

**The
American Manchester Terrier Club**

CONSTITUTION AND BY-LAWS

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The American Manchester Terrier Club
Constitution and By-Laws

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The American Manchester Terrier Club Constitution and By-Laws

CONSTITUTION

ARTICLE I Name and Objectives

Section 1. The name of the Club shall be:

The American Manchester Terrier Club

Section 2. The objectives of the Club shall be:

- (a) To do all possible to bring to perfection the natural qualities of purebred Manchester Terriers (both varieties);
- (b) To promote the health, welfare and well-bring of the Breed;
- (c) To urge members and breeders to accept the standard of the Breed, as approved by The American Kennel Club, as the only standard of excellence by which the Manchester Terrier shall be judged;
- (d) To encourage the organization of independent local Manchester Terrier Specialty clubs in those localities where there are sufficient fanciers of the Breed to meet the requirements of The American Kennel Club;
- (e) To do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition at dog shows and obedience trials;
- (f) To promote, when possible, seminars and the dissemination of educational materials pertaining to the Breed;
- (g) To conduct sanctioned matches and specialty shows and obedience trials under the rules 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 the By-Laws as may be required to carry out these objectives.

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BY-LAWS

ARTICLE I Membership

Section 1. Eligibility. There shall be four types of membership open to all persons in good standing with the American Kennel club, and who subscribe to the purpose of this Club.

(1) Individual Membership:

Regular membership shall be for all persons eighteen years of age and older. A regular member is entitled to all privileges of the club, and to one vote at any Club meeting at which he is present, and one mail ballot in each matter on which ballots are case by mail.

(2) Family Membership:

Family membership shall be for husband and wife residing in the same household. Both members shall be entitled to all privileges of the Club, and to two votes at any meeting of the Club at which both are present, and two mail ballots for all matters on which ballots are cast by mail, but they shall receive only a single copy of other Club mailings.

(3) Junior Membership:

Junior membership shall be for persons between the ages of ten (10) and seventeen (17), and who may automatically convert to regular membership upon their 18th birthday. Junior members shall be entitled to all privileges of the club, except for the right to vote or hold office.

(4) Honorary Membership:

Honorary membership may be conferred upon anyone over eighteen years of age who shall have rendered notable service to the Breed, by a majority vote of the members present and voting. Dues are not required of Honorary members, who may not vote or hold office. Anyone voted into Honorary membership may enjoy all privileges of regular membership simply by paying appropriate dues. This may also be awarded posthumously.

Section 2. Dues. Membership dues shall be set by the Board of Directors and shall become payable on or before the first day of January of each year. During the month of November, the Treasurer shall inform each member of dues for the ensuing year by statement or notice in the Club bulletin. Without exception, voting powers shall be denied

members whose dues are unpaid as of the date of any Club balloting. Dues remaining unpaid after the grace period, March first, shall automatically terminate a membership. New membership dues and applications received and approved between October 1 and December 31 inclusive, shall receive membership status through December 31 of the next year, with not voting powers until January 1 following the date of membership.

Section 3. Election to Membership. Each applicant for membership shall apply on a form as approved by the Board of Directors, which shall provide that the applicant agrees to abide by these Constitution and By-Laws, and the rules of the American Kennel Club. The application shall state the name, address, and occupation of the applicant, and for Junior applicants, the date of birth, and shall carry the endorsement of two members in good standing who are not related to the applicant or associated in any business venture with him. Accompanying the application shall be dues payment for the current year, a letter of recommendation from the number one sponsor, and a brief letter of introduction from the applicant. In the event an applicant has no contacts for sponsorship, he shall be directed to contact the Governor of his district who, after interviewing the applicant to determine his qualifications, may act as the sponsor and make recommendation for membership.

Applicants may be elected at any meeting of the Board of Directors, or by written vote of the Directors by mail. Affirmative votes of 2/3 of the Directors present at a meeting of the Board, or 2/3 of the entire Board voting by mail, shall be required to elect an applicant.

An application which has failed to receive the required vote of the Board may be presented by one of the applicant's endorsers at the next Annual Meeting for a vote of the Club. Seventy-five percent favorable vote of members present, who are in good standing, shall be required to be elected to membership.

Section 4. Termination of Membership. Membership may be terminated:

(a) by resignation. Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year (January 1).

(b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. However, the Board may grant an additional 60 days of grace to such delinquent 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 VI of these By-Laws.

