

AMERICAN SHETLAND SHEEPDOG ASSOCIATION

Member of the American Kennel Club



CONSTITUTION

AND

BY-LAWS

Revised by the Membership and approved by The A.K.C. on September 29, 2005

CONSTITUTION

ARTICLE I

NAME AND OBJECTIVES

Section 1. The name of the Association shall be the American Shetland Sheepdog Association.

Section 2. The objectives of the Association shall be:

- a. To encourage and promote quality in the breeding of purebred Shetland Sheepdogs and to do all possible to bring their natural qualities to perfection.
- b. To encourage the organization of independent local Shetland Sheepdog Specialty Clubs in those localities where there are sufficient fanciers of the breed to meet the requirements of The American Kennel Club.
- 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 Shetland Sheepdogs shall be judged.
- d. To do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition at dog shows and performance events.

Section 3. The Association shall not be conducted or operated for profit and no part of any profits or remainder of any profits or residue from dues or donations to the Association shall inure to the benefit of any member or individual.

Section 4. The members shall adopt By-Laws and may from time to time revise such By-Laws as may be required to carry out these objectives.

BY-LAWS

ARTICLE I

MEMBERSHIP

Section 1. Eligibility. There shall be four (4) types of membership:

- a. Individual membership. Open to all persons of eighteen (18) years of age and over who are in good standing with The American Kennel Club, and who subscribe to the objectives of this Association.
- b. ASSA Member Club membership. Open to local Shetland Sheepdog clubs holding licensed specialties or sanctioned "A" matches approved by The American Kennel Club.
- c. Associate membership. Open to individuals residing in foreign countries. This class of membership shall be non-voting and non-office holding. Foreign members who have continuous membership prior to 1984 shall have voting privileges.
- d. Life membership. Open to any individual member of the Association nominated by the Association's Life Membership Committee and approved by the Board of Directors. This class of membership shall be exempt from payment of dues and shall retain all voting and office holding privileges.

Section 2. Dues. Individual membership dues shall be \$25.00 per year, and ASSA Member Club dues shall be \$50.00 per year. The Board of Directors may from time to time increase individual membership dues and ASSA Member Club dues, with the approval of the membership. Dues are payable on or before September 1 of each year. No individual member may vote whose dues are not paid for the current year. During the month of July the Treasurer shall send to each member and ASSA Member Club a statement of dues for the ensuing fiscal year.

Section 3. Election to Membership.

- a. An individual applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this 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 it shall carry the endorsement of two (2) members, not of the same household, who are in good standing. Accompanying the application, the prospective member shall submit an application fee of \$25.00 and dues payment for the current year. The dues payment will be returned if the applicant is not elected to membership. Applicants may be elected by secret ballot at any meeting of the Board of Directors or by secret vote of the Board by mail. Affirmative votes of two thirds (2/3) of the Board present at a meeting or two thirds (2/3) of the entire Board voting by mail shall be required to elect an applicant.

An application which has received a negative vote by the Board may be presented by one of the applicant's endorsers at the next Annual Meeting of the Association, and the members may elect such applicant by a favorable vote of seventy-five percent (75%) of the members present.

- b. A local club, after complying with the eligibility requirement, must apply to the Corresponding Secretary by mailing a letter of request along with a copy of its By-Laws, a list of its officers, directors, members and their addresses. Such application must be accompanied by the current dues. Affirmative votes of three fourths (3/4) of the Board present at a meeting or three fourths (3/4) of the entire Board voting by mail shall be required to elect a club into membership.

Section 4. Termination of Memberships.

