

**THE BASSET HOUND CLUB OF AMERICA, INC**  
**CONSTITUTION & BYLAWS**  
**(APPROVED by Membership Oct 7. 2022)**

**ARTICLE I**  
**NAME AND OBJECTS**

SECTION 1. The name of the Club shall be the Basset Hound Club of America, Inc.

SECTION 2. The objects of the Club shall be:

- (a) to encourage and promote quality in the selective breeding of pure-bred Basset Hounds and to do all possible to bring their natural qualities to perfection;
- (b) to encourage the organization of local Basset Hound Clubs in those areas where there are sufficient fanciers of the breed to meet the requirements of the American Kennel Club, and to assist them in their activities;
- (c) to urge members, breeders, and judges to accept the Standard of the breed as approved by the American Kennel Club as the only standard of excellence by which Basset Hounds shall be judged;
- (d) to do all in its power to protect the interests of the breed by encouraging sportsmanlike competition at Conformation, Companion, and Performance events, and to conduct such events under the rules and regulations of the American Kennel Club and/or the Basset Hound Club of America, Inc.; and
- (e) to encourage and assist rescue operations that involve the Basset Hound.

SECTION 3. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall 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 objects.

**ARTICLE II**  
**MEMBERSHIP**

SECTION 1. *Eligibility.* There shall be seven types of membership, open to all persons who are in good standing with the American Kennel Club, and who subscribe to the purposes of this Club. Only members who are residents of the United States may be eligible to hold office.

- (a) Single Membership. Open to all persons 18 years of age and older. These members shall enjoy the privileges of the Club, including the right to vote, if eligible, and hold office.
- (b) Household Membership. Open to two persons 18 years of age and older who reside in the same household. Both persons enjoy the privileges of the Club including the right to hold office, if eligible, but will share one vote and will receive one Club Newsletter (presently *Tally-Ho*).
- (c) Local Basset Hound Clubs Membership. Open to Local Basset Hound Clubs who are eligible to hold AKC licensed events, and who then apply for membership into this Club. Local Basset Hound Clubs shall be entitled to one representative to each meeting of the Club. The local Club shall designate who its representative shall be. Each Local Basset Hound Club shall be entitled to one vote.
- (d) Junior Membership. Open to any boy or girl who is at least 9 years old and under 18 years of age. Junior Members are not entitled to vote or hold office, but are entitled to certain other privileges of the Club, as determined by the Board of Directors. At 18th birthday, Junior member will transition to Single membership. Status change will take place immediately with no additional dues until next dues billing.
- (e) Life Membership. Election to Life Membership status is at the discretion of the Board of Directors, and is awarded for meritorious service to the Club. Life Members shall enjoy all the privileges of the Club, including the right to vote and hold office, if eligible. A Life Member shall not be assessed for dues from the point of award forward.
- (f) Associate Club Membership. Open to non-AKC Basset Hound organizations (i.e., Basset Hound Rescue organizations, Foreign clubs) who are ineligible to hold AKC licensed events, and who apply for membership into this Club. Associate organizations shall be entitled to receive the club newsletter (presently *Tally-Ho*) but shall not be entitled to vote.
- (g) Associate Individual Membership. Open to individuals or households, as defined in subparagraphs (1) and (2) above, who meet the criteria for full voting membership in the Club but are unable to obtain the sponsorship and endorsement of two separate voting unit members as provided in Article II, Section 3 below. Associate Individual Members shall not have voting privileges. Associate Individual Membership shall be granted by an affirmative vote of two-thirds

(2/3) of the Directors of the Board of Directors voting by mail, fax, or email and such membership shall be subject to the provisions of Article II, Section 5 below. The provisions of Article II, Sections 3 and 4 below are not applicable to Associate Individual Members.

SECTION 2. *Dues.* The dues for each class of member shall be established by a Standing Rule, as defined in Article VII. Any changes in the dues for the ensuing year shall be published in the Club Newsletter (presently *Tally-Ho*) at least 60 days prior to the Annual Meeting. All dues are payable on or before the 31st day of August each year. No member may vote whose dues are not paid for the current fiscal year. On or before the 30th day of June, the Treasurer shall send to each member a statement of dues for the ensuing year.