Section 5. Reinstatement of Membership. Lapsed memberships exceeding two (2) years, terminated for delinquent dues payment, may be reviewed by the Board upon written request by a former Club member who was otherwise in good standing at the time of his termination of membership, in lieu of the usual new member application procedure, as outlined above. If the Board, by a majority vote, approves the applicant's request, the applicant shall be assessed a fee of \$10 per person, in addition to the annual membership dues.

ARTICLE II Meetings

Section 1. Annual Meeting. The Annual Meeting of the Club shall be held in conjunction with the Club's Specialty Show, if possible, at a place, date, and hour designated by the Board of Directors. Written notice of the Annual Meeting shall be made by the Secretary to each member at least 60 days prior to the date of the meeting, by way of mail, or through the Club's newsletter reaching the entire membership. The quorum for the Annual Meeting shall be 10% of the members 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 Secretary upon receipt of a

petition signed by 10% of the members of the Club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meeting shall be mailed to the membership by the Secretary 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 may be transacted. The quorum for such a meeting shall be 10% of the members in good standing.

Section 3. Board Meetings. The first meeting of the Board shall precede the Annual Meeting. 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 entire Board. Written notice of each such other meeting shall be mailed by the Secretary to each member of the Board at least 14 days prior to the date of the meeting. The quorum for a Board meeting shall be a majority of the Board voting in person or by mail.

Section 4. The Board of Directors may conduct its business by mail through the Secretary. Occasionally, the Secretary may need to conduct Board business by phone, however, all actions taken shall subsequently

be ratified in writing within 10 days by a majority of the Board. The Secretary shall provide each Board member with a written summary of all matters presented for Board approval, listing each Board member's vote.

ARTICLE III Directors and Officers, AKC Delegate, Governors

Section 1. Board of Directors. The Board shall be comprised of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and four other persons, all of whom shall be members in good standing, who have been active in the Club two years before being eligible to hold any office, and are residents of the United States. They shall be elected for two year terms as provided in Article IV, and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

Election of Officers, Directors, and Delegate to The American Kennel Club shall be conducted by mail ballot, under procedures set forth in Article IV of these By-Laws.

Section 2. Officers. The Club's officers, consisting of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, shall serve in their respective capacities, both with regard to the Club and its meetings, and the Board and its meetings. The offices of Secretary and Treasurer may be held by the same person, in which case the Board shall be comprised of the officers and five other persons.

(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 duties and exercise the powers of the President in case of the President's death, absence, or

incapacity. He will work in conjunction with the National Show Chairman,
utilizing the National Specialty Procedure Form.

He shall coordinate the efforts of members to organize local clubs, plan and
promote specialty shows, obedience trials, match shows, and educational programs

The 1st Vice President shall oversee the election of District Governors.

(c) The 2nd Vice President shall have the duties and exercise the powers of the 1st
Vice President or the President, in case of the absence, illness or incapacity of either
of these officers.

Furthermore, he will be responsible for the Club's Annual Awards program and

the coordination of necessary statistics.

(d) The Secretary shall keep a record of all meetings of the Club and the Board and of all votes taken by mail, and of all matters for which a record shall be ordered by the Club. He shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify Officers and Directors of their election to office, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed by these By-Laws.

(e) The Treasurer shall collect and receive all moneys due or belonging to the Club. He shall deposit same in a timely manner in a bank approved by the Board, in the name of the Club. He shall submit to the Board a monthly report of the Club's finances. His books shall at all times be open to inspection by 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. He shall render an account of all moneys received and expended during the previous fiscal year in the Club's newsletter following December 31, or at the Annual Meeting, whichever occurs first. At the Annual Meeting, a current year-to-date report shall be made of all revenue and expenditures. The Treasurer may be bonded in such an amount as set by the Board of Directors.

Section 3. AKC Delegate. To be eligible to represent the Club as Delegate to The American Kennel Club at its quarterly meetings, he shall have been a member in good standing for a period of at least two years.

The Delegate shall serve as liaison between the Club and The American Kennel Club and shall communicate all matters of interest and concern to the Club's Board of Directors as soon as practicable after each meeting of The American Kennel Club.

The Delegate is elected for a term of two (2) years, and shall serve until his successor has been qualified and elected by The American Kennel Club, unless he has resigned, or his appointment has been withdrawn by the membership.

