

# UNITED DOBERMAN CLUB

## ADMINISTRATION MANUAL

### CHAPTER 4 – MEMBERSHIP AND MEMBER CLUBS

#### **WHY JOIN UDC?**

United Doberman Club is for those persons dedicated to the total Doberman and who care enough for this great breed to become involved in helping to preserve and protect its heritage. Membership in UDC verifies your support and commitment to the promotion and advancement Of the Doberman as a “Total” dog, sound in mind and body.

You will be part of a group of Doberman enthusiasts who believe in testing their dog’s working ability, who guard against indiscriminate breeding, and whose goal is physical soundness and correct temperament.

You will also be part of a group of people whose goal is to participate in the on-going process of education about the maintenance of our breed as well as the enhancement of its fine qualities.

We encourage you to join with us and be a part of this exciting organization as we chart the future of our breed.

#### **WHO CAN JOIN UDC?**

Anyone who subscribes to the purposes and goals of the UDC can join. UDC members would like to know you as sponsorship is required.

Simply fill out the application form with the appropriate dues today. If you are interested in joining a chapter club in your area, please so indicate and UDC will provide you with the name and contact information for the member club nearest you.

#### **WHAT DO YOU GET WITH MEMBERSHIP?**

When your membership is approved, you will receive the following:

- “Welcome to the United Doberman Club” e letter with informative attachments
- UDC Focus - Annual print copy and two e copies per year
- UDC Decal

- Access to the password-protected Online Members Only Section
- Access to United-Doberman-Club Google Group, A cyber forum of knowledgeable Doberman people discussing anything and everything about Dobermans

The UDC website [www.uniteddobermanclub.com](http://www.uniteddobermanclub.com) provides access to important information for members in the member's only section.

## **United Doberman Club Membership Application**

Please apply on line by going to this web connection:

<http://www.zooza.com/dispClub?clubID=7> or contact UDC Membership Secretary (contact information can be found on the UDC website).

Please allow approximately 30 days for your application to be processed.

Membership fees are \$50 Individual; \$65 Family; \$65 International Individual (outside the U.S.A., Canada, and Mexico); \$80 International Family; \$30 Junior. Member Clubs are \$45. Clubs with 5 or more members must also submit a copy of their constitution and bylaws and names and addresses of officers.

## **UDC Code of Ethics**

1. Abide by the Constitution and Bylaws of the United Doberman Club and the rules of the American Working Dog Federation.
2. Keep accurate breeding records, registration papers, and pedigrees.
3. All service and sales arrangements shall be mutually agreed upon, stated in writing, and signed by all parties involved.
4. All advertising shall be honest and not in any way misrepresentative, fraudulent, or misleading.
5. Support and conduct only ethical trade practices.
6. Maintain the best possible standards of canine health, cleanliness, and care.
7. Encourage the x-raying and hip certification of Dobermans for hip dysphasia and the testing of Dobermans for other common health disorders.
8. All dogs offered at stud shall not be bred prior to one (1) year of age and shall be in good health and free from communicable diseases and disqualifying genetic faults (as defined by the UDC's conformation standard). Any bitch accepted for stud service must be at least 18 months of age, in good health, free from communicable diseases and disqualifying genetic faults.
9. No bitch shall have more than one litter per year (litter defined as two or more puppies), nor be bred prior to one and one-half years of age. She should also be in good health and free from communicable diseases and disqualifying genetic faults.
10. No stud dog will be knowingly bred to any bitch whose owner is directly or indirectly involved with any puppy broker, puppy mill, pet shop, litter lot sales or any other commercial enterprises whose business is involved in like activities.

11. No bitch will be bred only for commercial reasons. All bitches will be bred with intentions of that particular breeding improving the breed.
12. No Dobermans will be knowingly sold to puppy brokers, pet shops, or puppy mills nor agents thereof.
13. Honestly evaluate the quality of all Dobermans sold and fairly represent that evaluation.
14. Furnish records to each buyer of current shots and wormings, pedigree, and registration or transfer documents, unless written agreement is made at time of sale that papers be withheld.
15. All members shall conduct themselves at all times in such a manner as to reflect credit on the sport of purebred dogs and Dobermans in particular.

