

CONSTITUTION AND BYLAWS OF THE NATIONAL BRUSSELS GRIFFON CLUB

As Amended March 12, 2004

CONSTITUTION

ARTICLE I – NAME AND PURPOSE

- SECTION 1. The name of the club shall be the National Brussels Griffon Club, hereafter referred to as the Club.
- SECTION 2. The purpose of the Club shall be the improvement, preservation, and protection of the breed which can be accomplished by, but not limited to, the following:
- A. To educate and urge members, breeders, judges, and the general public to accept the standards of the American Kennel Club as the only standard of excellence by which the Brussels Griffon shall be judged.
 - B. To advocate only breedings that produce soundness of body and temperament and improve conformation according to the American Kennel Club Standards for the Brussels Griffon.
 - C. To foster the advance of high ethical standards for breeders and all owners of the Brussels Griffon by adopting the Code of Ethics.
 - D. To educate and provide an information exchange about the breed, its qualities and care for both Club members and the public.
 - E. To do all in its power to protect the breed from possible harm or abuse and to organize such committees and activities as necessary to prevent such cruelty, and abandonment.
- SECTION 3. The Club shall not be conducted or operated for profit to any individual 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 bylaws as may be required to carry out the Club purpose.

BYLAWS

ARTICLE I – Membership

- SECTION 1. ELIGIBILITY. There shall be four types of membership – each of which requires one to be in good standing with the American Kennel Club, to subscribe to and support the Constitution and Bylaws of the Club, and to agree to abide by the Code of Ethics.
- A. SINGLE MEMBERSHIP which is open to all persons 18 years of age and over.
 - B. COUPLE MEMBERSHIP which is open to two people who live at the same address. (This membership will receive one Club Bulletin, but each member can vote.)
 - C. JUNIOR MEMBERSHIP which is open to those under 18 years of age and who reside in the household of a current single or couple member. Junior members shall not have voting rights nor will they receive a separate copy of the Club Bulletin.
 - D. FOREIGN MEMBERSHIP which is open to all persons 18 years of age and over who live outside the USA. Foreign members shall not have voting rights.

SECTION 2. DUES

- A. Annual membership dues for each membership category shall be determined by the Board no later than October first for the ensuing year. Dues are payable on or before the first day of January of each year. New memberships dues received after October 31 shall cover membership for the following year.
- B. During the month of November, the Treasurer shall send to each member a statement of his/her dues for the ensuing year. This shall include a copy of the Code of Ethics, which must be signed annually.
- C. On March 15, the Treasurer shall prepare a list of paid members in good standing. Those not paid by this time risk not being included in the Membership Directory.

SECTION 3 ELECTION TO MEMBERSHIP

- A. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to subscribe to and support this Constitution and these Bylaws, and abide by the Code of Ethics of the NBCG and the rules of the American Kennel Club. Copies of the Constitution and Bylaws and the Code of Ethics will be provided by the Membership Chair of the Club. The rules of the American Kennel Club are available through the American Kennel Club. Each applicant shall also sign a copy of the Code of Ethics that must accompany the application.
- B. Accompanying the application shall be dues payment for the current year.
- C. The Membership Chair shall forward the name of the applicant to the editor of the Club Bulletin. The name of the applicant shall be published in the Club Bulletin, and, if no letters of objection are received by the Club Secretary within 60 days of publication, the applicant shall become a member in good standing.
- D. Should a letter or letters of objection based on this Constitution and Bylaws, the NBGC Code of Ethics, or the rules of the American Kennel Club be received by the Secretary, they will be forwarded to the Board for investigation and disposition. If the allegations are verified, admission to membership by such an applicant would require favorable votes of two thirds of the Board members.
- E. If an applicant is not offered membership, the Secretary will notify the Membership Chair to so inform the person, and dues payment is refunded.

SECTION 4 TERMINATION OF MEMBERSHIP

- A. BY RESIGNATION. Any member in good standing may resign from the Club upon written notice to the Secretary.
- 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.
- C. BY EXPULSION. A membership may be terminated by expulsion as provided in Article VI of these Bylaws.

ARTICLE II – MEETINGS

SECTION 1. ANNUAL MEETING. The annual meeting of the Club shall be held at a place, date, and hour designated by the Board of Directors. Notice of the annual meeting shall be published in the Club Bulletin's issue immediately prior to the meeting. The quorum for the annual meeting shall be 10% of the members in good standing.

SECTION 2. SPECIAL MEETINGS. Special Club meetings may be called by the President, or by a majority vote of the Board who are present at a meeting of the Board or who vote by mail, or by the Secretary upon receipt of a petition signed by ten members of the Club who are in good standing.

Such a meeting shall be held in the city of the President's residence or a city designated by a majority or the Board of Directors, at such hour and place as designated by the Board. Written notice of such meeting shall be mailed to all members by the Secretary at least fourteen days and no more than 30 days prior to the meeting. The notice shall state the purpose of the meeting , and no other Club business may be transacted. The quorum for such a meeting shall be ten percent of the members in good standing.

