

# NATIONAL BEAGLE CLUB OF AMERICA, INC.

Incorporated as a non-stock Corporation under the Laws of Virginia

September 24, 1970

## BY – LAWS

Last amended

**April 16, 2016**

### ARTICLE I

#### Offices

**Section 1.1** The principal business office of the Corporation shall be at the Institute Farm in the town of Aldie, County of Loudoun and State of Virginia.

**Section 1.2** The Corporation may also have offices at such other places as the Board of Directors may from time to time determine.

### ARTICLE II

#### Membership

**Section 2.1** There shall be five (5) types of individual Membership open to all persons who subscribe to the purposes of this Club; each type having certain rights and privileges, obligations and liabilities which may differ in respects from those appertaining to another type or types:

- 1. A Regular Member**, as defined in **Section 2.2**
- 2. A Junior Regular Member**, under 18 years of age, as defined in **Section 2.3**.

**3. A Supporting Member**, as defined in **Section 2.4**.

**4. A Junior Supporting Member**, as defined in **Section 2.5**.

**5. An Honorary Member**, as defined in **Section 2.6**.

**Section 2.2. Regular Member** – shall be an individual 18 years of age or older, who shall be entitled to the use of the Club’s grounds and facilities in accordance with the Club’s established rules and regulations, and shall be entitled to vote at any meeting of the Regular Members in accordance with **Article III**. Each application for Regular Membership must be presented in writing to the Secretary or Assistant Secretary by at least two Regular Members of the Club, one of whom will be the proposer, and the Secretary or Assistant Secretary will refer such application to the Directors. Applicants may be elected at any meeting of the Board of Directors by the affirmative votes of 2/3rds of the Board of Directors, who may vote by mail if not Present at the meeting, and such election shall be recorded in the minutes. Applicants may also be elected at any time other than a regular meeting of the Board of Directors by the Secretary referring their applications via electronic mail to the Directors and receiving affirmative replies from 2/3rds of the Board of Directors. Such elections shall be recorded as interim acts of the Directors in the minutes of the next meeting of the Board of Directors.

**Section 2.3. Junior Regular Member** – shall be the same as a Regular Member, but shall not be entitled to vote nor to hold office. Upon reaching 18 years of age a Junior Regular Member shall become a Regular Member.

**Section 2.4. Supporting Member** – shall be an individual, 18 years or older, who owns an AKC Registered basset or beagle or who is a member or subscriber in good standing of a recognized Beagle or Basset, private or subscription pack or who wishes to support the objectives of the Club. A Supporting Member shall not pay an initiation fee, nor shall such Member be entitled to run his hounds on the grounds. Each applicant for Supporting Membership shall apply to the Supporting Membership Secretary on a form as approved by the Board of Directors, which shall provide that the applicant agrees to abide by the Club’s By-Laws and the rules of the American Kennel

Club. Dues payment for the current year shall accompany the application. The Supporting Member Secretary is authorized to accept all properly executed Supporting Membership applications. The Supporting Membership Executive Committee shall review the Supporting Membership applications. The Supporting Membership Secretary shall report such new Supporting Memberships to the Directors at their next regular meeting. Supporting Members shall have no vote except to elect one Supporting Member in accordance with **Section 4.11**, who shall be a Member of the Board of Directors.

**Section 2.5. Junior Supporting Member** – shall be the same as a Supporting Member, but shall not be entitled to vote nor to hold office. Upon reaching 18 years of age, a Junior Supporting Member shall become a Supporting Member.

**Section 2.6. Honorary Member.** An Honorary Member is appointed in recognition of long and valued service to the Club, or for other desirable purposes by a majority vote of the entire Board of Directors. The Honorary Secretary of the Masters of Harriers and Beagles Association of England; the Honorary Secretary of the Irish Masters of Beagles Association, and the Honorary Secretary of the Masters of Basset Hounds Association (of England) will be *ex-officio* Honorary Members. An Honorary Member shall not be required to pay any dues nor be entitled to vote.

