

USA-BOX Provisional and USA-BOX Member Club Regulations

Provisional Club regulations:

1. Clubs must have a club name that includes the word “Boxer” as a part of the name.
2. Each club *must* have a Constitution and By-laws. (A sample format that can be followed is attached.)
3. Each club *must* have liability insurance and provide a copy of the policy to the USA-BOX office.
4. Clubs must pay annual dues of \$75.00 to USA-BOX.
5. At least one member of the local club should be familiar with the following:
 - A. FCI/VDH rules for schutzhund trials
 - B. ATIBOX style conformation shows
 - C. ATIBOX style breed suitability tests
6. Officers’ Statement of Observance: Statements guaranteeing the club’s observance of the USA-BOX Constitution, By-laws and Code of Ethics, and guaranteeing adherence to the USA-BOX trial hosting rules, etc. must be signed by at least 3 of the provisional/member club’s officers.
7. Clubs must consist of *no less* than 5 members, only 2 of which may be part of a family membership.
8. All provisional/member club members must also be current club members in good standing with USA-BOX.

To become an approved USA-BOX Member Club:

1. Each club must be a provisional club.
2. Each provisional club must complete a sanctioning schutzhund trial attended by the USA-BOX President or a person designated by that office. All rules and paperwork for trials must be followed. If all items are in order, the President will request a vote of approval by the USA-BOX Executive Board either by mail ballot, email notification or at the next board meeting.

USA-BOX is a non-profit organization; therefore, no USA-BOX member may legally obtain money from its operation. Professional business must be kept separate from USA-BOX clubs in, but not limited to, the following areas:

1. Trainers should not be paid for working dogs in USA-BOX clubs.
2. The sale of dogs must not be completed through USA-BOX clubs.
3. Business correspondence shall not use the parent club, USA-BOX, as a reference and should not be written on any USA-BOX stationery.

United States Boxer Association Club Officers' Statement of Observance

The _____ club officers certify that we have read and understand the United States Boxer Association Constitution, By-laws and Code of Ethics. We agree to comply with any and all policies and procedures set forth by the United States Boxer Association.

President Signature:

_____ Date: _____

Printed name: _____

Address: _____

Telephone #: _____ email address: _____

Vice President Signature:

_____ Date: _____

Printed name: _____

Address: _____

Telephone #: _____ email address: _____

Other club officer or board member signature:

_____ Date: _____

Printed name: _____

Address: _____

Telephone #: _____ email address: _____

The original of this form must be signed and returned to the USA-BOX office.
Please keep a copy for your local files.

Mail to:
Renee Fulcer
USA-BOX Secretary
10170 Dickenson Rd.
Winnebago, IL 61088-8942

United States Boxer Association Club Officers' Statement of Observance

To host a United States Boxer Association sanctioned schutzhund trial or other event:

The _____ club officers certify that we have read and understand the United States Boxer Association event hosting rules. We agree to comply with any and all event rules, policies and procedures as set forth by the United States Boxer Association.

President Signature:

_____ Date: _____

Printed name: _____

Vice President Signature:

_____ Date: _____

Printed name: _____

Other club officer or board member signature:

_____ Date: _____

Printed name: _____

The original of this form must be signed and returned to the USA-BOX office.
Please keep a copy for your local files.

Mail to:
Renee Fulcer
USA-BOX Secretary
10170 Dickenson Rd.
Winnebago, IL 61088-8942

USA-BOX Provisional/Member Club Formation Checklist

This checklist will assist you in making sure that you have all of the required information.

- _____ 1. Name of the club (documented on the required forms)
- _____ 2. Copy of the club's Constitution and By-laws
- _____ 3. Copy of the club's liability insurance policy
- _____ 4. \$75.00 annual dues payment payable to USA-BOX
- _____ 5. Signed, original copy of the Statement of Observance (regarding adherence to the USA-BOX *club* policies, Constitution, Code of Ethics, etc.)
- _____ 6. Signed, original copy of the Statement of Observance (regarding adherence to the USA-BOX *trial hosting* policies)
- _____ 7. Club's complete Executive Board officers and Membership List
- _____ 8. Name, address and phone number for the main contact person for the club
- _____ 9. Membership applications and dues payments for those members who are not already members of USA-BOX.
- _____ 10. Copies of all documents and forms have been made for the local club files.