- a. Individual and associate memberships may be terminated:
 - (1). by resignation. Any member in good standing may resign from the Association upon written notice to the Corresponding Secretary; but no member may resign when in debt to the Association. Dues and other financial obligations are considered a debt to the Association. Dues became due on the first day of each fiscal year.
 - (2). by lapsing. Any funds received during the year will be applied first toward outstanding financial obligations to the Association and then toward dues. If dues remain unpaid after the first day of the fiscal year, all membership privileges are suspended until dues are paid. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the first day of the fiscal year. A terminated member may apply for reinstatement of membership as provided by Section 5 of this Article. In no case may a person be entitled to vote by mail ballot or in any Association meeting whose dues are unpaid as of the date of that vote.
 - (3). by expulsion. A membership may be terminated by expulsion as provided in Article VII of these By-Laws.
 - (4). by conviction of dog abuse charges; or suspension of American Kennel Club privileges because of cruelty to animals, or registration or record keeping improprieties. A membership will be terminated if any member is convicted by criminal or civil judicial process of charges of dog abuse, neglect, or any other charge involving unlawful activities connected with the ownership, sale, transfer or transportation of dogs; or suspension from the American Kennel Club for cruelty to animals, or registration or record keeping improprieties. Membership so terminated will not be automatically reinstated upon successful appeal. Persons affected may reapply for membership in the normal manner. The Board of Directors must be provided with copies of any successful appeal and proof of American Kennel Club reinstatement at the time the application is submitted.
- b. ASSA Member Club memberships may be terminated:
 - (1). by resignation. Any ASSA Member Club in good standing may resign from the Association upon written notice to the Corresponding Secretary; but no ASSA Member Club may resign when in debt to the Association. Dues obligation and other financial obligations are considered a debt to the Association. Dues became due on the first day of each fiscal year.
 - (2). by lapsing. Any funds received during the year will be applied first to outstanding financial obligations to the Association and then toward dues. If dues remain unpaid after the first day of the fiscal year, all ASSA Member Club privileges are suspended until dues are paid. An ASSA Member Club membership will be considered as lapsed and automatically terminated if such ASSA Member Club's dues remain unpaid sixty (60) days after the first day of the fiscal year. The Board, however, may grant an additional grace period to such delinquent ASSA Member Club in meritorious cases.
 - (3). by forfeiture. An ASSA Member Club shall be deemed to have forfeited its eligibility for membership if such ASSA Member Club fails to hold an American Kennel Club licensed or sanctioned event for a period of two (2) consecutive years.
 - (4). by expulsion. The Board may expel an ASSA Member Club from membership if evidence establishes that such club has ceased to maintain its eligibility as defined in Article I, Section 1.b. of these By-Laws, and may expel for cause, provided such ASSA Member Club is first accorded an opportunity to be heard. In either case, an affirmative vote of three fourths (3/4) of the Board present at a meeting of the Board, or an affirmative vote of three fourths (3/4) of the entire Board voting by mail shall be required to expel.

Section 5. Reinstatement of Individual and Associate Memberships. An individual or associate member whose membership has been terminated by virtue of failing to pay dues by thirty (30) days after the first day of the fiscal year may apply for reinstatement. Within ninety (90) days following membership termination, the member shall apply on a reinstatement form as approved by the Board of Directors. Accompanying the reinstatement application, the member shall submit a reinstatement fee of \$25.00 and dues payment for the current year. Membership will be considered automatically reinstated if such reinstatement application is submitted within the ninety (90) day period (ie, by one hundred twenty [120] days after the first day of the fiscal year).

ARTICLE II

MEETINGS

Section 1. Annual Meeting. The Annual Meeting of the Association shall be held in conjunction with the Association's annual Specialty Show, at a place, date, and hour designated by the Board of Directors. Written notice of the Annual Meeting shall be mailed by the Corresponding Secretary to each member at least thirty (30) days prior to the date of the meeting. The quorum for the Annual Meeting shall be ten percent (10%) of the members in good standing.

Section 2. Special Association Meetings. Special Association 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 Corresponding Secretary upon receipt of a petition signed by ten percent (10%) of the members 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 by the Corresponding Secretary at least fourteen (14) days and not more than thirty (30) days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other Association business may be transacted. The quorum for such a meeting shall be ten percent (10%) of the members in good standing.

Section 3. Board Meetings. A meeting of the Board shall be held during September, October, or November, the time and place to be so designated by the President at the time the Nominating Committee is appointed so that nominees can be informed that attendance is expected. Another meeting shall be held within one (1) week of the Annual Meeting at a time and place designated by the President. Other meetings of the Board of Directors shall be held at such times and places as are designated by the President or a majority vote of the entire Board. Written notice of each such meeting shall be mailed by the Corresponding Secretary to each member of the Board at least fourteen (14) days prior to the date of the meeting. The quorum for a Board meeting shall be a majority of the Board.