SECTION 3. *Election to 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, the BHCA Guidelines for Ethical Conduct, 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 separate voting unit members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. The names of new applicants will be published on the club's website and in the Club newsletter (presently *Tally-Ho*), and if no unfavorable replies are received by the Corresponding Secretary within sixty (60) days from the date posted on the club's website, the Board of Directors will proceed as stated. Any unfavorable replies received shall require further consideration of the applicant by the Board. Applicants may be elected at any meeting of the Board of Directors or by written vote of the Directors by mail. Favorable votes of two-thirds (2/3) of the Directors present at a meeting or two-thirds of the entire Board voting by mail, fax, or e-mail, shall be required to elect an applicant. An application, which has received an unfavorable vote by the Board, may be presented by one of the applicant's endorsers at the next Annual Meeting of the Club, and the members may elect such applicant by secret ballot and a favorable vote of seventy-five percent (75%) of the members present.

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

- (a) by resignation. Any member in good standing may resign from the Club upon written notice to the Corresponding 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.
- (b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the due date indicated on the dues notice; however, the Board may grant an additional 90 days of grace to such 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.
- (c) by expulsion. A membership may be terminated by expulsion, as provided in Article VIII of these By-Laws.

SECTION 5. *Associate Individual Membership*

- (a) Application. An applicant for Associate Individual Membership shall apply on a form approved by the Board of Directors. The form shall provide that the applicant agrees to abide by the Constitution and Bylaws of BHCA, the BHCA Guidelines for Ethical Conduct, and the Rules of the American Kennel Club.
- (b) Rights and Privileges. Associate Individual Members shall be entitled to receive the Club's newsletter, currently the *Tally-Ho*, and the Club's Annual Membership Directory, although only one such newsletter or directory will be provided if the membership is a household membership. Associate Individual Members are welcome at all Club events and functions, including its Regional and National Specialties. Associate Individual Members are also eligible for all Member Privileges as set out in the Membership Directory.  
Voting, Judging and Office Holding. Associate Individual Members are not entitled to vote in any Club election and may not be a candidate or elected as a Director or Officer of the Club, may not be listed as or considered a Member Judge, and may not serve on any committee of the Club. Associate Individual Members are not entitled to be listed as a breeder in the Club's annual Membership Directory, the BHCA website, or the Tally Ho.
- (c) Termination of Membership. An Associate Individual Member's membership in BHCA may be terminated in any of the following ways:
  - (1) Resignation;
  - (2) Failing to pay dues within 90 days after the due date. Upon such a failure, membership terminates automatically;
  - (3) Death; or
  - (4) Expulsion by a vote of at least two-thirds (2/3) of the members of the Board of Directors after providing the right to a hearing to such Associate Individual Member. Prior to termination under this section, the Board shall advise the Associate Individual Member of the reason for the proposed termination of membership and advise such member of such member's right to request a hearing and present evidence to and be present at such hearing before the Board of Directors. The Board may hold such hearing either in person or by telephone conference. If the Associate Individual Member does not request a hearing, the Board may vote on the proposed termination in the ordinary course of its business.
- (d) Purpose. The purpose of Associate Individual Membership is to encourage prospective members to become familiar with the Basset Hound Breed and the other members of BHCA, with the goal that such members will, in the future,

become full voting members of the Club. All BHCA members shall be encouraged to mentor and assist Associate Individual Members in order to meet this goal.

### **ARTICLE III MEETINGS**

SECTION 1. *Annual Meeting.* The Annual Meeting of the Club shall be held during the months of September or October at a place, date, and hour designated by the Board of Directors. If possible, it shall be held in conjunction with the Club's specialty show, field trial, and other AKC licensed events. The Recording Secretary shall mail written notice of the Annual Meeting to each member at least 30 days prior to the date of the meeting, or cause said notice to be published in the Club's newsletter (presently *Tally-Ho*). The quorum for the Annual Meeting shall be ten percent (10%) of the voting membership 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 at a meeting of the Board or who vote by mail, and shall be called by the Recording Secretary upon receipt of a petition signed by ten percent (10%) of the voting membership, who are in good standing. Such meetings shall be held at a place and time as designated by the Board of Directors. The Recording Secretary shall mail written notice of such meeting at least 14 days, and not more than 30 days, prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other Club business shall be transacted. The quorum for such a meeting shall be ten percent (10%) of the voting membership in good standing.