Mail all requested information along with this checklist to:

Renee Fulcer
USA-BOX Secretary
10170 Dickenson Rd.
Winnebago, IL 61088-8942

Sample format for provisional/member club Constitution and By-laws

**Please remember that this is just an example that can be amended to fit your club's operating needs.*

<name of club> Constitution and By-laws

Article 1

Name and Profit Status Declaration

Section 1

- A. The name of the club shall be: _____
- B. The official abbreviation of this club's name shall be: _____

Section 2

The <name> club shall be conducted as a non-profit organization.

No member shall derive any income from the club. Officers or members who incur expenses in the course of official duties or in the service of the club shall apply to the club Treasurer for reimbursement of said expenses. Any and all reimbursements must be approved the executive board.

Article 2

Club Objectives

The objectives of the <name> club shall be:

1. To preserve, promote and exhibit the *working* character of the Boxer in the United States.
2. To preserve the Boxer as a *working dog* in accordance with the FCI breed standard.
3. To promote and encourage the training and use of the Boxer for work that is consistent with the breed, including tracking, obedience and protection work, and in other ways for which working dogs are utilized.
4. To conduct schutzhund trials.
5. To conduct European-style breed shows which evaluate the conformation of the Boxer as a working breed.
6. To conduct other activities for which the Boxer is suitable, including, but not limited to: ZTP breed suitability tests, AD endurance tests, agility trials, and training or breeding seminars.
7. To support the development of a Breed Registry for the Working Boxer in the United States.
8. To promote humane treatment and training methods; to support responsible dog ownership and breeding practices, and encourage sportsmanship among owners, breeders and fanciers of the Boxer.

Article 3

Membership

Section 1

Types of membership:

There shall be < x > types of memberships.

- A. Single membership
- B. Family membership (two or more persons living in the same household)
- C. Any other type of membership determined by the club

Section 2

Dues:

Membership dues shall be an amount determined by the <club name> Executive Board, payable on or before <list due date>. The Secretary or Treasurer shall send to each member a statement of his/her dues for the renewal period.

< insert any additional membership terms >

Section 3

Election to membership:

Each applicant for membership shall apply on a form approved by the <club name> Executive Board. This application shall provide that the applicant agrees to abide by the Constitution, By-laws and Code of Ethics (and any additional policies and procedures set forth by the <club name> Executive Board and the United States Boxer Association parent club. All applications are to be filed with the club secretary and each application is to be read at the first meeting following receipt of said applications. The application shall be voted upon and an affirmative vote of 51% of the members present and in good standing shall be required to elect the applicant to the membership. Votes can never consist of less than 5 members. Applicants that have been rejected by the club may not reapply for

membership for a period of at least 6 months after such rejection. All members of the <club name> must also be current members in good standing with the United States Boxer Association.

Section 4

Termination of membership:

Members may be terminated from membership by:

- A. Written resignation to the <club name> Secretary
- B. Lapsing of membership. A membership shall be considered lapsed and automatically terminated if such member's dues remain unpaid for a period of <insert time period here> after the <insert due date for membership payments here>. The <club name> Executive Board may grant a grace period of < insert number of days here> to delinquent members in meritorious cases. In no case may any lapsed member be entitled to vote in any club matter if dues remain unpaid as of the date of the meeting or vote.
- C. Expulsion as provided in Article VII of these by-laws.

Article IV

Meetings and voting

Section 1

Club Meetings

Meeting places, times and dates shall be determined by the members present at the previous meeting. Failing this, the meeting time, place and date shall be determined by the President. Members shall be notified of all meetings by the Secretary at least 10 days prior to the scheduled meeting date. The quorum for such meetings shall be 40% of all members in good standing and must include one club officer but shall never be less than 5 members.

Section 2

Board Meetings

Meetings of the Board of Directors shall be held as needed. A quorum shall consist of a majority of the Executive Board.

Section 3

Voting

Each member in good standing shall be entitled to one vote at any meeting of the club for which there is a quorum. Proxy voting shall be prohibited.

Section 4

Good Standing

A member is considered to be in good standing when his/her dues are up to date and he/she is not the subject of any disciplinary action by this club or by the United States Boxer Association.

Article V

Directors and Officers

Section 1

Board of Directors/Executive Board

The board shall be comprised of the President, Vice President, Secretary, Treasurer and a Member at Large <or another title designated to a position on this board, such as "Training Director" or other such pre-approved language>. All board members must be members in good standing with <insert name of club> and the United States Boxer Association and shall be elected for a <insert number of years> term. Board members shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the Board of Directors/Executive Board.