Section 4. Governors. There shall be one Governor selected by each of the geographical districts as listed herein, and appointed by the Board to serve for the term of two (2) years. Each District Governor shall maintain liaison with and submit his annual reports to the 1st Vice President, and shall be responsible for the work of the Club in his district. Responsibilities shall include, but not be limited to, the organizing of local clubs, planning and promoting specialty shows, obedience trials, match shows, and educational programs.

Election of Governors: The biannual election of Governors shall be initiated in the election year, with each Governor polling his district on or before October 15, mailing a prepared form letter/nominating ballot, provided by the 1st Vice President, to each member of his district, requesting nominations for Governor, whereon the incumbent Governor shall make known his intentions for another term. The nominating ballots, including each nominee's written consent to serve if appointed, shall be received by the 1st Vice President no later than November 15th. The 1st Vice President shall tally each district's qualifying ballots and promptly submit the results, with copies of the ballots, to the Secretary, who will submit the elected Governors' names for Board approval, requiring a majority vote. In the event Board appointment is denied, that District Governor shall be requested to immediately re-poll his members to submit another name to the 1st Vice President.

DISTRICT 1: NORTH ATLANTIC -- Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

DISTRICT 2: SOUTH ATLANTIC -- Florida, Georgia, North Carolina, South Carolina, Virginia, West Virginia

DISTRICT 3: MIDDLE ATLANTIC -- Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania

DISTRICT 4: EAST NORTH CENTRAL -- Illinois, Indiana, Michigan, Ohio, Wisconsin

DISTRICT 5: WEST NORTH CENTRAL -- Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wyoming

DISTRICT 6: SOUTH CENTRAL -- Alabama, Arkansas, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, Texas

DISTRICT 7: SOUTH WESTERN -- Arizona, California – south of the 36th parallel, Hawaii, Nevada – south of the 38th parallel, New Mexico

DISTRICT 8: NORTH WESTERN -- Alaska, California – north of the 36th parallel, Idaho, Montana, Nevada – north of the 38th parallel, Oregon, Utah, Washington

Section 5. Vacancies. Any vacancy occurring on the Board or among the Officers during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President or 1st Vice President shall be filled automatically by moving up the Vice Presidents, and the resulting vacancy in the office of 2nd Vice President shall be filled by the Board.

ARTICLE IV Club Year, Voting, Nominations, Elections

Section 1. Club Year. The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December. The Club's official year shall begin immediately upon the conclusion of the election and shall continue through the next election. The elected Officers and Directors shall take office immediately upon the conclusion of the election. Each retiring Officer shall turn over to his successor in office all Club 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 the election of Officers, Directors, Delegate, amendments to the Constitution and By-Laws, and to the Standard for the breed, which shall be by written ballot cast by mail. Proxy voting will not be permitted at any Club meeting or election.

The Board of Directors may decide to submit other specific questions for decision of the members by written ballot cast by mail.

All ballots submitted to the membership and cast by mail must employ the double envelope system as outlined in this Article, Section 4(d).

No member may vote whose dues are not paid for the current year. (See Article I, Section 2).

Section 3. Elections. 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) shall be conducted by mail ballot. To be valid, ballots must be received by the Secretary on or before December 15. Ballots shall be counted by at least two inspectors of the election, chosen by the Board from among members in good standing. Should no Club members reside in close proximity to the Secretary, non-member inspectors of election may be

approved by the Board. Inspectors may

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not be members of the Board, nor may they be candidates for election. The person receiving the largest number of votes for each elective position shall be declared elected.

If any nominee at the time of counting of the ballots 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 III, Section 5.

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. On or before September 1, the Board shall select a Nominating Committee consisting of three members, preferably from different sections of the USA, and two alternates, all such members being in good standing and no more than one of whom may be a member of the current Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chairman for the Committee. The Nominating Committee may conduct its business by mail or telephone. When business is conducted by phone, written follow-up shall be made by the Chairman on decisions made.

(a) The Nominating Committee shall nominate from among the eligible members of the club 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, and shall procure the written acceptance of each nominee so chosen. The Committee should consider geographical representation of the membership on the Board to the extent that it is practical to do so. The Committee shall then submit its slate of candidates, including a brief bio, to the Secretary, who shall mail the list and bios, including the full name of each candidate and the name of the state in which he resides, to each member of the Club on or before October 1.

(b) Additional nominations of eligible members may be made by written petition addressed to the Secretary and received at his regular address on or before November 1, signed by five members and accompanied by a bio and the written acceptance of each additional nominee signifying his willingness to be a candidate.