## **FORMATION OF MEMBER CLUBS**

Any club seeking membership in the United Doberman Club must submit the following to the UDC Member Club Secretary:

- A. A membership list containing the names of at least five (5) members (these 5 must be UDC members), and listing the name, title, address and telephone number of each officer and director.
- B. A check or money order for the correct dues amount (U.S. Funds) made payable to "The United Doberman Club". The current dues schedule for member clubs may be found in Chapter 3a of the Administration Manual.
- C. A copy of the club's Constitution and By-Laws, which must contain at a minimum the following information:
  1. The name of the club.
  2. The objectives and/or purposes of the club. These do not have to be the same as UDC, but must not be in conflict. For example, a multi-breed club's objectives may differ, but still complement, the UDC's objectives.
  3. Principle location of the club (mailing address), together with the geographic radius that it encompasses.
  4. Description of the limitations and profit status of the club.
  5. Description of membership (types, eligibility, application, dues, termination, etc.)
  6. Training information, if applicable (Training director, description of duties, names, addresses, phone numbers; eligibility for training, application for training, etc.). If the member club is a training club and/or hosts training seminars, then the member club MUST have a liability policy for said club.
  7. Meeting information (meeting notices, types of meetings, times and places, special meetings, quorums, etc.)

8. List of all officers and directors, containing a clear description of the duties and responsibilities of each one.
9. Name, address and telephone number of the club's liaison to the UDC, and a list of representatives/liaisons to other clubs.
10. Description of the club year, eligibility to hold office, nominations and elections, voting, etc.
11. Description and/or list of standing committees of the club.
12. Procedure for amendments to the constitution and by-laws.
13. Procedure for handling discipline of club members.
14. Procedure for dissolution of the club.
15. Parliamentary procedure and roll call order for meetings.

A sample copy of a suitable Constitution and By-Laws may be found below for use as a guide.

Your club may alter it to suit its needs, so long as requirements 1 through 15 above are met.

To form a member club, contact the Member Club Secretary of the United Doberman Club. Please check the UDC website for current contact information for the Member Club Secretary.

\*\*\*\*\*

## **SAMPLE CONSTITUTION and BY-LAWS**

**NAME OF YOUR CLUB**

Approved (date)

### **CONSTITUTION**

#### **ARTICLE I**

##### **NAME AND OBJECTIVES**

##### **SECTION 1. Name.**

The name of the Club shall be "NAME OF YOUR CLUB".

## **SECTION 2. Objectives of the Club.**

The objectives of the club shall be:

- A. To encourage and promote the training and breeding of the Doberman Pinscher and to do all possible to bring their natural qualities to perfection.
- B. To enhance the Doberman Pinscher by educating the general public, promoting responsible breeding and sponsoring quality events sanctioned by the United Doberman Club.
- C. To do all in its power to protect and advance the interest of the Doberman Pinscher by encouraging sportsmanlike competition at trials and shows.
- D. To conduct trials and shows under the United Doberman Club Rules and Regulations.

## **SECTION 3. Principal Offices of the Club.**

The principle offices of the Club shall be located at (mailing address), and it shall encompass the following geographic area: (describe area).

## **SECTION 4. Not for Profit.**

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, but shall be utilized to further the purposes and activities of the Club.

# **ARTICLE II**

## **MEMBERSHIP**

### **SECTION 1. Eligibility.**

Membership shall be open to all persons who are in good Standing with the United Doberman Club. Any person may be eligible for membership, provided he/she has met the following obligations:

- A. Be sponsored by two (2) members in good standing;
- B. Agree to the financial obligations of the club.

### **SECTION 2. Types of Membership.**

There shall be two (2) types of membership:

- A. Active Membership, open to all persons eighteen (18) years of age or older. These members shall be entitled to vote, hold office, and benefit in all advantages of the club.
- B. Junior Membership, open to persons under the age of eighteen years. These members are not entitled to vote or hold office, but shall benefit in all other advantages of the club.

