the President in case of his/her absence or incapacitation, and
- iv. Assumes the office of President for the remainder of the term if the office is vacated for any reason.

d. Secretary

The Secretary:

- i. Conducts the correspondence of the federation,
- ii. Prepares and distributes minutes of all meetings,
- iii. Presides at meetings if the President and Vice President are absent,
- iv. Insures that only persons authorized to vote are allowed to vote,
- v. Sends out the annual dues bills to the member clubs,
- vi. Informs the Boards when elections are due, and Performs other duties as prescribed by the Executive Board.

e. Treasurer

The Treasurer will be bonded, and the cost of the bond borne by the federation.

The Treasurer:

- i. Proposes an annual budget,
- ii. Oversees receiving and disbursing AWDF funds,
- iii. Reports on the financial condition and activities of the AWDF to the Boards of Directors,
- iv. Secures the services of a Certified Public Accountant to audit the accounts of AWDF at the request of the Executive Board or by a majority of the General Board, and
- v. Presents a financial report as requested by the Executive Board at meetings of either Board of Directors, and at any other time as requested by the President or the either Board of Directors.

Section 5. Vacancies

If the office of Vice President, Treasurer, or Secretary, are vacated for any reason, or if the incumbent becomes incapacitated and cannot or is unwilling to perform the duties of office, the President will then appoint an interim officer to fill the vacancy. The interim officer cannot vote unless confirmed by a majority vote of the General Board. For the purposes of these bylaws, incapacitation means illness or death.

ARTICLE VI: COMMITTEES

Section 1. Appointed committees (Committees of the Corporation)

The President or the Executive Board may appoint committees as needed to conduct the business of the

AWDF. Appointed committees expire at the next election of officers, although they may be reappointed. Appointed committees may not be formed to perform a function which is given to an officer or standing committee by these constitution and bylaws. The right to appoint a committee brings with it the right to appoint the chairman of the committee.

Section 2. Standing Committees (Committees of the Corporation)

The AWDF has three standing committees. All standing committee members are elected by majority vote of the General Board. Any member in good standing of any of the full member clubs is eligible to serve on a standing committee. Members of all standing committees serve for two years and may be re-elected.

The members of the committee elect their own committee chairperson unless otherwise stipulated in these provisions. In the case of vacancies that arise between elections, the Executive Board may appoint members of the committee to serve until the next regularly scheduled election for that position. Nominees for standing committees must be present at the meeting of the General Board of Directors or must have furnished the Secretary with a written statement of agreement to be a candidate.

a. Nominating Committee

- i. The Nominating Committee assembles a slate of candidates to fill existing or upcoming vacancies among the officers, At-large Delegates and standing committees.
- ii. The Nominating Committee consists of 3 members.
- iii. The committee presents a slate of candidates for Officer, At-large Directors and standing committee positions in AWDF excluding regional directors.
- iv. The committee solicits petitions for nomination and letters of endorsement from the nominee's supporting club. These nominations will be received no later than 45 days prior to the annual General Board meeting. It will also solicit resumes from nominees to post on the AWDF website.
- v. The slate of nominees is sent to the Secretary for distribution to the General Board no less than thirty (30) days prior to the annual meeting.
- vi. Members of the Nominating Committee are elected in even numbered years.

b. Board of Inquiry

- i. The Board of Inquiry consists of five members and two alternates. Members of the Executive Board may not serve on the Board of Inquiry.
- ii. Three members of the BOI should be present at the annual championship to serve as a bench committee. This includes alternates.
- iii. The duty of the BOI is to hear cases of alleged misconduct and alleged violations of AWDF regulations.
- iv. The Board of Inquiry is elected in even numbered years.

c. Events Committee

The Events Committee consists of 5 members. It is elected in odd numbered years. Hosts of the AWDF IPO or FH Championships may not serve on this committee

The Events Committee:

- i. Establishes rules for hosting AWDF events,

- ii. Recommends slates of judges, and
- iii. Works with member clubs' working and sport committees to ensure events are run according to AWDF guidelines.

