

# PBGF By-Laws and Constitution

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# PENNSYLVANIA BEAGLE GUNDOG FEDERATION

## By-Laws and Constitution

### ARTICLE #1: Name and Date of Incorporation

#### Section One:

*Name and Date of Incorporation.* The name of the corporation is "Pennsylvania Beagle Gundog Federation (the "Corporation"). The Corporation was incorporated under the Pennsylvania Nonprofit Corporation Law of 1988 on March 3, 2000, and now is governed by the Pennsylvania Nonprofit Corporation Law of 1988.

### ARTICLE #2: Tax Exempt Status

#### Section One:

*Purposes.* The corporation's purposes are limited to those charitable functions that come within the meaning of Section 501(c)(3) of the Internal Revenue Code (the "Code"), and no substantial part of the corporation's activities shall constitute the carrying on of propaganda or attempting to influence legislation. Subject to the limitations set forth in the preceding sentence, the corporation shall have all the powers created by law, including (but not limited to) the power to accept gifts, grants, devises, bequests of funds, or any other property from any public or governmental body, private foundation, public charity, corporation or individual.

#### Section Two:

*Private Inurement; Dissolution.* No part of the income of the Corporation shall be paid, distributed, or otherwise inure to the benefit or use of its directors or officers or other private persons, except that the Corporation shall be authorized to pay compensation in a reasonable amount to its directors or officers for services rendered, and to make payments and distributions in furtherance of its general corporate purposes including contributions and donations for charitable purposes. Upon dissolution of the Corporation, the assets of the Corporation shall not be distributed to its directors or officers or other private persons. Upon such dissolution, the Board of Directors of the Corporation (the "Board" or the "Board of Directors") shall, after paying or making provision for the payment of all corporate liabilities and for the disposition of any property committed to charitable purposes as required by court order, transfer and convey the remaining assets to such charitable organization or organizations as the Board of Directors shall determine to be similar to the Corporation's character, purpose and method of operation.

#### Section Three:

*Objectives.* Among its other acts and activities, the Corporation will establish and operate educational programs and events for the Pennsylvania youth and junior handlers to learn about the sport of beagle field trials, the beagle/hound breeds and hunter's safety. The Corporation will assist and support research and education as it relates to the Appalachian Cottontail.

#### Section Four:

The objectives of this Organization, which will hereafter be referred to as the Federation, shall be to enlist existing beagle clubs who express interest in Small Pack Option field trials so that all member clubs may share in the benefits which may arise as a result of their support. To promote and develop the sport of Beagle Field Trials as they are written in the Running Rules and General Procedures adopted by the American Kennel Club. Special rules and procedures adopted by this Federation will not be in conflict with the AKC's Beagle Field Trial Rules. To assist new groups in becoming members of the Federation, and to promote various programs accepted by the Federation, which are designed to offer local and statewide competition.

#### Section Five:

To credit outstanding or acceptable performances of AKC registered, or eligible for registration, beagles under conditions as determined by the selected Judges on the day of the competition. Such credit at PBGF qualifier trials and championship trials to be in the form of trophies, ribbons, and/or any other awards (except monetary) deemed appropriate by the Officers of the

Pennsylvania Beagle Gundog Federation, Inc. Monetary awards may be given as prizes to hounds placing in club trials not serving as PBGF qualifying trials.

### ARTICLE #3: Eligibility for Membership.

#### Section One:

Membership in the Federation will be limited to beagle clubs which have complied with the minimum standards of acceptance as outlined in this Constitution, and clubs which have demonstrated a sincere desire to become a member as is indicated by their past history as it pertains to sponsoring of Small Pack Option field trials and the sportsmanship displayed during these events. The host site for the Federation's Championship trials will be limited to clubs within the state of Pennsylvania.

#### Section Two:

The applicant club shall file with the Federation East Region Vice President an application seeking membership and listing the following information:

- A. The name and headquarters of the club with exact location.
- B. The objectives of the club and the date of founding.
- C. The names, addresses, and phone numbers of their officers.
- D. A complete record of all field trials and conformation shows sponsored by them during the year prior to application.
- E. New Club membership must attend one meeting and have a member attend at least three qualifying P. B. G. F. Trials during that year. If not attended, club could be disqualified.

#### Section Three:

Upon receiving the information listed in Section Two from the applicant club, the Federation East Region Vice President will advise the applicant club that they will begin a probationary period to last no longer than twelve months. During this probationary period, the applicant will sponsor a Small Pack Option trial with Conformation Show (additional trials may be required if necessary), so that a commissioned delegate for the Federation can attend, observe, and assist the applicant club in obtaining the standards required for membership. The delegate assigned to observe the probationary club's Small Pack Option trial would file a complete report of the trial with the Federation East Region Vice President.