SECTION 3. *Board Meetings.*

- (a) The first meeting shall be held within one day of the election, and another shall be held four to six months after the election. Other meetings of the Board of Directors shall be held at such times and places as are designated by the President or by a majority vote of the Board of Directors. The Recording Secretary shall send written notice of such meeting to each member of the Board, at least thirty (30) days prior to the date of the meeting. The quorum for a Board Meeting shall be a majority of the existing Board.
- (b) The Board of Directors may conduct its business in person, by mail, fax, e-mail, video conference, teleconference, or telephone conference call through the Recording Secretary. The quorum for a Board Meeting shall be a majority of the existing Board. Items voted upon by telephone conference call must be confirmed in writing within ten (10) days.
- (c) Meetings – are defined as gatherings where attendees see and/or hear each other. This includes meeting (in person) “physically” in the same room or conducting a meeting by video conference or teleconference. Business (voting) – can be conducted at meetings or through mail, fax or e-mail. In order for business to be conducted by e-mail the following precautions must be in place:
  - (1) every board member must have the means to participate;
  - (2) a procedure must be in place to verify the identity of the individuals participating to ensure that they are the eligible board members;
  - (3) a mechanism must be in place to verify that the eligible board members are “listening”; and
  - (4) all board members must agree to participate in this manner.

### **ARTICLE IV DIRECTORS AND OFFICERS**

SECTION 1. *Board of Directors.* The voting members of the Board shall be comprised of the President, 1st Vice-President, 2nd Vice- President, Recording Secretary, Corresponding Secretary, Treasurer, and five other persons. All Board Members shall be residents of the United States of America and members in good standing. They shall be elected for two- year terms at the Club's Annual Meeting as provided for in Article V or shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

SECTION 2. *Sectional Representation.* Except when a vacancy exists, the membership of the Board of Directors shall at all times include at least three persons, who are residents of each of the three sections described below:

- (a) Eastern Section consisting of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, Delaware, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia, and Florida.
- (b) Central Section consisting of Ohio, Michigan, Indiana, Kentucky, Tennessee, Mississippi, Alabama, Minnesota, Wisconsin, Iowa, Illinois, Missouri, Arkansas, Louisiana, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, and Texas.
- (c) Western Section consisting of Montana, Wyoming, Colorado, New Mexico, Idaho, Utah, Arizona, Washington, Oregon, California, Nevada, Alaska, and Hawaii.
- (d) The board will review the sections at least every five (5) years to ensure each section is of approximate size with respect to member representation.

SECTION 3. *Officers.* The Club's Officers, consisting of the President, 1st and 2nd Vice-Presidents, Recording and Corresponding Secretaries, and Treasurer shall serve in their respective capacities, both with regard to the Club and its meetings and the Board and its meetings. All Officers and Directors are duty bound to actively participate by attending meetings and voting on board business.

- (a) 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 By-Laws.
- (b) The 1st Vice-President shall have the powers and exercise the duties of the President in case of the President's death, absence or incapacity, and carry out such other duties as may be prescribed in these By-Laws.
- (c) The 2nd Vice-President shall assume the duties of the 1st Vice-President when deemed necessary, and carry out such other duties as may be prescribed in these By-Laws.
- (d) The Recording Secretary shall keep a record of all meetings of the Club and of the Board and of all votes, and of all matters of which the Club shall order a record. The Recording Secretary shall notify members of meetings, notify Officers and Directors of their election to office, and carry out such other duties as are prescribed in these By-Laws. The Club's Recording Secretary shall, each year, prepare a list of all matters instituted by the Board during the previous Club year to be discussed by the membership at its Annual Meeting. Board policy will be binding upon the Club.
- (e) The Corresponding Secretary shall have charge of the correspondence, notify new members of their election to membership, keep a roll of the members of the Club with their addresses and carry out such other duties as are prescribed in these By-Laws.
- (f) The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore. He shall deposit the same in a bank satisfactory to the Board, in the name of the Club. His books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the Annual Meeting he shall render an account of all monies received and expended during the immediately preceding fiscal year. The Treasurer shall be bonded in such sum as the Board of Directors shall determine. The Treasurer shall submit to the Board a complete financial report within 30 days after the end of each fiscal year, to be audited by auditors appointed by the Board. Following audit, this financial report shall be mailed to all members or published in the Club's newsletter.
- (g) The Delegate to the AKC is a non-voting BHCA Board position. The Delegate is expected to attend Delegate Meetings at the American Kennel Club and report back to the BHCA Board following each meeting. The Delegate shall advise the Board of any items to be voted on, especially those matters which would directly affect Basset Hounds and/or the Basset Hound Club of America, Inc.