SECTION 3. BOARD MEETINGS. Meetings of the Board of Directors shall be held at such times and places as are designated by a majority vote of the entire Board. Written notice of each such meeting shall be mailed by the Secretary to each member of the Board at least 10 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

SECTION 4. The Board of Directors may conduct its business by mail through the Secretary or by telephone to be followed up by mail by the Secretary. The Board may also conduct its business by electronic mail or any other available electronic or technological means, provided the Secretary receives copies of all correspondence simultaneously with the full Board.

ARTICLE III – DIRECTORS AND OFFICERS

SECTION 1. BOARD OF DIRECTORS. The Board shall comprise the President, Vice President, Secretary, Treasurer, Membership Chair and one Director from each of the areas.

SECTION 2. OFFICERS. The Club's officers shall consist of the President, Vice President, Secretary, Treasurer, and Membership Chair. The management of the Club's affairs shall be in the hands of the Board of Directors.

SECTION 3. DUTIES OF OFFICERS

- A. The President shall preside at all meetings of the Club and of the Board and shall have the duties and posers normally appurtenant to the office of President, in addition to those particularly specified in these Bylaws.
- B. The Vice President shall have the posers and exercise the duties of the President in case of the President's death, absence, or incapacity.
- C. The Secretary shall keep a record of the proceedings of all meetings of the Club and of the Board and of all votes taken by mail, and of all matters of which a record shall be ordered by the Club. The Secretary may utilize the Club Bulletin to notify the members of the annual meeting. The Secretary shall have charge of all correspondence and shall carry out such other duties as are specified in these Bylaws or assigned by the Board.
- D. The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore, and 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 s/he shall report to them at every meeting, the condition of the Club's finances and every item or receipt or payment not before reported. The Treasurer may utilize the Club Bulletin to present financial statements. At the annual meeting the Treasurer shall render an account of all monies received and expended during the previous fiscal year, which is then published in the next Club Bulletin.
- E. The Membership Chair shall be responsible for processing applications, keeping a roll of the members and their correct addresses, and publishing membership lists at least annually. In addition, the Membership Chair shall utilize the Club Bulletin to inform the membership of applicants, and to notify those accepted of their election to membership.

SECTION 4 VACANCIES. Any vacancies occurring on the Board or among the offices during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board at a special meeting of the Board convened for this purpose, or this vote may be conducted by mail.

ARTICLE IV – THE CLUB YEAR, VOTING, NOMINATIONS, ELECTIONS

- SECTION 1. CLUB YEAR. The Club's fiscal and official year shall coincide with the calendar year. The elected officers and Directors shall take office on the first day of January. Each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within ten days after the expiration of his/her term of office.
- SECTION 2. VOTING. At the annual meeting or a special meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting, providing a quorum of ten percent of the membership is met. Voting by proxy shall not be permitted. The Board of Directors may decide to submit specific questions for decision of the members by publication in the Club Bulletin.
- SECTION 3. NOMINATIONS AND BALLOTS.
- A. A nominating committee shall be chosen by the President before March first. The committee shall consist of three members in good standing. The President shall name one of these three as Chair of the committee. The nominating committee may conduct its business by mail.
 - B. The committee shall nominate from among the members in good standing on candidate for each office and one Director from each area, and shall procure the acceptance of each nominee so chosen. The committee shall then submit its slate of candidates to the Secretary who shall have the slate published in the next issue of the Club Bulletin published on or before July first so that additional nominations may be made by members if the so desire.
 - C. Additional nominations may be made by written petition addressed to the Secretary and received at his/her regular address on or before August first, and accompanied by the written acceptance of each additional nominee signifying willingness to be a candidate. All nominees must be members in good standing.
 - D. If no valid additional nominations are received by the Secretary at his/her regular address on or before August first, the nominating committee's slate shall be considered elected unanimously, and no balloting will be necessary.
 - E. If one or more valid additional nominations are received by the Secretary, s/he shall on or before September fifteenth, mail to each member in good standing a ballot listing all of the nominees for each office in alphabetical order. Ballots must be returned by October first to the Secretary. The votes will be tallied within two weeks by the Secretary and a committee of two additional persons appointed by the President. The Secretary shall inform the President of the results. The President shall then inform the Board and the winners. The results shall be published in the next issue of the Club Bulletin.
 - F. Nominations cannot be made at the annual meeting or in any manner other than provided in these Bylaws.

ARTICLE V – COMMITTEES

- SECTION 1 The President may each year appoint committees to advance the work of the Club in such matters as dog shows, trophies, annual prizes, membership and other areas which may well be served by committee. Such committees may also be appointed by the Board. Committees may be terminated by the President or the Board of Directors or may self terminate at the end of the year.
- SECTION 2 Any committee appointment may be terminated for cause by a majority vote of the full Board upon written notice to the appointee; the Board may appoint successors to those persons whose service has been terminated.
- SECTION 3. Committee appointments shall be considered terminated at the end of the Club year.