#### Section Four:

The Federation's East Region Vice President will receive a report of the applicant club's Small Pack Option trial from the observing delegate within the probationary period. This report will then be forwarded to the East Region Vice President, who if satisfied with the report will submit it before member clubs for a vote. If dissatisfied, there will be no vote.

#### Section Five:

Former clubs that wish to rejoin the P. B. G. F., Inc. must submit an explanation for dropping out of the Federation. They can be voted back into membership without having to hold an observation trial, although the club would still be under a probation period such as a new club.

### ARTICLE #4: Termination of Membership.

Membership may be terminated by:

- A. Resignation. Any member club in good standing may resign from the Federation upon written notice to the Federation Secretary.
- B. Lapsing. A membership is lapsed and automatically terminated if such member club's dues remain unpaid 90 days after January 2<sup>nd</sup> of each year.
- C. Expulsion. A membership may be terminated by expulsion as provided in Article #5 of these By-Laws.

## ARTICLE #5: Discipline:

### Section One: Suspension.

Any club will be suspended from the Federation if they are found in violation of these Articles of this Constitution and By-Laws, or other regulations of the Federation. Two member clubs will be required to file a written complaint to the President of any charges against a member club accused of violating these rules. The accused member club will be suspended from the Federation if a majority vote of all delegates entitled to vote finds the accused club guilty as charged. The vote will be taken at the Annual Business Meeting, or at a meeting called by the President. Thirty - (30) day notice of the charges must be given to the accused club, and during the thirty (30) day interim period the accused club may submit an appeal to the charges. If, at the end of the suspension period, the member club is still in violation, their membership will be terminated.

### Section Two:

The obligation to prescribe penalties or suspend shall rest with the voting delegates

### Section Three: Filing Complaints.

Two or more member clubs may file or otherwise register a complaint against another member club for alleged misconduct prejudicial to the best interests of the Federation. Written charges with specifications must be filed in duplicate with the President of the Federation along with a deposit of \$10.00 for each member club filing the complaint, which shall be forfeited if such charges are not sustained by the voting delegates following a hearing. The Federation President shall promptly send one copy of the charges to the defendant club by registered mail, together with a notice of the hearing, and an assurance that the accused club may appear in their own defense, and bring witnesses if they wish.

### Section Four: Complaints against individuals.

After a club has conducted a proper hearing in accordance with AKC procedures, any member club may file a complaint against an individual for misconduct displayed at any field trial or meeting. A deposit of \$10.00 will be required. A full report of the charges and hearing will be filed with the Federation President in duplicate. The President then shall promptly get in touch, by either phone, special meeting called or e-mail, the Board of Directors. This shall be done within one week after filing. The Board shall decide if this complaint warrants any further action, such as going before the delegates. The Board shall be able to place on probation and/or give warnings to the individual until a complete investigation is done. The Board shall make sure all facts are in order. If the Board decides that the matter should be brought up before the delegates, the President shall promptly send one copy to the accused individual by registered mail together with a notice of a hearing before the delegates who will determine the disposition of the charges. The individual may appear in their own defense with witnesses. Thirty (30) days notice of the charges must be given to the accused. A special meeting of the delegates may be called if a regular meeting is not scheduled within the required thirty (30) days. Any individual not in good standing with the AKC will be considered not in good standing with the PBGF and will be dealt with in accordance with AKC policies.

## ARTICLE #6: Documents.

All documents presented to the Federation, such as applications, resignations, complaints, credentials, reports, requests, etc., shall be signed by the President, Secretary, and Official Delegate of the Club.

## ARTICLE #7: Representation and Voting.

### Section One: Official Delegate.

Each member club is entitled to one Official Delegate to represent his club for voting purposes. No one delegate can represent more than one group.

### Section Two: Official Observers.

Each member club shall be entitled to two (2) Official Observers who may attend all meetings of the Federation. They may advise and confer with the Official Delegate for their club and take part in his decision, but shall have no vote except as provided in Section #3 of this Article.

Section Three: Voting of Official Observer.

Each member club may designate their Official Observers as first voting choice and second voting choice. In the absence of the Official Delegate at any Federation meeting, the Official Observer may cast the vote for the club.

Section Four: Proxy Voting.

In the event that neither Official Delegate nor Official Observer can attend a Federation meeting, the absentee club may submit their vote on matters which they have been advised on via the Board of Directors by proxy to the Federation President by mail before the meeting. The vote is to be sent in a sealed envelope marked "MEETING" and opened at the meeting by the President.

Section Five: Absentee Voting

In the event that an issue requiring a 2/3 majority of all clubs to pass a measure and all clubs are not present at the meeting to vote, any clubs not in attendance will have 10 days following the meeting to submit their vote by mail or email or text to the Secretary so their vote can be properly recorded. At the end of the 10 day period, the Secretary shall inform the membership if the measure passed or failed to receive the required votes.