**Section 2.7.** Any type of Member in good standing can resign from the Club by sending his resignation to the President or Secretary in writing; upon its acceptance by the Directors, the resignation shall be recorded in the Minute Book and his Membership in the Club shall cease from the date of such resignation.

**Section 2.8.** Any Member, whose dues shall remain unpaid for six months after the year in which they become due, shall be liable to forfeit his Membership at the discretion of the Directors and shall forfeit all rights to vote or to hold office and any other interest in the Club.

**Section 2.9.** If, in the opinion of the Directors, the conduct of any Member is disorderly, or injurious to the Club, or in violation of its By-Laws or rules, the Directors shall inform the Member thereof in writing, and if the nature of the offense requires it, the Directors shall request the Member to resign from the Club. A Member may be expelled from the Club by the Directors, in its Discretion, if the request that the Member resign is disregarded by The Member. A Member is entitled to request and to have a hearing of the charges against him, before expulsion. Upon expulsion of any Member, he shall forfeit all interest in the Club.

**Section 2.10.** The Directors, by a majority vote of the entire Board of Directors, whether present or in writing, have the authority to fix, from time to time, the initiation fees and the dues for Membership as well as Pack Registration Fees.

### **ARTICLE III**

#### **Meetings of Regular Members**

**Section 3.1. Meetings of the Regular Members** shall be held in the State of Virginia at the principal business office of the Corporation or at such other place as may be fixed from time to time by a majority vote of the then Board of Directors. Written notice of such meetings stating the purpose or purposes for which the meeting is called and the time and place thereof, shall be given not less than ten nor more than forty days before the date of the meeting, to each Member entitled to vote thereat and will be communicated via USPS mail or electronic mail (according to member-indicated choice).

**Section 3.2.** Annual meetings of the Members shall be held of Friday during the Fall Beagle Pack Trials in November each year at 8 P.M., at which they shall elect by vote of a plurality of a quorum, a Board of Directors, and transact such other business as may properly be brought before the meeting.

**Section 3.3.** Special meetings of the Members may be called by (a) the President and shall be called by the President or Secretary when directed by resolution of the then Board of Directors or (b) at the request in writing of Members representing a majority of the entire Membership of the Corporation entitled to vote. Such resolution or request shall state the purpose or purposes of the proposed meeting.

**Section 3.4.** Business transacted at any special meeting of the Members shall be limited to the purposes stated in the notice.

**Section 3.5.** Ten percent (10%) of the Members entitled to vote whether present in person or represented by written or electronic proxy, shall constitute a quorum at all meetings of the Members for the transaction of business except as otherwise provided by Statute, by the Certificate of Incorporation or by these By-Laws. If, however, such quorum shall not be present or represented at any meeting of the Members, the Members entitled to vote thereat, present in person or represented by proxy, shall have power to adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present or represented. At such adjourned meeting at which a quorum shall be present or represented any business may be transacted which might have been transacted at the meeting as originally notified.

**Section 3.6.** When a quorum is present at any meeting, the vote of the majority of the Members having voting power presenting person or represented by written or electronic proxy shall decide any question brought before such meeting, unless the question is one upon which by express provision of the Statutes of the Certificate of Incorporation or of these By-Laws, a different vote is required in which case such express provision shall govern and control the decision of such question.

**Section 3.7.** Each Member shall at every meeting of the Membership be entitled to one vote in person or by written or electronic proxy providing said Member shall not be an Honorary Member, a Junior Member, an Associate Member, nor a Supporting Member, and shall not be in arrears in the payment of his Membership dues and shall be a Member in good standing. No proxy or Power of Attorney to vote shall be used to vote at a meeting of the Membership unless it shall have been filed prior to the meeting with the Secretary of the meeting. All questions regarding the qualification of voters, the validity of proxies and the acceptance or rejection of votes shall be decided by the Secretary of the meeting.