Section 4. The Board of Directors may conduct its business by mail, FAX or telephone conference call, or by E-mail or other Internet means, except as may be specifically prohibited by statute or by Certificate of Incorporation.⁽¹⁾ Items voted upon by telephone conference call must be confirmed in writing within thirty (30) days.

ARTICLE III

DIRECTORS AND OFFICERS

Section 1. Board of Directors. The Board shall be composed of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and eleven (11) Directors, all of whom shall be members in good standing and residents of the United States. The Officers and Directors shall be elected for two (2) year terms. Regional Directors shall be elected in even-numbered years and Officers and Directors-At-Large in odd-numbered years. Officers and Directors shall be elected as provided in

⁽¹⁾The A.K.C. has adopted procedural guidelines under which it would sanction electronic voting by boards of directors of its parent breed clubs. The full text of The A.K.C. guidelines is set forth in the American Shetland Sheepdog Association Policy Manual and Transition Book.

Article IV and shall serve until their successors are duly elected. No person may serve as President or Director more than two consecutive terms. General management of the Association's affairs shall be entrusted to the Board of Directors. The Board's actions and policies shall be consistent with the Association's Constitution and By-Laws. The outgoing President shall be a non-voting, ex-officio member of the Board for one (1) year following the completion of his or her term as President. The Board may, from time to time, appoint individuals who are members of the Association with special expertise and/or experience to assist the Board in an advisory capacity with Association business. These individuals, when appointed by the Board, will serve as non-voting, ex-officio members of the Board subject to re-appointment by the Board on a yearly basis.

Section 2. Officers. The Association's officers, consisting of the President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer, shall serve in their respective capacities both with regard to the Association and its meetings and the Board and its meetings.

- a. The President shall preside at all meetings of the Association and 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 Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- c. The Recording Secretary shall keep a record of all meetings of the Association and the Board; of all votes taken by mail; and of all matters of which a record shall be ordered by the Association.
- d. The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, notify the Board of meetings, notify new members of their election to membership, notify officers and directors of their election to office, and notify ASSA Member Clubs of parent club approval of specialty shows.
- e. The Treasurer shall keep a roll of all members in good standing and shall furnish it, or mailing labels of the same, to the Officers and Directors as requested. The Treasurer shall collect and receive all monies due or belonging to the Association. The Treasurer shall deposit the same in a bank approved by the Board, in the name of the Association. The Treasurer's books shall always be open for inspection by the Board and the Treasurer shall report to them at every meeting the condition of the Association's finances and every item of receipt or payment not before reported. At the Annual Meeting, the Treasurer shall render an account of monies received and expended during the previous fiscal year, the net worth of the Association, and, if needed, recommend changes for the next year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

Section 3. Directors. Seven (7) Directors are to be elected from seven (7) geographic regions as established by the Board of Directors and the remaining four Directors are to be elected as Directors-At-Large from the membership at large.

- a. Geographic Regions. The Board of Directors shall establish seven (7) geographic regions within the fifty (50) states. All seven (7) regions shall have about the same number of members living within their borders. Such regions shall not be gerrymandered, but shall be arranged in a natural and fair manner. The Board serving in January in years ending with a zero (0) or a five (5) shall, when necessary, reapportion any or all regions in order to keep their population nearly equal. The reapportioned regions shall be accomplished prior to the Annual Meeting and shall be announced and become effective at the time of the Annual Meeting.
- b. The Regional Directors are to be elected in even-numbered years and the At-Large Directors are to be elected in odd-numbered years.

Section 4. Vacancies. Any vacancies occurring on the Board or among the officers during the year shall be filled until the next election by a majority vote of all the then members of the Board; except that a vacancy in the office of President shall be filled automatically by the Vice-President, and the resulting vacancy in

the office of Vice-President shall be filled by the Board.