SECTION 4. *Vacancies.* Any vacancies occurring on the Board or among the Officers during the year shall be filled until the next election scheduled for that office by a majority vote of all the members of the Board; except that a vacancy in the office of President shall be filled by the 1st Vice-President.

SECTION 5. *Term of Office.* The term of office for the President, Vice-Presidents, Secretaries, Treasurer and Directors shall be two years.

- (a) The membership shall elect a President, 2nd Vice-President, Corresponding Secretary, and two (2) Directors in one year of the election cycle. The offices of 1st Vice-President, Recording Secretary, Treasurer, three (3) Directors, and Delegate to the AKC shall be voted on in the next ensuing year.
- (b) No Officer or Director of the Board may serve more than two consecutive two-year terms of office in the same position. The Delegate to the AKC shall not be limited to the number of consecutive terms he may serve.
- (c) The term of office for all Officers, Directors, and the Delegate to the AKC shall commence immediately upon the conclusion of the Annual Meeting at which they were elected.

## **ARTICLE V THE CLUB YEAR, NOMINATION, ELECTIONS, VOTING**

SECTION 1. *Club Year.* The Club's Fiscal Year shall begin on the 1st day of July and end on the 30th day of June. The Club's Official year shall begin immediately upon the conclusion of the Annual Meeting and shall continue through the next Annual Meeting. The elected Officers and Directors shall take office immediately upon the conclusion of the Annual Meeting and shall serve as provided for in Article IV, Section 5. Each retiring Officer shall turn over to his successor in the office all properties and records relating to that office within 30 days after the election.

SECTION 2. *Voting.* At the Annual Meeting, or at a Special Meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting, except for election of Officers, Directors, and Delegate to the American Kennel Club, and except for amendments to the Constitution and By-Laws and to the Standard for the Breed, which shall be decided by written ballot. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballots. The term "written ballot in Article V and Article IX of these Bylaws shall include voting by mail as well as voting by electronic means as permitted by Section 181.0708, Wisconsin Statutes."

SECTION 3. *Annual Election.*

- (a) At the Annual Meeting for the Election of Officers, Directors, and Delegate to the American Kennel Club (who may, but need not be a Director or Officer of the Club), the vote shall be conducted by written ballot. Written ballots, to be valid, must either be cast by electronic means in accordance with AKC's procedure on electronic balloting for AKC Parent Clubs or be mailed and must be received by the independent electronic balloting auditor or the Recording Secretary at the address shown on the return envelope ten (10) days prior to the date of the Annual Meeting. Electronic ballots shall be counted by the independent electronic balloting auditor who shall provide the count of the vote to the Tellers Committee. Mailed ballots shall be counted on the day of the Annual Meeting by the Tellers Committee which shall consist of three inspectors of election appointed by the Board, who are members in good standing and neither members of the current Board or their immediate family or household, nor candidates on the ballot or their immediate family or household. The votes for President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer shall be counted first in that order. The person receiving the largest number of votes for each office shall be declared elected and the persons receiving the largest number of votes for each of the other positions on the Board shall also be declared elected, except for any persons who are ineligible for election under Article IV, Section 2. If any nominee, at the time of the Meeting, is unable to serve for any reason, such nominee shall not be elected and the vacancy so created shall be filled by the new Board of Directors in the manner provided in Article IV, Section 4. In the case of a tie vote for any position, the Board of Directors at the time of the election will decide by ballot which of the two candidates will be elected.
- (b) If the Board so votes, an independent accounting firm may be used to conduct all or part of the voting process in lieu of, or along with, the BHCA Recording Secretary. If an independent firm is used to receive mailed ballots, they must be postmarked at least 10 days prior to the Annual Meeting, or will be invalidated.