ARTICLE VII DISCIPLINE

Section 1. General Procedures

- a. Any full member club in good standing, any individual member of a member club in good standing, the General Board, or the Executive Board may submit a charge in writing to the Secretary. Charges must be filed within 6 months of discovery or report of an alleged violation. Charges may be brought against full member clubs or individual members of member clubs.
- b. Except for the President or Secretary who may submit charges on behalf of AWDF, anyone bringing a charge must pay a \$100 filing fee to AWDF. If the charge is upheld, the fee is returned.
- c. Charges may include unsportsmanlike conduct, illegal behavior, failure to uphold the requirements of AWDF, or actions detrimental to the interests of AWDF.
- d. The Secretary sends one copy of the charges to the accused club's President or individual member by certified mail not more than 30 days after receipt.
- e. The BOI must give the club or individual at least 30 days to submit written information related to the charge. After reviewing all relevant information, the Board of Inquiry, by majority vote, sustains or rejects the charges and reports its findings to the Secretary, with a suggested sanction. Suggested sanctions may include suspension from AWDF activities, expulsion from AWDF, or other appropriate sanctions.
- f. The BOI may conduct its business in person, by telephone or by mail or e-mail. Balloting must be in person or by phone.
- g. The BOI must submit its report to the Secretary within three months of receiving the charge.
- h. When the Secretary receives a final report from the BOI, the Secretary informs the Executive Board.
- i. The Executive Board schedules a meeting to review the charges. The meeting may be by phone. The Executive Board may decide to impose the sanction suggested by the BOI, or it may impose a lesser sanction. It may not impose a greater sanction.
- j. If the proposed sanction is expulsion, a two-thirds vote of the General Board of Directors is required to enact the sanction.
- k. A member of the Board of Inquiry may not hear cases in which
 - i. he or she is the subject,
 - ii. the subject belongs to their immediate family or resides in the same household.
- l. The Executive Board may vote to remove a member of the BOI from a specific case if there is actual or perceived conflict of interest.

m. Any member of the BOI may ask the Chair, in writing, to be excused from hearing a specific case. No explanation is needed.

n. If a member of the BOI is removed from a case for whatever reason, the replacement is selected from the elected alternates by the other Board of Inquiry members in a written ballot.

o. If any member of the BOI is the subject of charges the BOI will choose by vote one of the alternate members to replace that member. The alternate will also hear any other case which arises while he/she is seated as a member of the BOI. If charges are sustained against any member of the BOI, the recommendation for discipline must include this member's removal from the BOI.

p. If the BOI does not hear the charges within the time frame specified in these bylaws, the Treasurer will refund the deposit from the member filing charges. The BOI will report to the Executive Board as to why the charges were not heard.

Section 2. Discipline against guest member clubs

Any full member club in good standing, any individual member of a member club in good standing, the General Board, or the Executive Board may submit a charge in writing to the Secretary against a member club in guest status. Charges must be filed within three months of the alleged violation. Charges against member club in guest status are heard and decided by the General Board.

ARTICLE VIII: AMENDMENTS

a. Any member of the General Board may propose an amendment to this document by submitting it, in writing, to the Secretary. The member must explain the rationale for the proposed change.

b. The Secretary submits the proposed amendment to the General Board by mail or electronically.

c. The Secretary schedules a vote; all members of the General Board must have at least 30 days to consider the amendment before the scheduled vote.

d. Amendments may be voted on at the annual General Board meeting, by mail or electronically, as determined by the Executive Board.

e. If the proposal changes as a result of discussion, and all clubs are not represented in the discussion, the Secretary must provide all members of the General Board an additional 30 days to review the new proposal before taking a vote.

f. Amendments require a two-thirds vote of the General Board to be adopted.

ARTICLE IX: DISSOLUTION

a. The President or Secretary may propose to dissolve the federation.

b. The Secretary will send the proposal to all member of the General Board in writing or electronically.

- c. All members of the General Board must vote, in writing or electronically, on the proposal. If the Secretary does not receive a written response from a member of the General Board within 30 days, the Secretary records the response as affirmative.
- d. Proposals to dissolve require a two-thirds written vote of the General Board to be adopted.
- e. If the proposal to dissolve is adopted, all assets of the federation must be liquidated and distributed proportionally to the full member clubs, based on the dues paid by each club.

Amended by vote of the General Board of the American Working Dog Federation on January 16, 2019.