**Section 3.8.** The order of business at meetings of the Regular Members shall be as follows:

1. Calling the meeting to order.
2. Roll Call.
3. Reading of minutes.
4. Report of Treasurer.
5. Election of Members of Board of Directors.
6. Reports of Board of Directors.
7. Reports of Special Committees.
8. Communications.
9. Unfinished business.
10. New Business.
11. Adjournment.

## ARTICLE IV

### Directors

**Section 4.1.** Commencing at the annual meeting in 1991, the number of Directors which shall constitute the whole Board shall (as specified from time to time by resolution of the Board of Directors) be at least fifteen but not more than twenty. By amendment of the By-Law above permitted number may be increased or decreased from time to time by the Board of Directors within the limits permitted by law, but not decrease in the number of Directors shall change the term of any Director in office at the time thereof.

**Section 4.2.** All Directors must be Regular Members. Commencing at the Annual Meeting in 1991, the President of the Institute Corporation, the President of The Loudoun Agricultural & Chemical Institute Foundation, Inc., (hereinafter called the "Foundation"), the President of the National Beagle Club of America (hereinafter called the "NBC"), shall each be a Director. One Director shall be elected to a three year term by the Supporting Members as provided for in **Section 4.11**. The remaining eleven to sixteen, as the case may be, Directors shall be nominated by the Nominating Committee in Accordance with **Section 7.2** and shall be elected at the Annual Meeting of the Regular Members, except as provided in **Section 4.4** and **4.11**, and each Director shall hold office until his Successor is elected or such Director shall be removed from office.

At each annual meeting, to fill the then upcoming vacancies, the Regular Members shall elect five (5) to ten (10) Directors as required by the number specified by resolution pursuant to **Section 4.1**.

One to serve a 2 year term

One to serve a 3 year term

One to serve a 4 year term

Two to seven, as required by said specified number, each to serve a 1 year term

Each Director, excluding the President of the Institute Corporation, the President of the Foundation, and the President of the NBC, shall be eligible for re-election as a Director except as follows. Upon having served ten consecutive

years as a Director, no Director, except for the President of the Institute Corporation, the President of the Foundation, and the President of the NBC, shall again become eligible for election to the Board of Directors until a period of one year has elapsed.

**Section 4.3.** Any Director of the Corporation may be removed by the affirmative vote of three-quarters of the Directors then in office at a meeting duly held.

**Section 4.4.** Vacancies and newly created Directorships resulting from any increase in the authorized number of Directors, may be filled by a majority of the Directors then in office, though less than a quorum and the Directors so chosen shall hold office until the next annual election and until their successors are duly elected, unless sooner displaced.

**Section 4.5.** The business of the Corporation shall be managed by its Board of Directors which shall exercise all such powers of the Corporation and do all such lawful acts and things as are not by nature or by the Certificate of Incorporation or by these By-Laws directed or required to be exercised or done by the Members.

**Section 4.6.** The first meeting of each newly elected Board of Directors shall be held immediately following the Board adjournment of the Annual Meeting of Members and at the place thereof. No notice of such meeting shall be necessary to the Directors in order legally to constitute the meeting, provided a quorum shall be present. In the event such meeting is not held, the meeting may be held at such time and place as shall be specified in a notice given as hereinafter provided for special meetings of the Board of Directors.

**Section 4.7.** Regular meetings of the Board of Directors may be held without notice at such time and place as prescribed by the Board of Directors.

**Section 4.8.** Special meetings of the Board of Directors may be called by the President and shall be called by the Secretary on the written request of no less than one-third of the full Board of Directors. Notice of special meetings of the Board of Directors shall be given to each Director at least three days before the meeting if by mail or at least 48 hours before the meeting if given in person or by telephone, electronic mail or telegraph. The notice need not specify the

business to be transacted. Special meetings may be held within or without the State of Virginia.

**Section 4.9.** At all meetings of the Board of Directors a majority of the full Board of Directors in office at the time shall constitute a quorum for the transaction of business, provided that such quorum is not less than 4 Directors.

The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors. If a quorum shall not be present at any meeting of the Board of Directors, the Directors present thereat may adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum shall be present.

