

**Bylaws of the Washington Association of Stockdog Handlers accepted by vote of the membership on May 15, 2009**

**Article I NAME:**

- A. The Name for this association will be Washington Association of Stockdog Handlers, (WASH)
- B. Wherever in the Bylaws or other documents of the corporation the term, "Association", is used such term shall be construed to refer to the corporation, and wherever the term "Executive Committee" is used, such term shall be the equivalent of the elected Officers and Board of Directors (BOD).

**Article II ASSOCIATION OBJECTIVES:**

- A. This association seeks to promote herding excellence in Washington State by supporting:
  - 1. Competitive, non-sanctioned trials (USBCHA/ISDS format).
  - 2. Training clinics.
  - 3. Fun runs and trials.
  - 4. Mentoring of newcomers.
  - 5. Membership recognition through an annual awards program.
  - 6. Communication forums.
  - 7. Other general items as the board may from time to time approve.

**Article III MEMBERSHIP AND MEETINGS:**

- A. Eligibility: There shall be one type of membership, termed Individual, open to all persons who own a working dog or dogs and/or subscribe to the purposes of the club. Membership is unrestricted as to residence.
- B. Dues: Membership dues will be reviewed annually by the BOD and included as an agenda item for the General Membership Meeting. Any change to membership dues must be approved by two-thirds (2/3) vote of members in good standing that elect to cast a vote. All fees will be paid in United States funds. A membership shall be active from July 1 of any given year through June 30 of the following year. This twelve (12) month period shall be referred to as the "Membership Year".
- C. Termination of Membership: A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid as of July 15 of the current Membership Year.
- D. Annual General Membership Meeting: The Association will conduct a General Membership Meeting in the last quarter of the Membership Year. New Officers and Directors will be announced at this meeting.
- E. Board Meetings: The BOD shall meet a minimum of two times per Membership Year, with a goal of meeting once per Membership Year quarter. Meetings may be conducted in person or electronically. The Board will determine the place and time of such meetings.
- F. The Secretary will notify the membership at large of the date, time and place of any BOD meeting ten (10) days prior to the meeting. All regularly scheduled in-person BOD meetings are open to the general membership.
- G. The quorum for BOD meetings shall be a majority of the BOD.
- H. Order of Business: At BOD meetings, the order of business, so far as the character and nature of the meeting may permit, shall be in accordance with accepted parliamentary procedure and shall be as follows:
  - 1. Call to order
  - 2. Roll call
  - 3. Minutes of the last meeting

4. Report of President
5. Report of Secretary
6. Report of Treasurer
7. Report of committees
8. Announcement of Officers and Board ( General Membership Meeting )
9. Unfinished business
10. New business
11. Adjournment

#### **Article IV NOMINATION OF OFFICERS AND DIRECTORS**

- A. An individual must be a member in good standing for twelve (12) months prior to nomination for office.
- B. The Secretary will call for nominations during the first week of April. Concurrently, the Webmaster will open a section of the Association web page and the Yahoo forum to receive nominations.
- C. All nominations will be presented to the Secretary. The Secretary will confirm that nominees are willing to serve and provide a list of such nominees to the Webmaster to be posted as they are received.
- D. Nominations will close on April 30.

#### **Article V ELECTION OF OFFICERS AND DIRECTORS**

- A. Officers of the Association shall be President, Vice President, Secretary and Treasurer. All Officers will serve one (1) year terms and new Officers will be elected each Membership Year. Additionally, the Association shall have four (4) Directors. Each Director will serve a two (2) year term. To provide continuity, two (2) Directors will be elected each Membership Year.
- B. Each member in good standing shall have one (1) vote.
- C. The Secretary will develop a ballot listing all nominees and the office for which they are nominated. This ballot and voting instructions will be provided electronically or by USPS to each member in good standing.
- D. Election of Officers and Directors may be accomplished electronically, via U.S. Postal Service or at a meeting of the general membership. The Board of Directors will determine which method will best serve the needs of the Association.
- E. Regardless of the method selected, the Board of Directors is responsible for establishing an election procedure that
  1. Ensures each member in good standing has the opportunity to vote.
  2. Provides an adequate amount of time for casting votes.
  3. Safeguards and ensures confidentiality of all ballots until they are counted and recorded.
- F. Specific procedures are contained in LOI, "Election of Association Officers and Directors".
- G. Election results will be announced at the Annual General Membership Meeting.