### **SECTION 3. Dues.**

Membership dues shall be as set by the Board. All dues will be payable on or before the first day of January. Dues will be prorated though the year for new members. Dues not paid by February 1 shall be deemed to be delinquent.

### **SECTION 4. Application Procedure.**

Each applicant for membership shall apply on a form approved by the club, which form shall provide that the applicant agrees to abide by these Constitution and By-Laws. The application shall state the name, address, phone number, as well as any other pertinent information as the board deems necessary. The applicant shall also carry the endorsement of two club members in good standing. The applicant shall submit the application fee of \$00.00 with their application for membership. These applications shall be read to the general membership at the next membership meeting. A minimum of thirty (30) days must expire after the reading of the application for membership before the club members shall be called upon to vote on acceptance.

### **SECTION 5. Rejection of Membership Application.**

In the event an application for membership is rejected, all monies paid to the club by the applicant shall be promptly returned to him/her. Applicants for membership who are not accepted by the membership may re-apply after (6) months.

### **SECTION 6. Termination of Membership.**

A. 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. A member resigning from the club shall be eligible for an immediate vote of acceptance by the membership.

B. Lapsing. A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid for ninety (90) days. Lapsed memberships shall not be considered for reinstatement until a delinquent fee of \$0.00 has been paid and a new application for membership, accompanied by appropriate annual dues, are submitted. The applicant for membership shall be eligible for an immediate vote of acceptance by the membership of the club.

C. Expulsion. A membership may be terminated by expulsion as provided in Article III of the Constitution and By-Laws.

## **ARTICLE III**

### **DIRECTORS AND OFFICERS**

#### **SECTION 1. Board of Directors.**

The function and responsibility of the Board of Directors shall be to act as the governing body of the club. The Board shall maintain liaison(s) with the national and international organization(s) involved. The

Board will establish policy and act on behalf of the club membership. The Board shall be responsible for the selection of trial dates and for the organization and conduct of such trials. General management of the club's affairs shall be entrusted to the Board of Directors. The Board of Directors shall consist of the club President, Vice President, Activities Coordinator, Treasurer, Secretary, and such other officers as may be required by the club, as determined by the Board of Directors. The club President shall act as chairman of the Board, and shall preside over meetings of the Board and shall carry out such other duties as may be prescribed by these Constitution and By-Laws. Any vacancies that may occur on the Board of Directors shall be filled by special election of the membership.

## **SECTION 2. Officers.**

A. President. Shall preside over the club meetings, shall serve as chairman of the Board of Directors, shall have duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Constitution and By-Laws.

B. Vice President. Shall have the duties and exercise the power of President in the event of the President's death, absence or incapacity. The Vice President shall also serve as membership director of the club. He/she shall also serve as a member of the Board of Directors and carry out other duties as may be prescribed by these Constitution and By-Laws.

C. Activities Coordinator. The Activities Coordinator will organize and coordinate any club activities that are sponsored by the club or by the United Doberman Club. He/ she will Accumulate and have available information concerning the rules and regulations for approved events, keep educational material available to the membership and coordinate with other organizations who sponsor activities in which the Doberman Pinscher can participate.

D. Treasurer. The Treasurer shall be responsible for the safekeeping of the club's monies. He/ she shall maintain such records and other documents as may be necessary for the orderly and efficient management of these monies. His/her books shall be open at all times to inspection of the Board, and he/she shall report to them at every meeting the condition of the club's finances and every item of receipt or payment not before reported; at the annual meeting he/she shall render an account of all monies received and expended during the previous fiscal year. He/she shall maintain a checking account for the deposit and withdrawal of the club's monies in a local banking institution, said institution to be approved by the Board of Directors. The Treasurer shall be responsible for the collection of dues from the club members. The Treasurer shall also serve as a member of the Board of Directors and carry out such other duties as may be prescribed by these Constitution and By-Laws.

