

# **THE BASSET HOUND CLUB OF AMERICA, INC**

## **CONSTITUTION & BYLAWS**

**(APPROVED by Membership March 12, 2025)**

### **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.
- (f) To conduct sanctioned matches, and licensed events for which the club is eligible, under the rules and regulations of the American Kennel Club.

SECTION 3. The Club shall not be conducted or operated for profit and no part of any 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. 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 retain a one-vote Household membership. Said person is to be included on the membership roster and on *Tally-Ho* labels. If both persons in a Household are Life members, they will receive one *Tally-Ho* but will have two votes.
- (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. Membership dues shall be no more than \$75 for Single/Household/Local Basset Hound Club and Associate Memberships, and no more than \$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. 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 July each year. The Board may extend the due date for any given year up to 40 days before the date of the Annual Meeting for that 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. The club statement shall specify payment in U.S. funds.

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 the BHCA 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 Committee may also review other information such as social media, websites, advertising, etc. in evaluating prospective applicants. 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.. 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/Household Membership

(a) 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.

(b) Application. An applicant for Associate Individual/Household Membership shall apply on a form approved by the Board of Directors. The form shall provide that the applicant agrees to abide by the BHCA Constitution and Bylaws, 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. Accompanying the application, the prospective member shall submit dues payment for the current year. All new Associate Membership applications shall be reviewed by the Membership Committee prior to action by the Board. The review shall be consistent for each application and will include: social media accounts, website listing, kennel names, where & how they advertise, etc. Each Associate Membership application will be sent to the Board at the conclusion of the Committee's review, with a synopsis of that review. The names of new applicants will also 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. Any Associate Membership applicant whose membership is denied by the Board will be referred back to the Membership Committee for follow up. Applicants may be elected at any meeting of the Board of Directors or by written vote of the Directors. 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.

(c) Rights and Privileges. The Associate Membership shall be for an initial term of three (3) years, renewable annually for two (2) additional years, after which time the members must apply for full membership or must inform the Corresponding

Secretary of their intention to remain an Associate Member. Associate Individual/Household 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/Household Members are also eligible for all Member Privileges as set out in the Membership Directory except as provided for in Section 5(d).

(d) Voting, Judging and Office Holding. Associate Individual/Household 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 as the chair of any committee of the Club. They may serve as members of a committee. Associate Individual/Household Members are not entitled to be listed as a breeder in the Club's annual Membership Directory, the BHCA website, and the Tally Ho nor shall they be listed as a member or breeder on the AKC Marketplace.

(e) Termination of Membership. An Associate Individual/Household 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; or

(3) 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/Household Member. Prior to termination under this section, the Board shall advise the Associate Individual/Household 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/Household Member does not request a hearing, the Board may vote on the proposed termination in the ordinary course of its business.

### 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. At the discretion of the Board, the business of such meeting may be conducted in person, by videoconference, teleconference or in hybrid (combination of in-person and electronic) format. To the maximum extent possible, it shall be held in conjunction with the Club's annual specialty show, field trial, and other AKC licensed events. The Recording Secretary shall send written notice either by email or U.S. mail (for those members opting out of electronic communications) 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 or electronic vote, 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 send written notice of such meeting by email or U.S. mail (for those members opting out of electronic communication) 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. At the discretion of the Board, such special meetings may be conducted in person, by videoconference, teleconference or hybrid format.

#### 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 and by such means 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. Expenses to attend Board meetings are the sole responsibility of individual Board members.
- (b) The Board of Directors may conduct its business in person, by mail, fax, e-mail, video conference, teleconference, or hybrid format 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 or hybrid format. Business (voting) – can be conducted at meetings or through mail, fax or email. 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.
- (d) Board Action Without Meeting. Notwithstanding any other item of these Bylaws, any action required or permitted by the Articles of Incorporation, these Bylaws, or any other provision of Ch.181 to be taken by the Board of Directors may be taken without a meeting if one or more written consents, setting forth the action so taken, shall be signed by a majority of the board members then in office. Action taken pursuant to written consent shall be effective when a consent or consents, signed by the required number of board members, is or are delivered to the Recording Secretary for inclusion in the Club’s records, unless some other effective date is specified in the consent. Written consent or signatures required under this paragraph may be accomplished through e-mail or other approved electronic means.

## ARTICLE IV DIRECTORS AND OFFICERS

SECTION 1. *Board of Directors.* The voting members of the Board shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and six Sectional Representatives or Directors. Two (2) Directors shall be elected from each of the three geographic sections described in Section 2.. All Board Members shall be residents of the United States of America and members in good standing. They shall be elected 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, each of the three geographic sections described below shall have two (2) Directors, with one (1) elected in alternate years, :

- (a) Eastern Section consists 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 consists 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 consists 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, Vice-President, 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 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 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. The Recording Secretary shall cause to have published in each issue of the newsletter, currently the *Tally-Ho*, a complete and accurate record of all votes taken by the Board since the time of the previous club newsletter to include the names of each Officer and Director and their vote on each issue.
- (d) 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. Correspondence includes mail received and sent via the US Postal Service and mail received and sent electronically. A system for safe storage of the electronic archive shall be maintained by the Board. The Corresponding Secretary shall cause to have published in each issue of the club newsletter, currently Tally-Ho, a summary of correspondence received and answered since the time of the previous club newsletter.
- (e) The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore. The Treasurer shall deposit the same in a bank satisfactory to the Board, in the name of the Club. The Treasurer's books shall at all times be open to inspection of the Board and he/she shall report to the Board 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 the Treasurer

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. If the Treasurer is unable to do so, the President shall be authorized to sign checks for the Club's general funds.