#### **Article VI DUTIES OF OFFICERS AND DIRECTORS**

A. President:

1. The President shall preside at all meetings of the Association and the BOD, and shall oversee all functions of the Association.
2. The Association is an incorporated entity and requires a Registered Agent to operate in the state of Washington. The President will serve in this capacity. LOI titled "Duties of WASH Registered Agent" lists specific requirements of this position.
3. The President will appoint members at large, or Directors, to positions and committee chairs necessary for the efficient operation of this Association and to comply with these Bylaws. As a minimum, the President will appoint the following:
  - (a). Webmaster. (See LOI "Duties of WASH Webmaster").
  - (b) Membership Committee Chair. (See LOI "Membership Committee")
  - (c) Statistician. (See LOI "Duties of WASH Statistician)
  - (d) Competition Committee Chair. (See LOI "Competition Committee")

B. Vice President: The Vice President shall have the duties and exercise the powers of the President in case of the President's absence or incapacity. The Vice President is an *ex officio* member of all committees and shall also be responsible for oversight of Association event coordination.

C. Secretary:

1. The Secretary shall keep a record of all meetings of the Association, the Board and other matters as required.
2. The Secretary will coordinate with the Webmaster in making sure information is accurate and correct before posting on the web site.
3. The Secretary is responsible for administrative matters related to elections and/or voting on issues within WASH. Some of these duties are notifying the general membership of time periods for nominations to elected positions and time periods for voting; names of nominees; providing ballots to the membership at large; and collecting and counting the ballots.

D. Treasurer: The treasurer shall collect and receive all monies due or belonging to the Association. The Treasurer shall deposit the same in a bank designated by the BOD in the name of the Association. The Treasurer's books shall at all times be open to inspection by the BOD. All books and records of the Association may also be inspected by any member in good standing for any proper purpose at any reasonable time. The Treasurer shall report at every BOD meeting, the Association finances and every item of receipt or payment not before reported

E. Director. Each Director is responsible for collaborative management of Association affairs and business in a manner that will promote the objectives of the Association and maximize benefits to the general membership. Specific duties and responsibilities may be assigned as necessary. The board may appoint standing committees as necessary to advance the work of the Association.

F. Each member of the Executive Committee now or hereafter serving the Association and each person who at the request of or on the behalf of the Secretary is now servicing or hereafter serves as an Executive Committee member of officer of any other corporation, whether for profit or not for profit, and his or her respective heirs, executors, and personal representatives, shall be indemnified by the Association against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of being or having been such Executive Committee member or officer except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duties; but such indemnification shall not be deemed exclusive of any other rights to which such person may be entitled under the

Bylaw agreement, vote of the Executive Committee members or members, or otherwise. Appropriate insurance will be kept in effect at all times and paid for by the Association.

#### Article VI AMENDMENTS

- A. Amendments to the Articles of Incorporation and Bylaws may be proposed by the Board of Directors or by written petition by twenty (20) percent of the membership in good standing.
- B. The Bylaws can be amended at any time by a favorable written vote of not less than two thirds (2/3) of the members in good standing who are present at a regular or special meeting called for the purpose. If the vote is done electronically, at least fifty percent (50%) of the members in good standing must vote, and at least two-thirds (2/3) of those members must vote in favor of the amendment for it to be enacted.
- C. Any proposed amendment shall be sent to each member at least twenty-one (21) days prior to the date of any meeting or beginning date for the voting period if no meeting is scheduled.