E. Secretary. The Secretary shall be responsible for the recording of the minutes at meetings of the club and the Board of Directors and shall maintain these minutes in an orderly and efficient manner. He/she shall maintain a roll of the members present at each meeting of the Board of Directors, and at each regular or special meeting of the club. The Secretary shall also serve as a member of the Board of Directors and carry out such other duties as may be prescribed by these Constitution and By-Laws.

F. Training Director. (describe the responsibilities and function of your training director, if applicable).

## **ARTICLE IV**

### **TRAINING**

#### **SECTION 1. Training Director.**

The Training Director shall have complete authority over all material presented at training sessions and shall designate alternate trainers when required. The Training Director shall be a member of the Board of Directors of the club.

#### **SECTION 2. Eligibility for Training.**

All Active and Junior members are eligible for training. All others require the approval of the Training Director for each training session they wish to attend.

#### **SECTION 3. Application for Training.**

All applications for training must be submitted to and approved by the Training Director for each dog to be trained.

## **ARTICLE V**

### **MEETINGS, ORDER OF BUSINESS AND VOTING**

#### **SECTION 1. Meetings.**

A. Club Meetings. Meetings of the club shall be held on a regular monthly basis at such time and place as determined by resolution of the Board of Directors. A quorum for such meeting shall be a majority of the voting members in good standing present.

B. Special Meeting. Special Meetings of the club may be called by the Board or by a majority vote of the members of the Board of Directors or by the Secretary upon receipt of a petition signed by five (5) voting members of the club who are in good standing. Written notice of such special meeting shall be mailed by the Secretary at least (5) days prior to the date of the meeting, and no other club business shall be transacted thereat. A quorum for such special meeting shall be a majority of the voting members in good standing present.

C. Annual Meeting. The club's Annual meeting shall be held in the month of January for the purpose of electing officers of the club for the ensuing year. All officers shall be club members in good standing. Officers to be elected at the Annual meeting are the President, Vice President, Activities Coordinator, Treasurer, Secretary, and such other persons as the membership may elect to serve on the Board of Directors as provided in Article V, Section 3. The election shall be by secret ballot if more than one member is nominated for a single office. A quorum for such meeting shall be a majority of the



members in good standing present. At conclusion of all elections, officers elected shall take office immediately and each retiring officer shall turn over to his successor in office all properties and records relating to that office within thirty (30) days after the election.

D. Board Meeting. Meetings of the Board of Directors may be called by the chairman or by the Secretary upon written request signed by at least three (3) members of the Board. Such meetings shall be held at such time and place as may be designated by the person authorized to call such meeting. Written notice shall be mailed by the chairman or Secretary at least five (5) days prior to the date of the meeting, or phone notice shall be filed at least two (2) days prior to the date of the meeting. Such notice shall state the purpose of the meeting, and no other business shall be transacted. A quorum for such meeting shall be sixty percent (60%) of the Board.

## **SECTION 2. Order of Business.**

At all meetings of the Club and Board of Directors the order of business, so far as the character and nature of the meeting shall permit, shall be as follows:

- I. Roll Call
- II. Reading of Minutes
- III. Report of President
- IV. Reports of Secretaries
- V. Report of Treasurer
- VI. Election of Officers & Board (at Annual Meeting)
- VII. Election of New Members
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

## **SECTION 3. Nominations & Voting.**

A. A Nominating Committee shall be chosen by the Board of Directors before January 1 of each year. The committee shall consist of two (2) members, one of whom shall be a member of the current Board of Directors and shall serve as Chairman for the committee. The Nominating Committee may conduct its business by mail.

B. No person may be a candidate in a club election who has not been nominated in accordance with these By-Laws; no person shall be eligible to run for or be elected to the same office or board position for more than two consecutive terms.

C. Proxy voting will not be permitted at any club meeting.

D. The person receiving the largest number of votes for each position shall be declared elected, and shall be installed at the Annual Meeting.

E. Except as provided otherwise in these Constitution and By-Laws, for any motion or proposal required to be voted upon by the general membership of the club, a simple majority vote of the members present shall be sufficient to pass or reject such motions or proposal.