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 the Club for a like period.
- SECTION 2. CHARGES. Any member may prefer charges based on these Bylaws, the Code of Ethics, and the rules of the American Kennel Club against another member for alleged misconduct prejudicial to the best interests of the Club or breed. Written charges with specifics referring to these Bylaws, the Code of Ethics or the rules of the American Kennel Club must be filed in duplicate with the Secretary together with a deposit of fifty dollars 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 requesting the defendant to submit written answers to the charges along with supporting letters from appropriate witnesses.
- SECTION 3. BOARD HEARING. Should the charges be sustained after all evidence and testimony presented by the complainant and defendant have been investigated and evaluated, the Board may by a majority vote suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. If the Board deems that, because of the severity of the charges or repeated offenses, suspension is insufficient, it may also recommend to membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before fellow members at the ensuing annual Club meeting which considers the recommendation of the Board.

When the Board has reached a decision regarding suspension or a recommendation regarding expulsion, its findings and/or recommendations shall be put in written form and filed with the Secretary. The Secretary, in turn shall notify each of the parties of the decision/recommendation and penalty, if any.

- SECTION 4. EXPULSION. Expulsion of a member from the Club may be accomplished only at the annual meeting following the recommendation as provided in Section 3 of this Article. The defendant shall have the right of appearing in his/her own behalf, though no new evidence shall be taken at this meeting. The President shall read the charges, findings, and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf. All members in good standing with voting rights shall then vote by secret written ballot on the recommended expulsion. A two-thirds majority vote of those present and eligible to vote 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 Bylaws may be proposed by the Board or by written petition addressed to the Secretary and signed by twenty percent of the members in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members in good standing with recommendations of the Board by the Secretary within three months of the date when the petition was received. Six weeks shall be allotted for response to the Bylaws amendment vote. A Bylaws amendment must pass by a two thirds majority of those ballots received.

Section 2. The Bylaws may be amended at any time.

ARTICLE VIII – DISSOLUTION

- SECTION 1. The Club may be dissolved at any time by the written consent of not less than two-thirds of the members. In the event of a dissolution of the Club, whether voluntary or involuntary or by operation of law, none of the property of the Club nor any of the proceeds thereof nor any assets of the Club shall be distributed to any members 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. An accounting of such donations will be sent to those members in good standing prior to the dissolution.

**NATIONAL BRUSSELS GRIFFON CLUB
CODE OF ETHICS**

In the service of achieving the objectives of the National Brussels Griffon Club, this Code of Ethics is established as a model of behavior for the membership. It is our aim to provide guidelines that will facilitate responsible breeding and selling of Brussels Griffons, further conscientious and enlightened ownership of the breed, and foster cordial, mutually supportive relations between Club members and between the Club and the public with regards to the Brussels Griffon breed. Circumstances do arise that call for flexible, innovative behavior and matters of judgment. Therefore, in all questions of ethics, covered or not covered by this Code, the member shall act solely in the best interests of the breed, in good conscience and motivated by good intentions

1. A primary consideration in all breeding will be the improvement of the breed.
2. If planning a breeding program, members will conscientiously strive to use the very best dogs (sires and dams), free from known physical and mental defects, including breed disqualifications. We recommend that breeding stock be screened using all applicable genetic testing and be certified free from hereditary eye defects, patella luxation and hip dysplasia.
3. Owners of stud dogs will give thoughtful consideration and use discretion when accepting bitches for breeding, breeding their stud dogs only to quality bitches free from known hereditary defects, serious faults, and breed disqualifications. The owner of the sire is as responsible as the owner of the dam in all matters of the welfare of the offspring.
4. No bitch shall be bred before her second season or before she is 18 months old nor shall she be bred after her eighth birthday.
5. No member will sell a dog or supply stud service to a pet shop, broker, any person buying the dog for resale, any person having a USDA number or to any known volume breeder. No member shall have a USDA number.
6. No member will malign competitors or fellow Club members by making libelous, slanderous or malicious statements regarding another's dog(s). All actions in regard to the dogs, fellow members and the general public must consider the best interests of the breed.
7. No member will make statements about his/her dog(s) which are false or misleading nor will he/she misrepresent stock to prospective buyers.
8. The seller will put all guarantees in writing. The seller will provide the buyer with printed instructions concerning the care of the dog including vaccination records and all pertinent facts concerning the dog. The seller will provide the buyer a copy of the Code of Ethics.
9. Each puppy will be at least twelve weeks old before it is sold or released to a new home and will have had proper inoculations for his/her age.
10. The seller will furnish the buyer with a three generation pedigree and American Kennel Club registration application or certificate unless there is a written agreement stating the buyer is not to receive papers.
11. Each member will be responsible for the welfare of every dog he/she breeds, sells or places. This means following up on each dog to be sure the new owners are happy with the dog, and the dog has adjusted well to the new home. This also means having an understanding with the new owner that any time in the future the owner is unable to keep the dog, the owner is to contact the seller and the seller will have the responsibility to either take the dog back or find it a new home.
12. Each member owning a Brussels Griffon pledges to provide lifelong quality care for their animal(s), to give proper immunizations as recommended by their veterinarian, to carry out all terms of contracts signed by breeders, and, if one cannot keep a dog, return it to the breeder. If this is not possible, then the dog shall be neutered/spayed and placed in a loving home.