ARTICLE IV

THE ASSOCIATION YEAR, VOTING, NOMINATIONS, ELECTIONS

- Section 1. Association Year. The Association's official and fiscal years shall begin September 1 and end on August 31. The elected Officers and Directors shall assume their duties on September 1 following their elections and each retiring officer shall turn over to his or her successor within thirty (30) days after the election all properties and records relating to the office.
- Section 2. Voting. At the annual meeting or at a special meeting of the Association voting shall be limited to those members in good standing who are present at the meeting. The election of Officers and Directors, Amendments to the Constitution and By-Laws, and the Standard for the breed shall be decided by mailed written ballot. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision by the members by mailed written ballot.
- Section 3. Annual Elections. If only one (1) candidate is nominated for each Regional Director position, or only one (1) candidate for each Officer and four (4) candidates for the positions of Directors-At-Large, the Nominating Committee's slate shall be declared elected on July 31, or the first business day thereafter, no balloting will be required. In the event additional nominations are made in accordance with Section 5 of this Article, the election of Officers and Directors shall be conducted by mail using the services of a professional firm hired by the Board. To be valid, ballots must be received by the professional firm to be counted on July 31, or the first business day thereafter. The person receiving the largest number of votes for each position shall be declared elected. If any nominee, at the time of voting, 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 by Article III, Section 4.
- Section 4. Nominating Committee. At a meeting of the Board of Directors the Board shall appoint a nominating committee consisting of three (3) members from different areas of the U.S.A. and two (2) alternates, all members in good standing and no more than one (1) of whom may be from the same household or a member of the current Board of Directors. The Board shall name a chairperson of the committee. The nominating committee may conduct its business by mail and conference phone call.
- a. Nomination of Officers. In odd-numbered years, the Nominating Committee shall nominate from among the eligible members of the Association, one (1) candidate for each officer position.
 - b. Nomination of Directors. In even-numbered years, the Nominating Committee shall nominate from among the eligible members of the Association, one (1) candidate from each of the seven (7) geographic regions to serve as Regional Directors. In odd-numbered years, the Nominating Committee shall nominate from among the eligible members of the Association four (4) candidates to be elected from the membership-at-large to serve as Directors-At-Large.
 - c. Acceptance and Notification. The Nominating Committee shall obtain the acceptance in writing of each nominee so chosen. The Committee, before April 1, shall then submit its slate of candidates to the Recording Secretary and President. The President shall announce the names and addresses of the slate of candidates at the Annual Meeting. The Recording Secretary shall have the slate published or mailed to each member of the Association before May 1.
- Section 5. Additional Nominations. Additional nominations of eligible members may be made by written petition addressed to the Recording Secretary and received at his or her regular address by June 1. The petition must be signed by ten (10) members in good standing and accompanied by the written acceptance of each such additional nominee signifying his or her willingness to be a candidate. No person shall be a candidate for more than one (1) position, and the additional nominations that are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating

Committee.

Section 6. Mailing of Ballots. If more than one (1) candidate has been nominated for any position, or more than four (4) candidates have been nominated for Director-At-Large, an independent professional firm, hired by the Board, shall, by July 1, mail to each member in good standing a ballot listing, in alphabetical order, all of the nominees and their addresses. Members are to vote for one (1) nominee from their region in even-numbered years, and one (1) nominee for each office and four (4) nominees from the at-large list of nominees in odd-numbered years.

Mailed along with the ballot shall be a blank envelope and a unique return envelope addressed to the Teller marked "Ballot." So that the ballots may remain secret, each voter, after marking his or her ballot, shall seal it in the blank envelope, which in turn shall be placed in the unique mailing envelope addressed to the Teller, to which the voter has added his or her name and return address for verification, and shall mail the envelope to the Teller. The Teller will verify by the unique envelope and the name and return address the eligibility of the voters before opening the envelope. The Teller will only open and count those ballots returned in the unique envelope furnished by the firm that contain the name and return address of the voter.

After the ballots are counted by the Teller and the firm has informed the Recording Secretary of the results, the Recording Secretary is to inform immediately all of the nominees of the numerical results of the election.

Section 7. Nominations cannot be made in any manner other than as provided above.

ARTICLE V

A.K.C. DELEGATE

Section 1. Each year, the Board, at the Fall meeting, shall, by majority vote, elect an official delegate to represent the Association before The American Kennel Club. Such delegate need not be a member of the Board.

ARTICLE VI

COMMITTEES

Section 1. The President, with the approval of the Board, may appoint standing committees to advance the work of the Association in such matters as membership, dog show, publications, education and other fields that may well be served by a committee. Committees also may be established for special projects.