## **ARTICLE VI**

### **DISCIPLINE**

#### **SECTION 1. Suspension.**

Any member who is suspended from the privileges of the United Doberman Club (and/or AKC, DPCA, DV, USA, etc.) shall automatically be suspended from this club for a like period of time.

#### **SECTION 2. Charges.**

Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club or the breed. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of \$00.00, which shall be forfeited if such charges are not sustained. The Secretary shall promptly send one copy of the charges to the accused member by registered mail, return receipt requested, together with a notice of hearing and an assurance that the person so charged may personally appear in his/her own defense and bring witness if he/she wishes. The Secretary shall promptly notify the Board, which shall meet and fix a date for a Board Hearing not less than three (3) weeks and nor more than six (6) weeks thereafter.

#### **SECTION 3. Decisions.**

The Board shall have the complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that respect. Should the charges be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board may, by majority vote of those present, suspend the defendant from all privileges of the club for not more than six (6) months from the date of the hearing, and if the Board deems that punishment insufficient it may also recommend to the membership that the penalty be expulsion from the club. In such case the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing club meeting which considers the Board's recommendations. Immediately after the Board 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 Board's decision and penalties, if any.

#### **SECTION 4. Expulsion.**

Expulsion of a member from the Club may be accomplished only at a meeting of the club, following a Board hearing and upon the recommendation of the Board or committee as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the club, to be held within (60) days but not earlier than thirty (30) days, after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf though no evidence shall be

taken at this meeting. The chairman shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf. The members shall then vote by secret written ballot on the proposed expulsion. A two-thirds (2/3) vote of those present and voting 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.**

Amendments to the Constitution and By-Laws 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 Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within one (1) months of the date when the petition was received by the Secretary.

#### **SECTION 2. Amendment by Members.**

The Constitution and By-Laws may be amended by a vote of two-thirds (2/3) of the members in good standing present at any regular meeting (or special meeting).

## **ARTICLE VIII**

### **DISSOLUTION**

#### **SECTION 1. Dissolution.**

The Club may be dissolved at any time by written consent of not less than two-thirds (2/3) of the members. In the event of the dissolution of the Club, 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. After payment of all debts and liabilities of the Club, its assets and properties shall be distributed to a non-profit fund, foundation or corporation, chosen by the Board of Directors.

## **ARTICLE IX**

### **MISCELLANEOUS**

#### **SECTION 1. Rabies Vaccination Required.**

All dogs receiving training at any club training session shall have current Certificate of Rabies Vaccination on file with the club Secretary.

**SECTION 2. Injury to Decoy.**

In the event that a member acting as a decoy during a club training session is injured, medical treatment to maximum of one hundred dollars (\$100.00) shall be paid from the club’s fund.

**ARTICLE X**

**CONDUCT OF BUSINESS**

**SECTION 1. Conduct of Business.**

The latest edition of “Robert’s Rules of Order” shall serve as a guideline for all meetings of the Club and its directors as far as they are applicable and not inconsistent with these By-Laws, in which case the Constitution and By-Laws shall take precedence.

\*\*\*\*\*

Remember: This is only a sample - you may word your Constitution & By-Laws to suit your club and its needs, as long as the information required by UDC for membership is included.

Member Club Map (Updated February 2007)

Region Map (Updated March 2004)

**THE TEN REGIONS OF THE UDC**

**UNITED STATES**

- Northeast (Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Pennsylvania, Maryland)
- Mideast (West Virginia, Virginia, Michigan, Indiana, Ohio, Illinois, Kentucky)
- South ( Tennessee, Mississippi, Alabama, Georgia, Florida, North Carolina, South Carolina)
- Mid-Central ( North Dakota, South Dakota, Minnesota, Wisconsin, Nebraska, Iowa, Missouri)
- Mid-South (Arkansas, Kansas, Oklahoma, Texas, Louisiana)
- Northwest (Alaska, Washington, Montana, Oregon, Idaho, Wyoming)
- Southwest (Utah, Colorado, Arizona, New Mexico)
- West (California, Nevada, Hawaii)

**CANADA**

- Canada (entire country)