Except for the position of Delegate and the combined positions of Secretary/Treasurer, no person shall be a candidate for more than one position, and any additional nominations which are provided for herein may be made only from those members who have not accepted a nomination of the Nominating Committee.

(c) If no valid additional nominations are received by the Secretary on or before November 1, the Nominating Committee's slate shall be considered to have been elected unanimously and no balloting will be necessary.

(d) If one or more additional valid nominations are received by the Secretary on or before November 1, he shall mail to each member in good standing, on or before November 15, a ballot listing the nominees for each position in alphabetical order with state of residence, together with a blank envelope and a return envelope addressed to the Secretary, marked "BALLOT", and bearing the name and address of the member to whom it was sent.

So that 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 Secretary, and received by him on or before December 15. On or before December 31, the inspectors of the election shall check the returns against the list of members whose dues are paid for the current year, prior to opening the outer envelopes and removing the blank envelopes, and shall certify the eligibility of the voters, as well as the results of the voting, which shall be announced as hereinafter provided.

(e) Nominations cannot be made in any manner other than as provided herein.

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(f) The Secretary shall advise the membership at the time the ballots are mailed, of the names of the inspectors, as well as the date, time and place for the counting of the ballots, which date shall be no sooner than thirty (30) days from the date of the mailing of the ballots. Any member who wishes may be present at the counting of the ballots. Immediately after the count has been made, the inspectors shall

notify the Secretary who, before January 1, shall notify the newly-elected officers and directors of their election and responsibilities, and shall transmit the results of the election to the membership by mail or the Club's January newsletter.

After counting the ballots, the inspectors shall deliver all ballots and envelopes to the Secretary, who shall keep them available for inspection, subject to advance appointment, by any member for one month following notification of the election results to the membership.

ARTICLE V Committees

Section 1. Each year, the Board may appoint standing committees to advance the work of the Club in such matters as dog shows, obedience trials, trophies, annual prizes, membership and other fields which may well be served by committees, or, with Board approval, the President may select committee members who may serve for the term of the President. 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 full Board, upon written notice to the appointee from the Secretary, if not the appointee, and in such a case, then by the President. The Board may appoint successors to those persons whose service has been terminated.

ARTICLE VI Discipline

Section 1. American Kennel Club Suspension. Any member who is suspended from the 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 Secretary, together with a deposit of \$25.00, which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board, or present them at a Board Meeting. 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 which would be prejudicial to the best interests of the Club or of 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 a Committee for not less than 3 weeks nor more than 6 weeks thereafter. The Committee shall be comprised of not less than three members: one Board member and two members-at-large, selected by the Board. The Secretary shall promptly send one copy of the charges to the accused member by certified 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 Hearings. Disciplinary action shall be taken with cause, and Robert's Rules of Order shall be used as the method, permitting counsel representation to anyone charged with an impropriety. 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, suspend the defendant from all privileges of the Club for not more than six

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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 by expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting, which considers the recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written

form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the 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 recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges, the findings and recommendations, and shall invite the defendant, if present, to speak on his own behalf. The members present shall then vote by secret, written ballot on the proposed expulsion. A 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 VII Amendments

Section 1. Amendments to the Constitution and By-Laws and to the Standard for the breed may be proposed by the Board of Directors or by written petition addressed to the Secretary, signed by twenty percent 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 Secretary for a vote within three months of the date when the petition was received by the Secretary.

Section 2. The Constitution and By-Laws, and the Standard for the breed, may be amended at any time, provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing on the date of mailing, accompanied by a ballot on which he may indicate his choice for or against the action to be taken. The notice shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Secretary to be counted. The favorable vote of 2/3 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 Constitution and By-Laws or to the Standard for the breed 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 VIII Dissolution

Section 1. The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the 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 any 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.

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ARTICLE IX
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 President
Report of Secretary
Report of Treasurer
Reports of Committees
Election of Officers and Board (at Annual Meeting)
Election of New Members
Unfinished Business
New Business
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:

Reading of minutes of the last meeting
Report of Secretary
Report of Treasurer
Reports of Committees
Unfinished Business
Election of New Members
New Business
Adjournment

ARTICLE X Robert's Rules

Section 1. All questions of parliamentary procedure not specifically covered by these By-Laws shall be governed by Robert's Rules of Order, Newly Revised.