**Section 4.10.** At any time other than a regular or special meeting of the Board of Directors, the Secretary or President may communicate proposed items for Board ratification via electronic mail to the Directors, and the proposed item(s) will be ratified upon receipt of affirmative replies from 2/3rds of the Board of Directors. Such actions shall be recorded as interim acts of the Directors in the minutes of the next meeting of the Board of Directors.

**Section 4.11.** The Directors shall serve without compensation and shall not be reimbursed for their expenses of attendance at any meeting of the Board of Directors. Members of special or standing committees shall not be allowed reimbursement or compensation for attending committee meetings.

**Section 4.12.** Supporting Members election of one Director to serve for a three year term, beginning 2011 and every third year thereafter:

1. No Supporting Member may be a candidate who has not been nominated in accordance with these By-Laws

2. A Supporting Members Nominating Committee shall be chosen before June 1 of each election year, by the President, consisting of the Supporting Member Secretary, who shall act as the Chairman, and two Supporting Members from different areas of the USA.

3. The Nominating Committee shall solicit nominations via USPS mail or electronic mail (according to member-indicated choice) from all the Supporting Members no later than July 1, and nominations shall close by July 31. Supporting Members shall vote by mail ballot, electronic mail or any other means of electronic transmission approved by the Executive Board. The Executive Board shall have the authority to examine the eligibility of any voter. Said ballots must be USPS-mailed and postmarked to the Secretary of the NBC no later than July 31 or electronically submitted via approved electronic transmissions no later than July 31.

4. The NBC Secretary shall forward to the Supporting Membership Director the names of the three candidates receiving the highest number of nominations. The Supporting Membership Director shall confirm each nominee's willingness to be a candidate.

5. The Supporting Membership Director shall USPS-mail or electronic-mail (according to member-indicated choice) a ballot to each Supporting Member no later than August 15. Said ballot must be returned via USPS-mailed ballot and postmarked no later than September 15, or reply may be made via approved electronic mail transmission to the Secretary of the National Beagle Club of America, Inc. no later than September 15.

6. The Secretary of the National Beagle Club of America, Inc. shall count the ballots and advise the Board of Directors no later than September 30 of the Supporting Member elected to serve as a regular Member of the Board of

Directors for the next three fiscal years (October 1 through September 30). In the event of a tie, the Nominating Committee shall select the winning candidate.

7. If such candidate is unable to complete his term of office, the vacancy so created shall be filled by the Board of Directors.

8. For the three years, or part thereof, that the elected Supporting Member shall serve as a Director, he (or she) shall (delete “automatically”) become a Regular Member.

9. The duties of the Supporting Membership Director shall be the same as listed in ARTICLE IV, Section 5.

10. The Supporting Membership

## ARTICLE V

### Notices to Directors and Members

**Section 5.1.** Notices to Directors and Members may be mailed and/or sent via electronic mail to them at their addresses appearing on the records of the Corporation and shall be deemed to be given at the time when mailed or electronically sent.

**Section 5.2.** Whenever any notice is required to be given under the provisions of the statutes or of the certificate of incorporation or of these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

## ARTICLE VI

### Officers; Terms; Duties

**Section 6.1.** The Officers of the Corporation shall be Regular Members and shall be chosen by the Board of Directors at its first meeting after each Annual Meeting of Regular Members and shall be a Chairman, a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Assistant Secretary and an Assistant Treasurer. The Board of Directors may also choose additional Vice-Presidents, and one or more Assistant Secretaries and Assistant Treasurers. Two or more Offices may be held by the same person

**Section 6.2.** The Board of Directors may appoint such other Officers, including Honorary Officers, and agents, as it shall deem necessary who shall hold their Offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board. Honorary Officers shall serve *ex-officio* without vote.

**Section 6.3.** The Officers of the Corporation shall hold Office at the pleasure of the Board of Directors. Any Officer or appointed by the Board of Directors may be removed at any time by the Board of Directors. Any vacancy occurring in any Office of the Corporation by death, resignation, removal or otherwise, shall be filled by the Board of Directors. In case of the absence of any Officer of the Corporation, or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may delegate the powers or duties of such Officer to any other person or Officer, or to any Director for such period as the Board of Directors may determine.