SECTION 4. *Nominations and Ballots.* No person may be a candidate in a Club election who has not been nominated in accordance with these By-Laws. The Board of Directors shall choose a Nominating Committee before November 15. The committee shall consist of three members and three alternates, one member and one alternate chosen from each of the three sections defined in Article IV, Section 2; each alternate to serve only in case the Nominating Committee member chosen from his section should be unable to serve. All members of the committee are to be in good standing, no more than one of whom shall be a member of the current Board of Directors. The Board shall name a chairperson for the committee. The Nominating Committee may conduct its business by mail, fax, e-mail, or telephone conference call.

- (a) The Nominating Committee shall nominate from among the eligible members of the Club for at least the five (5) preceding years, who are residents of the United States of America and who meet the residence requirements described in Article IV, Section 2, one candidate for each office and for each other position on the Board of Directors and a candidate for the Delegate to the American Kennel Club. The Committee shall procure the acceptance of each nominee chosen and shall then submit its slate of candidates to the Recording Secretary, who will cause the list to be published in the March-April issue of the Club's newsletter (presently *Tally-Ho*), and concurrently on the BHCA web page, (presently [www.basset-bhca.org](http://www.basset-bhca.org)), without comment and/or prior Board approval.
- (b) Additional nominations may be made by written petition addressed to the Recording Secretary and received at his regular address on or before May 20, signed by at least twenty-five (25) voting members and accompanied by the written acceptance of each such additional nominee, signifying his willingness to be a candidate. Except for the position of Delegate to the American Kennel Club, no person shall be a candidate for more than one position, and the additional nominations, which are provided for herein, may be made only from among those who have not accepted a nomination of the Nominating Committee. Those persons who are nominated by written petition shall meet the same requirements as those nominated by the Nominating Committee, as specified in Article V, Section 4(a).
- (c) If no valid additional nominations by written petition are received by the Recording Secretary at his regular address on or before May 20th, the Nominating Committee's slate shall be considered to have been elected unanimously and no balloting will be necessary.
- (d) If one or more valid additional nominations are received by the Recording Secretary, he shall:
- (1) cause to have published in the July-August issue of the Club newsletter (presently T-H) and concurrently on the Club's web page (presently [www.basset-bhca.org](http://www.basset-bhca.org)), a listing of all candidates for office;
  - (2) on or before September 1, send, in accordance with AKC's procedure on Electronic Balloting for AKC Parent Clubs or mail to each member in good standing a ballot listing all of the nominees for each position, in alphabetical order under headings for each of the three geographical sections according to their residence, together with a blank envelope and a return envelope addressed to the Recording Secretary marked "Ballot" and bearing the name of the member to whom it was sent. So that the mailed ballots may remain secret, each voter, after marking his ballot shall seal it in the blank envelope, which in turn shall be placed in the second envelope addressed to the Recording Secretary. The Tellers Committee shall check the mailed returns against the list of members in good standing prior to opening the outer envelopes and removing the blank envelopes. After all the electronic and mailed ballots have been counted, the Tellers Committee shall submit to the Recording Secretary the report of the independent electronic balloting auditor, the list of members in good standing, with check marks against the names of all those whose mail ballots have been opened, and shall also submit all the outer envelopes which shall be retained for 30 days along with the ballots. The Tellers Committee shall certify the eligibility of the voters as well as the results of the voting, which shall be announced at the Annual Meeting;

- (3) alternatively to para 2) above, ballots may be sent out by and/or returned to the independent accounting firm, who will count them and notify the Recording Secretary of the results, which shall be announced at the Annual Meeting; and
- (e) Nominations cannot be made at the Annual Meeting or in any manner other than as provided above.