Section 2. Any committee appointment may be ended by a majority vote of the full membership of the Board and upon written notice to the appointee. The President, with the approval of the Board, may appoint successors to those persons whose service has ended.

Section 3. All committees that handle Association funds shall make a financial report, written or in person, at the Board meeting held in conjunction with the National Specialty Show.

ARTICLE VII

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 Association 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 Association or the breed. Written charges, with specifications, must be filed in

duplicate with the Recording Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Recording Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Association or the breed. If the Board considers that the charges do not allege conduct that would be prejudicial to the best interests of the Association or of the breed it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date and place of a hearing by the Board or a Committee of not less than three members of the Board, not less than three (3) weeks nor more than six (6) weeks thereafter. The Recording Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his or her own defense and bring witnesses if he or she wishes.

Section 3. Board Hearings. The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. If the charges are 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 Association for not more than six (6) months from the date of the hearing, or until the next annual meeting if that will occur after six (6) months. If it deems that punishment insufficient, it also may recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his or her fellow-members at the ensuing Association meeting which considers the recommendation of the Board or Committee. Immediately after the Board or Committee has reached its decision, its findings shall be put in written form and filed with the Recording Secretary. The Corresponding 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 Association may be accomplished only at the Annual Meeting of the Association following a hearing and upon the recommendation of the Board or Committee as provided by Section 3 of this Article. The defendant shall have the privilege of appearing in his or her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in his or her own behalf. The members at this meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds (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 VIII

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 Recording Secretary signed by twenty percent (20%) of the membership in good standing on the date of mailing. 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 Recording Secretary for a vote within three (3) months of the date when the petition was received by the Recording 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 Recording Secretary to each member accompanied by a ballot on which he or she may indicate his or her choice for or against the action to be taken. The notice shall specify a date not less than thirty (30) days after the date of mailing by which date the ballots must be returned to the Recording Secretary to be counted. The favorable vote of two thirds (2/3) of the members in good standing whose ballots are returned within the time limit shall be required to pass any such amendment, which shall be effective immediately provided it has been approved by the American Kennel Club.

Section 3. No amendment to the Constitution and By-Laws or to the Standard for the breed that is adopted by the Association shall become effective until it has been approved by the Board of Directors of The American Kennel Club.

ARTICLE IX

DISSOLUTION

Section 1. The Association may be dissolved at any time by the written consent of not less than two thirds (2/3) of the members. In the event of the dissolution of the Association other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Association or any proceeds thereof nor any assets of the Association shall be distributed to any member of the Association. After payment of the debts of the Association, its property and assets shall be given to a charitable organization, selected by the Board of Directors, for the benefit of dogs.

ARTICLE X

ORDER OF BUSINESS

Section 1. At the meetings of the Association, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call by signature sheets
- Minutes of last meeting
- Report of President
- Report of Recording Secretary
- Report of Corresponding Secretary
- Report of Treasurer
- Reports of Committees
- 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 last meeting
- Report of Recording Secretary
- Report of Corresponding Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished Business
- Election of new members
- New Business
- Adjournment

Section 3. The rules contained in *Robert's Rules of Order Revised*, as may be amended and published from time to time, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the Association.

HISTORY

1993

Recommended to the Board of ASSA by the **1993 Constitution Study Committee** in April 1993 using the December 1986 edition as revised by the membership by mailed written ballots which closed on March 21, 1990, and February 22, 1993. The **1993 Constitutional Study Committee** consisted of Ms. Carol Williamson, Chairperson; Dr. Clifford Kern; Ms. Mildred Nicoll; and Col. George Page. Proposed changes were approved by the Board of Directors on April 9, 1993. They were typed by George Page on March 28, 1993, and retyped and reprinted by him on April 21, 1993. They were submitted by the ASSA Recording Secretary to the A.K.C. for pre-approval on April 26, 1993. A.K.C.'s comments were received in a letter dated July 16, 1993. Conflicts in wording and content were explained and resolved by the ASSA Recording Secretary and the A.K.C. by telephone and in correspondence from August thru November of 1993. A.K.C.'s remaining suggested changes were approved and recommended by the Board of ASSA on September 10-11, 1993. A.K.C.'s completed pre-approval of the Board's recommended changes were confirmed in a letter received by the ASSA Recording Secretary in November 1993. The changes were voted upon and approved by the membership by February 1, 1994. They were forwarded to the A.K.C. for approval in April 1994.