**Section 6.4.** The Chairman shall be the senior Member of the Board of Directors.

**Section 6.5.** The President shall be the Chief Executive Officer of the Corporation, shall preside, if present, at all meetings of the Members and the Board of Directors, shall have general and active management of the affairs of the Corporation and shall see that all orders and resolutions of the Board of Directors are carried into effect. He shall execute on behalf of the Corporation and may affix or cause the Seal to be affixed to all instruments requiring such execution except to the extent the signing and execution thereof shall be expressly delegated by the Board of Directors to some other Officer or Agent of the Corporation. The President shall have full power and authority on behalf of the Corporation to attend and to act and vote at any meeting of stockholders of any Corporation in which this Corporation may hold stock, and at any such meeting shall possess and may exercise any and all the rights and powers incident to the ownership of such stock, which as the owner thereof, the Corporation might have possessed and exercised if present.

**Section 6.6.** The First Vice-President shall act under the direction of the President. Upon the disability of the President, the First Vice-President or the Second Vice-President, as designated by the President or the Board of Directors, shall perform the duties and exercise the powers of the President. He shall assist the President in the management of the Corporation and shall have authority to execute and to affix or cause the Seal to be affixed to all instruments requiring such execution. He shall perform such other duties and have such other powers as the President or Board of Directors may designate one or more additional Vice-Presidents and may specify the order of seniority of the Vice-Presidents and in that event the duties and powers of the President shall descend to the Vice-Presidents in such order of seniority.

**Section 6.7.** The Second Vice-President shall act under the direction of the President. Upon the disability of the President the Second Vice-President or the First Vice-President as designated by the President or the Board of Directors, shall perform the duties and exercise the powers of the President. He shall assist the President in the management of the Corporation and shall have authority to execute and to affix or cause the seal to be affixed to all instruments requiring such execution. He shall perform such other duties and have such other powers as the President or Board of Directors may from time to time prescribe. The Board of Directors may designate one or more additional

Vice-Presidents and may specify the order of seniority of the Vice-Presidents and in that event the duties and powers of the President shall descend to the Vice-Presidents in such order of seniority.

**Section 6.8.** The Secretary shall act under the direction of the President. Subject to the direction of the President he shall attend all meetings of the Board of Directors and all meetings of the Members and record all the proceedings of the meetings of the Corporation and of the Board of Directors in a book to be kept for that purpose and shall perform like duties for the Standing Committees when required. He shall give, or cause to be given, notice of all meetings of the Membership and special meetings of the Board of Directors and shall perform such other duties as may be prescribed by the President or Board of Directors. He shall keep in safe custody the Seal of the Corporation and, when authorized by the President or the Board of Directors, cause it to be affixed to any instrument requiring it and, when so affixed it shall be attested by his signature or by the signature of the Treasurer or an Assistant Secretary or an Assistant Treasurer.

**Section 6.9.** The Assistant Secretary, unless otherwise determined by the Board of Directors, shall, in the absence or disability of the Secretary, perform the duties and exercise the powers of the Secretary. He shall perform such other duties and have such other powers as the President or the Board of Directors may from time to time prescribe.

**Section 6.10.** The Treasurer shall have general responsibility for the funds and finances of the Corporation. He shall cause to be kept full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall render to the President and to the Members at the Annual Meeting, an account of all transactions as Treasurer and of the financial condition of the Corporation. He shall cause all funds of the Corporation to be deposited in the name of the Corporation in such depositories as may be approved by the Board of Directors. Any bank account in the name of the Corporation may be by order over the signature of either the Treasurer or the President or such other person or persons as the Board of Directors may from time to time approve. He shall have full power of authority to sign and endorse checks, notes, drafts and all other instruments. He shall perform such other duties and have such other powers as the President or the Board of Directors may from time to time prescribe.