## **ARTICLE VI COMMITTEES**

SECTION 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as conformation companion and performance events, trophies, publicity, annual prizes, membership, and other fields which may well be served by committees. All committee members must be BHCA voting members in good standing. Such committees shall always be subject to the final authority of the Board. Special 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 membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose service has been terminated.

SECTION 3. Committee appointments shall be considered terminated at the conclusion of the Club year, unless reappointed by the new Board.

## **ARTICLE VII STANDING RULES**

SECTION 1. Standing Rules shall contain operational procedures, policies, and practices of the Club not otherwise specified in its Articles of Incorporation or By-Laws, and shall be binding upon its membership. In no case shall a Standing Rule conflict with the Articles of Incorporation, By-Laws, or other Standing Rules of the Club.

SECTION 2. Standing Rules may be proposed by any member in good standing at any regular meeting of the Club.

SECTION 3. The Board shall cause to be circulated to the membership, prior to the Annual Meeting, all Standing Rules which it intends to submit for action at that meeting.

SECTION 4. Standing Rules may be adopted by a majority vote of the membership present and voting at any regular business meeting of the Club, provided that prior notice has been given; in the absence of such notice, a two-thirds vote shall be required. A Standing Rule may be amended or rescinded by majority vote of the membership present and voting at such meetings provided prior notice has been given; in the absence of prior notice, a two-thirds vote shall be required.

SECTION 5. Standing Rules shall be kept by the Recording Secretary, or other person so designated by the Board, in a book specifically adopted for this purpose.

## **ARTICLE VIII DISCIPLINE**

SECTION 1. *American Kennel Club Suspension.* Any member who is suspended from any 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 interests of the Club or the breed. Written charges, with specifications, must be filed in duplicate with the Corresponding Secretary, together with a deposit of \$100.00 that shall be forfeited if such charges are not sustained. The Corresponding Secretary shall promptly notify the Board 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 of the breed. If the Board considers that the charges do not allege conduct that 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 or of a committee of not less than three (3) members of the Board, not less than three (3) weeks nor more than six (6) weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail, together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

SECTION 3. *Board Hearing.* The Board or Committee shall have complete authority to decide whether counsel may attend the Hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the Club for not more than six months from the date of the

Hearing, or until the next Annual Meeting if that will occur after six months. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension or reprimand shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each party of the Board's decision and penalty, if any.

SECTION 4. *Expulsion.* Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing on his own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf. The meeting shall then vote by secret ballot on the proposed expulsion. A two-thirds (2/3) vote of those present and voting at the Annual Meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall stand.

## **ARTICLE IX AMENDMENTS**

SECTION 1. Amendments to the By-Laws and/or to the Standard for the Breed may be proposed by the Board of Directors or by written petition addressed to the Recording Secretary signed by twenty percent (20%) 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 Recording Secretary for a vote within three months of the date when the petition was received by the Recording Secretary.

SECTION 2. The By-Laws, or the Standard for the Breed, may be amended at any time, provided a copy of the proposed amendment has been sent in accordance with AKC's procedure on Electronic Balloting for AKC Parent Clubs or mailed by the Recording Secretary to each member in good standing, accompanied by a ballot on which a choice for or against the action to be taken shall be indicated. Dual-envelope procedures described in Article V, Section 4(d) shall be followed in handling the mailed ballots, to ensure secrecy of the vote. Notice with such ballot shall specify a date not less than 30 days after the date postmarked, by which date the ballots must be returned to the independent electronic balloting auditor or the Recording Secretary to be counted. The favorable vote of two-thirds of the members in good standing who return valid ballots within the time limit shall be required to effect any such amendment.