- (f) 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 Vice-President.

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

- (a) The membership shall elect a President, Corresponding Secretary, and three (3) Directors (one from each geographic section) in one year of the election cycle. The offices of Vice-President, Recording Secretary, Treasurer, three (3) Directors (one from each geographic section), 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 except as specified in Section 5(c), the Delegate to the AKC shall not be limited to the number of consecutive terms he/she may serve.
- (c) The Corresponding Secretary, Recording Secretary and Treasurer may serve up to three (3) consecutive terms inclusive of any previous consecutive terms
- (d) No person may serve as President unless he/she has previously served at least one term on the Board in some other position either as an Officer or Director. Previous service on the Board is not required to be immediately consecutive.
- (e) 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/her 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 secret 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. In selecting the Tellers Committee, Sectional Representation as defined in Article IV, Section 2 shall be adhered to whenever possible. The votes for President, 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. 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

- 304 of Directors at the time of the election will decide by ballot which of the two candidates will be elected.  
305 (b) If the Board so votes, an independent accounting firm may be used to conduct all or part of the voting process in lieu  
306 of, or along with, the BHCA Recording Secretary. If an independent firm is used to receive mailed ballots, they must  
307 be postmarked at least 10 days prior to the Annual Meeting or will be invalidated.  
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309 SECTION 4. *Nominations and Ballots*. No person may be a candidate in a Club election who has not been nominated in  
310 accordance with these By-Laws. The Board of Directors shall choose a Nominating Committee before November 15. The  
311 committee shall consist of three members and three alternates, one member and one alternate chosen from each of the three  
312 sections defined in Article IV, Section 2; each alternate to serve only in case the Nominating Committee member chosen from his  
313 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  
314 member of the current Board of Directors. The Board shall name a chairperson for the committee. The Nominating Committee  
315 may conduct its business by mail, fax, e-mail, telephone, video conference call or hybrid format.

- 316 (a) The Nominating Committee shall nominate one candidate for each Officer position from among the eligible members  
317 of the Club for at least the five (5) preceding years. The Committee shall, to the maximum extent possible, consider  
318 equitable sectional representation in selecting nominees.  
319 (b) The Nominating Committee shall nominate Directors from among the eligible members of the club for at least the  
320 five (5) preceding years, who are residents of the United States of America *and* who are residents of the geographic  
321 section (see Article IV, Section 2(d)) they will represent.  
322 (c) The Committee shall procure the acceptance of each nominee chosen and shall then submit its slate of candidates to  
323 the Recording Secretary, who will cause the list to be published in the March-April issue of the Club's newsletter  
324 (presently *Tally-Ho*), and concurrently on the BHCA web page, (presently [www.basset-bhca.org](http://www.basset-bhca.org)), without comment  
325 and/or prior Board approval.  
326 (d) Additional nominations may be made by written petition addressed to the Recording Secretary and received at his/her  
327 regular address via the U.S. Postal Service or a private delivery service on or before May 20, signed by at least  
328 twenty-five (25) voting members and accompanied by the written acceptance of each such additional nominee,  
329 signifying his/her willingness to be a candidate. NO electronic submissions will be accepted. Except for the position  
330 of Delegate to the American Kennel Club, no person shall be a candidate for more than one position, and the  
331 additional nominations, which are provided for herein, may be made only from among those who have not accepted  
332 a nomination of the Nominating Committee. The Recording Secretary shall validate all such petitions against the  
333 current list of members in good standing. If the Recording Secretary determines that a petition is invalid because it  
334 does not contain the required number of valid signatures, he/she shall notify the candidate immediately and such  
335 candidate shall have no more than five (5) calendar days to amend his/her petition by submitting additional valid  
336 signatures, which MAY be submitted electronically but ONLY through a verified digital/electronic signature  
337 platform (e.g., Docusign). If such petition is not amended within the 5-day period, the petition shall be declared  
338 invalid and the candidate shall be notified.  
339 (e) Except as provided to amend an invalid petition in Section (d), if no valid additional nominations by written petition  
340 are received by the Recording Secretary at his/her regular address on or before May 20th, the Nominating  
341 Committee's slate shall be considered to have been elected unanimously and no balloting will be necessary.  
342 (f) If one or more valid additional nominations are received by the Recording Secretary, he/she shall:  
343 (1) cause to have published in the July-August issue of the Club newsletter (presently *Tally-Ho*) and concurrently  
344 on the Club's web page (presently [www.basset-bhca.org](http://www.basset-bhca.org)), a listing of all candidates for office;  
345 (2) on or before September 1, send, in accordance with AKC's procedure on Electronic Balloting for AKC Parent  
346 Clubs or mail to each member in good standing a ballot listing all of the nominees for each position, in  
347 alphabetical order under headings for each of the three geographical sections according to their residence,  
348 together with a blank envelope and a return envelope addressed to the Recording Secretary marked "Ballot" and  
349 bearing the name of the member to whom it was sent. So that the mailed ballots may remain secret, each voter,  
350 after marking his ballot shall seal it in the blank envelope, which in turn shall be placed in the second envelope  
351 addressed to the Recording Secretary. The Tellers Committee shall check the mailed returns against the list of  
352 members in good standing prior to opening the outer envelopes and removing the blank envelopes. After all the  
353 electronic and mailed ballots have been counted, the Tellers Committee shall submit to the Recording Secretary  
354 the report of the independent electronic balloting auditor, the list of members in good standing, with check  
355 marks against the names of all those whose mail ballots have been opened, and shall also submit all the outer  
356 envelopes which shall be retained for 30 days along with the ballots. The Tellers Committee shall certify the  
357 eligibility of the voters as well as the results of the voting, which shall be announced at the Annual Meeting;  
358 (3) alternatively to (2) above, ballots may be sent out by and/or returned to the independent accounting firm, who  
359 will count them and notify the Recording Secretary of the results, which shall be announced at the Annual  
360 Meeting; and  
361 (g) Nominations cannot be made at the Annual Meeting or in any manner other than as provided above.