Section Six: General Voting

At all meetings, a simple majority of the delegates attending a meeting and voting is required to pass or defeat a measure unless otherwise specified in these bylaws.

ARTICLE #8: Meetings.

There shall be three (3) Federation meetings held during the year. One shall be in January; one will be held no earlier than May 1<sup>st</sup> and no later than July 31<sup>st</sup> and the other shall be held at the All-Age Championship trial. Two of the three meetings during the year may be held virtually at the decision of the Federation President. At no time shall there be any alcoholic beverages consumed during the meeting.

ARTICLE #9: Federation Officers.

Section One:

Federation Officers shall be the President, Vice President, Recording Secretary, and Treasurer.

- A. The President shall be elected annually.
- B. The East Region Vice President shall be elected on even numbered years and serve a two-year term of office.
- C. The West Region Vice President shall be elected on odd numbered years and serve a two-year term of office.
- D. The Secretary shall be elected on odd numbered years and serve a two-year term of office.
- E. The Treasurer shall be elected on even numbered years and serve a two-year term of office.
- F. The Field Trial Secretary shall be appointed annually by the President.
- G. All Officers terms to start on January first and ends on December 31.
- H. Any Officer may succeed himself.

Section Two: Duties of the President.

He/She shall be Chief Executive of the Federation and preside at all meetings. He/She shall be ex-officio member of all committees. He/She shall cast one vote in the event of a tie vote of all voting delegates. He/She shall poll the delegates at all meetings or by mail. He/She shall maintain a list of all club officers, board members, and delegates' names and addresses.

Section Three:

A: Duties of the East Region Vice President.

He/She shall assume all duties and powers of the President whenever the President is unable to attend. He/she shall handle new applications from clubs for membership and correspond with new clubs until their probationary period is complete. He/She will obtain

the judges for the Championship events and provide them to the Field Trial Secretary for submission to the AKC for approval.

**B: Duties of the West Region Vice President.**

He/She shall serve as the field trial chairperson at the Championship events. Will handle all the Federation's field trial schedules and keeps track of them. Will post as soon as possible on the website any and all changes and let all delegates and officers know of any and all changes in the schedule. Will help East Region Vice President where needed.

**Section Four: Duties of the Secretary.**

He/She shall keep all records of the Minutes of the Meeting of the Federation. He/she shall, within thirty (30) days of the next scheduled meeting, send a copy of the minutes from the prior meeting to each delegate of the member clubs and to each member of the Board of Directors. He/she shall then make sure that a copy of the minutes is sent to the webmaster to be placed on the website. He/she will take the minutes and make sure to keep all handwritten, taped and typewritten copies of the minutes. He/she shall keep all past records that the other officers no longer wish to keep. Must be sure to keep the Constitution/By-Laws and Running Rules up to date, making sure all delegates get amendments sent to them. Shall be on the committee anytime one is set up to go over the Constitution/By- Laws and Running Rules.

**Section Five: Duties of the Treasurer.**

He/she shall conduct and handle all general correspondence. He/she will receive and be responsible for all funds of the Federation in a bank or trust company. He/she shall present a complete report at each meeting.

**Section Six: Duties of the Field Trial Secretary.**

He/.she shall be Field Trial Secretary at all championship events. He/she shall be appointed by a President on an annual basis. He/she will submit the judges for the Championship events to the AKC for approval. He/she will receive field trial reports from which the High Point Award for the most consistent hound is determined, and it will be his duty to administer the High Point award point system as it is described in the Running Rules. He/she shall have no voting rights as the other officers do, since this is an appointed position and not elected.

**Section Seven: Vacated Office.**

Any vacated office during the year shall be filled by the appointment of the President. Any appointment to the Board of Directors must be confirmed by the majority vote of the Board. If anyone filling an elected position does not perform their duties or does not participate in two (2) consecutive meetings without contacting the President in advance of the meeting, may be removed from that position by a simple majority vote of the Officers.

**Section Eight: Communications and Public Relations Liaison.**

This position will have a two-year term. Nomination and voting for this position will be on even numbered years. This position is self-explanatory. The Liaison will attend all Board of Directors meetings and the meetings of the Federation's delegates. This person is in charge of all communications between the clubs, will be in charge of the directory, and in touch with the officers, delegates and webmaster.

**Section Nine: Directors.**

There are to be four directors: two from the East region and two from the West region. Directors shall hold a two-year term with one from the East and one from the West being elected in odd years and one from the East and one from the West being elected in even years. Voting will coincide with the election of Officers. These officials must attend all Board of Directors meetings and meetings of the Federation's delegates. They hold all voting rights. The four Directors are the PBGF fundraising committee. They shall prepare a fundraising plan annually to present to the membership for approval that will generate the funds necessary to support the PBGF annual operating expenses including the Championship Trial Prize Package.