SECTION 3. No amendment to the Articles of Incorporation and By-Laws, or to the Basset Hound Standard, that is adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

## **ARTICLE X DISSOLUTION**

SECTION 1. The Club may be dissolved at any time by the written consent of not less than two-thirds of the members in good standing. In the event of 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 XI ORDER OF BUSINESS**

SECTION 1. At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of the Last Meeting
- Report of the Board by the Recording Secretary
- Report of the President

Report of the Corresponding Secretary  
Report of the Treasurer  
Report of the Committees  
Unfinished Business  
New Business  
Election of Officers and Board (at Annual Meeting)  
Election of New Members  
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:

Minutes of the Last Meeting  
Report of the Recording Secretary  
Report of the Corresponding Secretary  
Report of the Treasurer  
Reports of Committees  
Unfinished Business  
Election of New Members  
New Business  
Adjournment

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

SECTION 1. The rules contained in the current edition of "Robert's 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 By-Laws and any other special Rules of Order the Club may adopt.



## ***BHCA STANDING RULES***

|                            |                                      |
|----------------------------|--------------------------------------|
| Accepted at Annual Meeting | October 3, 1981, Lebanon, PA         |
| Revised at Annual Meeting  | October 5, 1984, Fredericksburg, VA  |
| Revised at Annual Meeting  | October 3, 1992, Greenville, NC      |
| Revised at Annual Meeting  | October 9, 1993, San Diego, CA       |
| Revised at Annual Meeting  | October 4, 1997, Berrien Springs, MI |
| Revised at Annual Meeting  | October 2, 2004, Portland, OR        |
| Revised at Annual Meeting  | October 7, 2006, Gettysburg, PA      |
| Revised at Annual Meeting  | October 6, 2011, Fort Mitchell, KY   |
| Revised at Annual Meeting  | October 10, 2014, Oconomowoc, WI     |
| Revised at Annual Meeting  | October 4, 2018, Crystal Lake, IL    |

### **Selection of Judges**

The Process by which judges are selected for the BHCA Fall Nationals shall be the responsibility of the Board of Directors.

### **Trophies**

**Leftover Trophies:** The Board shall be responsible for the distribution of leftover trophies from BHCA events. **The Board may appoint a person to act as liaison for leftover Trophies.**

**Challenge Trophies:** Winners of challenge Trophies from BHCA events are responsible for the care and return of each trophy to the next ensuing BHCA event where the Challenge Trophy is offered. Winners of Challenge Trophies must sign a contract, approved by the Board of Directors, accepting certain conditions prior to taking possession of the Challenge Trophy. The Board of Directors will consider the acceptance of all Challenge Trophies based on merit of cause and appropriate value. **Challenge Trophies will not be allowed to leave the United States.**

**Trophy Donations:** All Trophy donations are to be in cash for the purchase of uniform trophies. Trophy pledges shall specify whether the donation is to be used for Conformation, Field, Obedience or Tracking. This will be stated In the BHCA National specialty premium list. (Revised 10/6/11)

### **Selection of Inspectors of Election for BHCA Annual Election of Officers and Directors**

Sectional representation shall be adhered to whenever possible. At least three of the four tellers shall be residents of the United States of America. (Revised 10/6/11)

### **Solicitation of Funds**

Solicitation of all funds in the name of BHCA must receive the approval of the Board of Directors.

### **Membership Dues**

Maximum yearly membership dues shall be no more than \$65 for Single/Household/Local Basset Hound Club and Associate Memberships, \$23 for Junior Membership. Actual yearly membership fees will be determined by the Board of Directors. Persons accepted into BHCA membership after March 1<sup>st</sup> of a year will not be assessed dues for the ensuing year. The club statement will specify payment in US funds. The Treasurer will record the date that each member's dues are paid. (Revised 10/6/11)

### **Membership Dues Addendum: Life Members**

If only one person of a Household Membership is a Life member, the second person is not to be billed for membership dues for the life of the Life member, provided such person elects to a one-vote Household membership. Said person is to be included on the membership roster and on *Tally-Ho* labels. If both persons are Life members, they will receive one *Tally-Ho* but will have two votes. (Revised 10/6/11)

### **Board Records**

**Records of the Board:** In addition to the record of minutes and votes required by the bylaws, Board records also shall include all correspondence relating to business of the Board and correspondence of the Corresponding Secretary to members and non-members. Correspondence includes mail received and sent via the postal service and mail received and sent electronically. Records should be kept in both paper and electronic archive format. A system for safe storage (i.e.: safe deposit box) of the electronic archive will be enacted and maintained by the Board.