**Section 6.11.** The Assistant Treasurer, unless otherwise determined by the Board of Directors, shall, in the absence or disability of the Treasurer, perform the duties and exercise the powers of the Treasurer. He shall have full power and authority to sign and endorse checks, notes, drafts and all other instruments with full power and authority of the Treasurer. He shall perform such other duties and have such other powers as the President or the Board of Directors may from time to time prescribe.

**Section 6.12.** Effective from and after November 8, 1991, all Officers of the NBC shall be limited to hold Office for a total of ten years from the date of first being elected to the Office involved, but with the *proviso* that any Officer presently holding Office shall have a limitation of, whichever is greater, (a) ten years from the date when initially elected or (b) five years from and after November 8, 1991.

## ARTICLE VII

### Standing Committees

**Section 7.1.** There shall be four or more Standing Committees as follows: Nominating Committee, Building and Grounds Committee, Keepers of the Stud Book Committee, Finance Committee and any other Committees as directed by the Directors. The Chairman of each Standing Committee shall be a Director, or an Officer, and the other Committee Members must be Regular Members and may also be Directors or Officers. Committee Members, except as provided for by **Section 7.2** and **7.4**, shall be nominated by the Nominating Committee and voted upon by the Regular Members at their annual meeting and shall serve for one year as long as they remain a Regular Member, and a Director or Officer in the case of the Committee Chairman. The President of the Club shall be an *ex-officio* Member of all committees, without vote. All Standing Committees shall from time to time report their activities to the Board of Directors and shall make recommendations directly to the Board on matters referred to them or falling within their respective fields of interest.

**Section 7.2.** The Nominating Committee shall be chosen by the President, and shall be approved by majority vote of the Board of Directors then in office at the regular quarterly April meeting, or any adjournments thereof. The Nominating Committee shall consist of three Regular Members of the Club, the Chairman shall be a Director of the Board or an Officers and the remaining two shall be from the Regular Membership at large. It shall propose and submit to the Board of Directors names of persons nominated for election as Directors, a recommendation of Officers of the Corporation, and Members nominated for all Standing Committees other than the Nominating Committee and other than those Members of the Buildings and Grounds Committee to be appointed by its Chairman.

**Section 7.3.** The Finance Committee shall be chaired by the Treasurer of the Corporation, and shall consist of four additional Committee Regular members, to be nominated by the Nominating Committee. The members are to be qualified to invest and manage funds. The Committee's responsibilities shall be to: 1) meet no less than quarterly, either in person, or remotely via telephone or email, to monitor the corporation's income and spending; 2) prepare the Corporation's annual budget; and 3) invest the principal and income of the Battin bequest (Battin Fund), whose investments and cash shall be retained in a special account in the name of the Corporation and designated as the National Beagle Club – Battin Fund, and whose investment objectives shall be income and protection of principal.

All investment decisions shall require the affirmative vote of three of the Committee's five members. The Chairman shall keep a record of all transactions, and submit quarterly statements to the Board of the fund transactions and the amount of earned income in the fund account. The Finance Committee has no authority to distribute, spend, pledge, or collateralize the monies or securities of the Battin Fund. The Finance Committee shall receive and review written dispensation requests for the monies, capital, and/or income in the Battin Fund, and present them to the Directors of the Corporation for disposition.

**Section 7.4.** The Building and Grounds Committee is to be responsible for the maintenance and repair of all buildings and Committee property. The Building and Grounds Committee shall consist of three or more Regular Members,

including a Chairman who shall be a Director or an Officer, and a Vice Chairman. The Chairman and the Vice-Chairman shall be nominated by the Nominating Committee and elected for a term of one year by majority vote of the Regular Members at the annual meeting of Members. The additional Member or Members of the Committee shall be appointed by the Chairman with the total number of Committee Members being such as the Chairman deems desirable.

## **ARTICLE VIII**

### **Miscellaneous**

**Section 8.1.** In addition to other provisions made in these By-Laws, all checks or demands for money and notes of the Corporation shall be signed by such Officer or Officers or such other person or persons as the Board of Directors may from time to time designate.