1995

Changes pertaining to the dues grace period and the election of officers were recommended to the membership in the Fall of 1995 when they were voted upon and approved by the membership. The proposed changes were formally approved by the A.K.C. on January 29, 1996, which was the effective date of the changes. Copies of the ASSA Constitution and By-Laws updated with the changes were maintained by both Carol Williamson and George Page, using *Word Perfect 5.1* and *WordPerfect 6.0*.

2000

At the Fall 1998 ASSA Board Meeting, a committee consisting of Carol Williamson, Chairman, David Calderwood, and Gail Carpenter were assigned to develop definitions and criteria for membership longevity and continuity. The committee recommended shortening the dues grace period (from 60 to 30 days) and establishing a reinstatement procedure and period (90 days) for individual members whose memberships are terminated by failure to pay dues by the end of the grace period. Upon completing the reinstatement procedure, membership would be considered automatically reinstated and continuous. The Board of Directors accepted the committee proposal at the Fall 1999 Board Meeting and voted to submit the changes to the membership for a vote as an amendment to the ASSA By-Laws. The proposed changes were voted upon and approved by the membership on March 24, 2000. The A.K.C. formally approved the amended Constitution and By-Laws in a letter dated June 15, 2000, which became the effective date of the changes. An electronic copy of the ASSA Constitution and By-Laws updated with the changes was maintained by Sharon L. Parrish, ASSA Recording Secretary, using *Microsoft Word 97*.

2004

The ASSA Board of Directors, acting as a committee, developed the following changes to three (3) sections of the ASSA By-Laws (June 15, 2000 edition) at teleconference Board Meetings held in December 2003 and January 2004:

- **ARTICLE II, MEETINGS, Section 4** - Allow the Board to conduct business by E-mail and Internet applications in addition to using mail, FAX or telephone conference call
- **ARTICLE III, DIRECTORS AND OFFICERS, Section 1**, Board of Directors – Allow the Board to appoint ASSA members to serve as advisors to the Board and to sit on the Board as non-voting, ex-officio members
- **ARTICLE X, ORDER OF BUSINESS, Section 3** - Define, in generic terms, the version of *Robert's Rules of Order Revised* used by ASSA to conduct business such that the By-Laws will not be out of compliance when new versions of *Robert's Rules of Order Revised* are issued

The Board of Directors voted to submit the changes to the membership for vote as amendments to the ASSA By-Laws. The proposed changes were voted on and approved by the membership on July 31, 2004. The A.K.C. formally approved the amended Constitution and By-Laws in a letter dated September 23, 2004, which became the effective date of the changes. Sharon L. Parrish, ASSA Recording Secretary, maintained an electronic copy of the ASSA Constitution and By-Laws, updated with the changes, using *Microsoft Word 2000*.

2005

The ASSA Board of Directors, acting as a committee, proposed an amendment to Article I, Section 2, Dues, that would allow the Board to recommend an increase in annual dues for individual members and ASSA Member Clubs without changing the By-Laws, providing the general membership voted in support of the increase. The amendment would allow flexibility in increasing annual dues to benefit the Association but still require the membership to agree with or approve an increase. The Board of Directors voted to submit the change to the membership for vote as an amendment to the ASSA By-Laws. The proposed change was voted on and approved by the membership on August 1, 2005. The A.K.C. formally approved the amended Constitution and By-Laws in a letter dated September 29, 2005, which became the effective date of the change.

In addition to amending Article I, Section 2, Dues, a footnote has been added to Article II, Meetings, Section 4 (conducting Board business by E-mail and Internet applications), in response to communications with The A.K.C. on the 2004 amendment

(see 2004 history above). The footnote acknowledges procedural guidelines established by The A.K.C. for electronic voting and inclusion of same in the ASSA Policy Manual and Transition Book.

Sharon L. Parrish, ASSA Recording Secretary, maintained an electronic copy of the ASSA Constitution and By-Laws, updated with the changes, using *Microsoft Word 2000*.