#### Article VII DISSOLUTION

- A. The club may be dissolved at any time by written consent of not less than two thirds (2/3) of the membership.
- B. In the event of the dissolution of the club, whether voluntary or involuntary or by operations of the law, no property of the club, nor any proceeds thereof, nor any assets of the club shall be distributed to any member (s) of the club.
- C. After payment of all debts of the club, its property and assets shall be given to a charitable organization for the benefit of the dogs to be selected by not less than (2/3) of the membership.

#### Article VIII LETTERS OF INSTRUCTION.

- A. Letters of Instruction (LOI) provide specific procedures for complying with the general responsibilities contained in the Association Bylaws. They are flexible documents allowing procedural changes, when necessary to serve the best interests of the Association, without amending the Association Bylaws.
- B. LOI are developed by the proponent, (e.g., the Membership LOI will be developed by the Membership Committee), or by a Director appointed by the President.
- C. All LOI must be approved or changed by a two-thirds (2/3) majority of the Board of Directors.
- D. The Secretary will maintain a complete file of all LOI and provide a copy of each to the Webmaster for posting on the Association web site.

#### Article IX Disciplinary Procedures:

- A. Any member or non member may be disciplined, fined, placed on probation, barred from association sponsored events, or suspended from all Washington Association of Stockdog Handlers privileges (not to exceed one year), whenever it shall have been established by the preponderance of the evidence that such member, or nonmember, has been found to have violated the stated rule, or rules at a club sponsored event.
- B. The board will conduct any disciplinary hearing.
- C. Three (3) members of the BOD shall constitute a quorum for the purposes of disciplinary action
- D. The decision of the BOD or Hearing Committee shall be final and binding on all parties.

- E. When the rule in question contains a specific punishment provision, any disciplinary action taken by the Hearing Committee must be consistent with that provision.
- F. When a fine or penalty is not contained in the rule pertaining to the complaint, the Hearing Committee or BOD shall assess same in accordance with the severity of the rule infraction.
- G. When anyone shall be accused by the BOD or by the Hearing Committee of any rule violation, the accused party shall be sent a letter by the BOD outlining the alleged violation and given not less than fifteen (15) days notice of time and place for hearing such accusation and at which time and place they shall have the opportunity, in person, or by council to be heard and to present evidence in their own behalf and to hear and refute evidence in their own behalf and to hear and refute evidence offered against them. It is acceptable for the Committee and the accused to meet by means of a telephone conference call, which shall be followed by a written report or recorded statement.
- H. Every notice required by these rules may be served by delivering a copy of the notice to the person to be served, or his attorney, either in person or by certified mail, postage prepaid, to his/her last known address upon mailing, such notice shall be deemed received by such person when it is deposited in the United States mail.
- I. No continuance shall be granted unless requested in writing at least seven (7) days prior to the hearing and good cause shown. A continuance shall be granted or denied at the sole discretion of the Washington Association of Stockdog Handlers President or Chairman of the Hearing Committee.
- J. When the BOD or a Hearing Committee has ruled on a complaint and disciplinary action has been taken against a member or non member, the person's name, the rule violation and the disciplinary action taken shall be published in the website.
- K. Any member or non member may be fined, placed on probation or suspended from all Washington Association of Stockdog Handlers privileges for failure to pay any obligation owing to the Association for giving a worthless check for any fees or charges connected with the exhibition of herding dogs, provided however, that this person (member or non-member) shall be given twenty one (21) days written notice of the amount due and the intention of the Washington Association of Stockdog Handlers to fine, place on probation or suspend. Any suspension under this rule shall terminate upon full payment of the obligation due the Washington Association of Stockdog Handlers.
- L. Any Member or non member passing a bad check or checks at a Washington Association Stockdog Handlers trial or event shall be handled by that trial host. The club will comply with that decision.
- M. The following provisions regarding misconduct, at or in conjunction with, a Washington Association of Stockdog Handlers event to be considered as violations of these rules. If any of the following subsections do contain penalties, these rules should be followed. If there are no penalties spelled out in the subsections below, then a violation of these rules will call for a maximum five hundred (500) dollar fine and/or maximum one (1) year suspension.
  - 1. Attempting to fix, bribe, influence or intimidate the judge, trial secretary, time keeper, course director or any other trial official, will result in disqualification at that trial, suspension and a minimum fine of one hundred (100) dollars.
  - 2. Talking with the judge(s) about any trial related matter throughout the duration of the trial or discussing with the judge any ideas or methods of judging or handling except at approved handlers meetings.
  - 3. Making comments within a judge's hearing regarding any work taking place on the field.
  - 4. Consuming or bringing alcoholic beverages into the judge's stand while a Washington State trial is taking place.
  - 5. Intimidating or attempting to intimidate or argue with the judge or a course director will result in a minimum fine of one hundred (100) dollars and/or a minimum of thirty (30) day suspension.