Section One: Annual Dues.

Annual dues for each member club in the Federation are \$100.00, payable at the All-Age Championship trial in the fall for the following year, but no later than the January meeting of the next year. Member clubs may have their dues reduced to \$50.00 depending on their participation in the prior year fundraising and the rules with those fundraising efforts in accordance with Article 13 Section 3 of these by laws.

Section Two: Fine for late filing.

The fine for late filing of membership dues is \$15.00 after January 31<sup>st</sup> of each year, payable to the PBGF, Inc. and sent to the Treasurer.

ARTICLE #11: Disbursement.

Section One: Bills.

All bills shall be paid by the Treasurer on order of the Board of Directors or by the order of the President.

Section Two: Dissolution.

The Federation may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the membership. In the event of dissolution, whether voluntary or involuntary, none of the property of the Federation shall be distributed to any member club. After payment of debts all Federation property and assets shall be given to a charitable organization selected by the Board of Directors.

ARTICLE #12: Administration.

Section One: Executive Committee.

There shall be an executive committee, which shall consist of the Officers of the Federation: President, East Region Vice President, West Region Vice President, Secretary, Treasurer and Director of Communications and Public Relations.

Section Two: Committee Appointment.

All committees shall be appointed by the President.

ARTICLE #13: Requirements of Member Clubs.

Section One: Membership requirements.

Each club, in order to retain its membership in the Federation, is required to sponsor one, but not more than two Federation Qualifying trials per calendar year. It will be mandatory for club delegates to attend one of the three Federation meetings in the time period from the October meeting of one calendar year to the summer meeting of the following year. Any club in violation will have their voting rights at the Federation level removed for the following year.

Section Two: Filing requirements.

Each club shall file, along with their membership dues, the names, addresses and phone numbers of their Board of Directors, Officers, Official Delegate and Official Observer to the Treasurer.

Section Three: Fundraising for the Federation.

Each club is required to participate in any fundraising activities, that includes but is not limited to selling of at least 10 raffle tickets out of 1000 total to be sold. The fundraising activity must be presented to the federation membership by the Directors as prescribed by Article Nine, Section 9 and receive a majority vote of Official Delegates as prescribed in Article 7, and that occurs during a meeting prescribed in Article 8. Any club in violation will have their voting rights at the Federation level removed for the following year.

ARTICLE #14: Amendments to the Constitution and By-Laws.

This Constitution and By-Laws can be revoked, altered, or amended by a two-thirds (2/3) majority vote of all the delegates entitled to vote at the meetings, provided all club Secretaries and/or Delegates have been notified sixty (60) days in advance.

ARTICLE #15: Quorum.

A quorum of 25 percent of the delegates is required to conduct an official meeting of this Federation. A quorum of five (5) Board of Directors is required to conduct business.

ARTICLE #16: Order of Business.

Section One: Annual Business Meeting.

1. Roll Call.
2. Minutes of the last meeting.
3. President's report.
4. Vice Presidents' reports.
5. Secretary's report
6. Treasurer's report.
7. Committee Reports.
8. Unfinished business.
9. New business.
10. Election of Officers and Judges.
11. Welfare of the Federation.
12. Announcements.
13. Adjournment.

Section Two: Order of Business for Board of Directors Meeting.

1. Roll Call.
2. Minutes of the last meeting.
3. Report of Committees.
4. Unfinished Business.
5. New Business.
6. Adjournment.

**Updated July 7, 2017**

- Article #2 Section 1- Removed language that restricted membership to only Pennsylvania Clubs.
- Article s#13 Section #1- Changing requirement from club/delegate attendance at Federation Meetings from two to one annually. Passed at June 16, 2016 Meeting
- Article #13 Section #1- Update the penalty for club/delegates whom do not meet the one Federation meeting per year requirement from Any club in violation will be penalized by not being allowed to hold PBGF Qualifying Trials the following year. A second suspension will lead to expulsion of the club from the Federation. Revised to losing Federation voting rights in following year.

**Updated January 21, 2018**

- Updated/Added Articles 1 and 2 per the Lawyer's request for 501(c)(3) Updates..

**Updated June 2018**

- Updated for the removal of Hall Of Fame Procedure from By-Laws (now included in Running Rules)

**Updated October 2024**

- Updated Article 8 meetings to allow for virtual meetings and Article 9 to clarify officer responsibilities.



- Added Section 3 to Article 13 to require club participation in Federation fundraising activities.
- Added Field Trial Secretary duties to Article 9.