## 362 ARTICLE VI 363 COMMITTEES 364

365 SECTION 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as  
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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 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. Only BHCA voting members may serve as chairpersons of any committee.

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 file 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 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 or Committee may, by a majority vote of those present, reprimand the defendant. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be suspension or expulsion. In such case, the 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. *Suspension or Expulsion.* Suspension or 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 suspension or expulsion. A two-thirds (2/3) vote of those present and voting at the Annual Meeting shall be necessary for suspension or expulsion. If expulsion is not so voted, Board's reprimand shall stand.

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## ARTICLE IX AMENDMENTS

427 SECTION 1. Amendments to the By-Laws and/or to the Standard for the Breed may be proposed by the Board of Directors or  
428 by written petition addressed to the Recording Secretary signed by twenty percent (20%) of the membership in good standing.  
429 Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the  
430 members with recommendations of the Board by the Recording Secretary for a vote within three months of the date when  
431 the petition was received by the Recording Secretary.  
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433 SECTION 2. The By-Laws, or the Standard for the Breed, may be amended at any time, provided a copy of the proposed  
434 amendment has been sent in accordance with AKC's procedure on Electronic Balloting for AKC Parent Clubs or mailed by the  
435 Recording Secretary to each member in good standing, accompanied by a ballot on which a choice for or against the action to be  
436 taken shall be indicated. Dual-envelope procedures described in Article V, Section 4(d) shall be followed in handling the mailed  
437 ballots, to ensure secrecy of the vote. Notice with such ballot shall specify a date not less than 30 days after the date postmarked  
438 or the date the electronic ballot is sent, by which date the ballots must be returned to the independent electronic balloting auditor  
439 or the Recording Secretary to be counted. The favorable vote of two-thirds of the members in good standing who return valid  
440 ballots within the time limit shall be required to effect any such amendment.  
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442 SECTION 3. No amendment to the Articles of Incorporation and By-Laws, or to the Basset Hound Standard, that is adopted by  
443 the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.  
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## ARTICLE X DISSOLUTION

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448 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  
449 standing. In the event of dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or  
450 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  
451 any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable  
452 organization for the benefit of dogs selected by the Board of Directors.  
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## ARTICLE XI ORDER OF BUSINESS

456 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  
457 as follows:

458 Roll Call  
459 Minutes of the Last Meeting  
460 Report of the Board by the Recording Secretary  
461 Report of the President  
462 Report of the Corresponding Secretary  
463 Report of the Treasurer  
464 Report of the  
465 Committees Unfinished  
466 Business New Business  
467 Election of Officers and Board (at Annual Meeting)  
468 Election of New Members  
469 Adjournment  
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471 SECTION 2. At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall  
472 be as follows:

473 Minutes of the Last Meeting  
474 Report of the Recording Secretary  
475 Report of the Corresponding Secretary  
476 Report of the Treasurer  
477 Reports of Committees  
478 Unfinished Business  
479 Election of New Members  
480 New Business  
481 Adjournment  
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**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. The Board of Directors of the Basset Hound Club of America, consisting of twelve members (eleven voting and one non-voting 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, as most recently revised..

## ***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
Revised at Annual Meeting	September 12, 2024, Albany, OR

### **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)

### **Solicitation of Funds**

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

### **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.

### **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.

**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.

### **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.

Verified to be correct and recorded  
Sue Smyth, BHCA Recording Secretary March 12, 2025