6. Altering or attempting to alter the draw will result in disqualification at that trial and a fine of not less than twenty-five (25) dollars nor more than two hundred and fifty (250) dollars.
7. Tampering with competition livestock will result in disqualification for the remainder of the trial and will be subject to a fine of twenty-five (25) to two hundred fifty (250) dollars.
8. Unsportsmanlike conduct.
9. Fighting on the trial site.
10. Threatening or actually inflicting bodily harm or injury to another person based upon that person's actions, conduct or decisions in any official capacity for Washington Association of Stockdog Handlers or for any Association approved or sponsored event, shall call for suspension for one(1) year.
11. Using abusive language on the trial field.
12. Attempting to aid or distract another competitor while they are competing will result in immediate disqualification in that trial, suspension or fine as the Hearing Committee may decide.
13. Behaving in a manner discrediting to Washington Association of Stockdog Handlers
14. Inhumane treatment of dog or stock on the trial field or grounds is prohibited in Washington State sponsored events. If event management discovers inhumane treatment to dog or livestock, they may bar the responsible party from further participation in the trial. The decision as to inhumane treatment of animals may be based on the consultation with a veterinarian. If trial management determines, in its sole discretion, that the welfare of the animal requires immediate action and a veterinarian is not available, trial management may consult with the judge of the trial before taking any action allowed by this Section.
15. The Washington Association of Stockdog handlers shall be notified of the occurrence in (15) days so a hearing to consider disciplinary action against the responsible party may be scheduled.
16. In any other matters not directly addressed by this policy, the rules of the USBCHA will be followed.
17. In the case of the club sponsoring a USBCHA sanctioned event, USBCHA rules will supercede club rules should there be a conflict.

#### Article X Protest Procedures

- A. Time is of the essence. Alleged misconduct during a club event should be immediately reported to an event official (i.e. course director, trial director) or a club board member. The official should bring the issue to the event committee and any other club board members present as soon as possible and preferably on the same day. Investigation of such an incident may begin without completing the requirements of section C.
- B. Protests under this section may be made by members in good standing only. One must be a member in good standing PRIOR to the occurrence of the alleged rule violation being protested.
- C. Any member desiring to file a complaint regarding any alleged violation of these rules, may do so by submitting the complaint to any club board member. The complaint must be filed with Washington Association of Stockdog Handlers within fourteen (14) days of the closing date of the event involved. The complaint may be in the form of an e-mail or a letter addressed to the President of the Association. Upon receipt of said correspondence, the complaint will be referred to the BOD for investigation and consideration. If the BOD determines, after investigation, that no further action is warranted, the complainant will be notified and no further action will be taken. A majority decision of the Board will be binding.
- D. If the BOD determines, after investigation, that there are grounds for possible disciplinary action the Washington Association of Stockdog Handlers President will schedule hearing of the matter before the BOD.

#### GENERAL

These rules shall be made available to all participants at club sponsored events. They can be available in electronic form or by a request to the club secretary, in written form. Entry forms for club events shall have wording to the effect that the entrant agrees to abide by these rules.