### **Request to view Records of the Board.**

Board Records shall be open for inspection at face-to-face meeting of the Board of Directors. The Recording Secretary and Corresponding Secretary will have the records covering the time since the prior face to face Board meeting.

Request for copy of Board Records: Any member may request a copy of the Board Record regarding a particular subject by making the request in writing to the Corresponding secretary. The request will be reviewed by the Board. The requested Record

may be sent as electronic or paper copy. If the record contains as part of the record topics not of the particular subject, the Board may instruct the record be redacted to include only record of the requested subject.

**Publication of Board Records:** The Recording Secretary shall cause to have published in each issue of *Tally-Ho* in the Recording Secretary's column and/or the Minutes of Meetings, a complete and accurate recording of all votes taken by the Board of Directors since the time of the previous *Tally-Ho* to include the names of each Officer and each board member and their vote on each issue.

The Corresponding Secretary shall cause to have published in each issue of *Tally-Ho* a summary of correspondence received and answered since the time of the previous *Tally-Ho*. (Revised 10/6/11)

#### **Awards**

Awards shall be on a calendar year basis. To receive BHCA awards, BHCA membership is required of all ownership of the dog. The awards to be given according to the January to December issue of the *AKC Gazette*.

#### **Tally-Ho Content Publication and Distribution**

The content, publication and distribution of the Club's newsletter, presently *Tally-Ho*, and the Club's website at [www.basset-bhca.org](http://www.basset-bhca.org) shall be the responsibility of the Board of Directors. (Revised 10/6/11)

#### **Donations and Subscriptions**

Donations and subscriptions shall be reviewed by the Board of Directors on an annual basis.

#### **Bonding**

The Club's Treasurer, as stipulated in the Bylaws, and others authorized to sign checks and make withdrawals from club accounts, as deemed appropriate by the Board of Directors, shall be bonded for an amount determined by the Board. (Revised 10/6/11)

#### **Signers of Club Checks**

**Club general funds:** The BHCA President and Treasurer, shall both be authorized to sign checks for the Club general funds and make withdrawals from the Club savings/money market accounts. The President shall sign checks only when the Treasurer is unable to do so.

**Club's Committee funds for which separate bank accounts are maintained:** The Board may authorize the establishment of a separate bank account for a committee. The President, Treasurer, and the Committee chairperson and/or Committee Treasurer shall be authorized to sign checks and make withdrawals for the account. Regular reporting will be made by the Committee Chair or Committee Treasurer to the Club's Treasurer for inclusion in consolidated financial reporting of the club. Such accounts will be closed and any remaining balance in the account will be remitted to the Treasurer for redeposit into the General Fund Account: at the change of Chairman or Treasurer for the Committee, the dissolution of the Committee or at the request of the Board. All financial records of the account will also be sent to the Treasurer for audit inclusion. Revised (10/6/11)

#### **Expenditures**

Any unusual or non-budgeted expenditure by any committee or individual must have approval of the Board of Directors.

#### **Board Meetings**

The Board of Directors shall meet as specified in the By-laws after the Election, and at least one additional time approximately four to six months later. All cost incurred in the attendance of such meetings shall be borne by the Board member. (Newly Revised 10/10/15)

#### **BHCA National Budget**

The BHCA Nationals shall be budgeted by the Nationals Coordinator and approved by the Board of Directors. It shall be so constructed as to reflect the costs and revenues of each Individual activity at the Nationals. Revenues and costs shall be budgeted to result in the Nationals earning a modest profit. All profits and losses shall be placed in or taken from the General Fund. Profits from the Nationals are not to be considered a source of revenue in the Annual Budget forecast.

#### **Board Parliamentary Procedure**

The Board of Directors of the Basset Hound Club of America, consisting of twelve members (eleven voting and one nonvoting member – AKC Delegate) will at all times conduct itself under the rules governing LARGE Boards as prescribed by BHCA custom, tradition and within the parliamentary authority, Roberts Rule of Order, Newly Revised. 10/7/06.

Verified to be correct and recorded  
Bobbi Brandt, BHCA Recording Secretary  
March 9, 2022