Section 2

Officers

The club's officers shall serve in their respective capacities both with regard to the club and its meetings and to the board and its meetings.

- A. The President shall preside at all meetings of the club and the board and shall have the duties and powers normally pertinent to the office of the President.
- B. The Vice-President shall have the duties and exercise the powers of the President in the case of the President's death, absence or incapacity.
- C. The Secretary shall keep a record of all meetings of the club and the board and for all other matters for which a record is ordered kept by the club. The Secretary shall notify new members of their election to the membership and notify officers/directors of their election to office. The Secretary shall keep a roll call of the members present at all meetings, keep a roll of the membership (to include addresses, telephone numbers and email addresses) and maintain the application forms. The Secretary shall send out notices to the membership and board and carry out other duties as prescribed in these by-laws.

- D. The Treasurer shall collect, receive and disburse all moneys due, belonging or payable. The Treasurer shall report the club's finances at any meeting when requested. At the annual meeting, the Treasurer shall render an accounting of all money received and spent during the previous fiscal year.
- E. The Member at Large <or otherwise named board position> shall perform duties as prescribed by the President.

Section 3

Vacancies

Any vacancy occurring on the board during the year shall be filled until the next annual election by a majority vote of all the remaining members of the board. A meeting of the board must be called within 60 days of the occurring vacancy. An exception to this shall be the office of the President. A vacancy in the President's position shall be automatically filled by the Vice President. The vacant office of the Vice President shall be filled by appointment by the board.

Article VI

Club Year, Annual Meetings, Elections and Nominations for Election

Section 1

Club Year

The club's fiscal year shall begin on the first day of January and end on the 31st day of December. The club's official year shall begin immediately upon the conclusion of the elections at the annual meeting and shall continue through the elections held at the next annual meeting.

Section 2

Annual Meeting

The annual meeting shall be held in the month of December and not later than January, at which time, officers and directors for the ensuing year shall be elected by secret ballot. The new board shall take office immediately upon conclusion of the election. Each retiring officer shall turn over to his/her successor any and all property and records relating to that office within 10 days following the election.

Section 3

Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

Section 4

Nominations

Nominations may be made from the floor or in any other prescribed form approved by the board.

Article VII

Discipline

Section 1

Suspension

Any member suspended from the United States Boxer Association shall automatically be suspended from the privileges of <club name> Club for a like period of time

Section 2

Charges

Any member may proffer charges against another member for alleged conduct prejudicial to the best interests of the club. Written charges with specifications must be filed in duplicate with the Secretary together with a \$50 filing fee which shall be forfeited if such charges are not sustained by the board following a hearing. Charges must be filed within 60 days of the alleged misconduct. The Secretary shall send a copy of the charges to each member of the board within 10 days of the receipt of said charges. The board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct contrary to the best interests of the club. If the board determines that the charges do not constitute conduct contrary to the interests of the club, it may refuse to entertain jurisdiction over the matter. If the board entertains jurisdiction over the allegations, it shall fix a date for a hearing by the board not less than 3 weeks or more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing date and an assurance that the defendant may personally appear in his/her own defense and bring witnesses, if desired.

Section 3

Board Hearings

If the charges are sustained after having heard all the evidence and testimony presented by the complainant and defendant, the board may, by a majority vote of all present, recommend a suitable discipline. Immediately after the board has reached a decision, the findings shall be put into a written form and sent to each club member. The board's recommendation will be considered at the next

club meeting following such decision and the defendant shall have the right to appear before his fellow club members during this meeting. The majority vote of members present at this meeting shall constitute a final decision on the matter.

Article VIII
Amendments

The Constitution and By-laws may be amended by a 2/3 vote of the members at any meeting, provided that written notice describing the proposed amendment(s) has been sent to each member together with the place, time and date of the meeting at least 4 weeks prior to said meeting.

Article IX
Dissolution

The <club name> Club may be dissolved at any time by the written consent of 75% of the membership. In the event of dissolution, other than for the purposes of reorganization whether voluntary or involuntary, or by operation of the law, none of the property or assets of the club or any proceeds thereof, shall be distributed to any of the members. After payment of the debts of the club, property and assets or proceeds from the sale/disposal of the same shall be given to a charitable organization which benefits dogs. This organization shall be selected by the board.

Article X
Parliamentary Authority

The current edition of "Sturgis" shall govern this club in all parliamentary situations that are not covered under applicable state law, this club's Constitution and By-laws or any other adopted rules or policies.

Adopted on <enter date>