**Section 8.2.** The fiscal year of the Corporation shall be from October 1 to September 30.

**Section 8.3.** The seal of the Corporation shall be circular in form and contain the name of the Corporation, the year of its Organization and the words "Corporate Seal, Virginia."

**Section 8.4.** Any Director, Officer, or Standing Committee Member may resign his Office at any time, such resignation to be made in writing and to take effect from the time of its acceptance by the Corporation.

**Section 8.5.** The Board of Directors shall determine from time to time whether, and if allowed, when and under what conditions and regulations the accounts and books of the Corporation (except such as may be statute be specifically open to inspection) or any of them, shall be open to the inspection of the Members and the Members' rights in this respect are and shall be restricted and limited accordingly.

**Section 8.6.** No payments shall be made to an Officer of the Corporation such as salary, commission, bonus, interest, or rent.

**Section 8.7.** The Treasurer shall maintain a fund to be known as the Masters Memorial Fund with the following provisions: Funds will be accepted in the name of the deceased Master who had been a Member of the National Beagle Club of America, Inc. The funds contributed to the National Beagle Club of America, Inc. in Memory of a Master will be placed in an investment account or savings account. The funds will be invested by the Board of Directors, at their discretion without individual or collective liability as to the security of principal received. Income there from shall be accumulated or expended for the benefit of the Corporation as directed by the Board of Directors. The principal of the fund, or part thereof, may be disbursed on the unanimous action of the Board of Directors that such disbursement is necessary for the continued operation of the Corporation, provided such action is ratified by a majority vote of Members present at the next annual meeting. In addition to the Masters Memorial Fund, the Board of Directors may receive, by gift, bequest or otherwise, other funds and property for the purpose of the Corporation.

**Section 8.8.** The Registration Rules, Pack Running Rules, Running Standards for Judging of Packs and Specification for Beagle Description and Standards of Points, as enumerated in the "Rules, Regulations and Procedures of the National Beagle Club," shall continue in effect until changed by majority vote of Directors entitled to vote.

**Section 8.9.** As used in these By-Laws, the word "he" means a person and is to be understood as referring to persons whether they be female or male.

## **ARTICLE IX**

### **Amendments**

**Section 9.1.** The By-Laws may be amended by a majority vote of all the Members entitled to vote at any annual or special meeting of the Members, provided notice of intention to amend the By-Laws shall have been contained in the notice of the meeting.



**Section 9.2.** The Board of Directors by a two-thirds vote of the total Board entitled to vote may amend these By-Laws, including By-Laws adopted by the Members, provided that the Members may by amendment to these By-Laws in the manner set forth in Section 9.1 of this article specify from time to time particular provisions by the By-Laws which shall not be amended by the Board of Directors.

## ARTICLE X

### Supporting Membership Executive Committee

**Section 10.1.** The Supporting Membership Executive Committee shall consist of the Supporting Membership Director, the Supporting Membership Secretary, and the Supporting Membership Treasurer.

**Section 10.2.** No Supporting Member may be a candidate for, nor serve on the Supporting Membership Executive Committee, who has not been nominated and elected in accordance with these by-laws.

**Section 10.3.** The Supporting Membership Director to the NBC Board of Directors shall serve as the chairman of the committee.

**Section 10.4.** A Supporting Membership Executive Committee Nominating Committee shall be chosen before June 1 of each election year, by the President, consisting of the Supporting Member Director, who shall act as the Chairman, and two Supporting Members from different areas of the USA.

**Section 10.5.** The Supporting Membership Secretary shall be elected in accordance as the Supporting Membership Director in ARTICLE IV, Section 4.11, except that the Supporting Membership Executive Committee Nominating Committee shall be determined in accordance with ARTICLE X, Section 10.4 and will seek nominations before July 1, 2012, and every third year thereafter.

**Section 10.6.** The Supporting Membership Treasurer shall be elected in accordance as the Supporting Membership Director in ARTICLE IV, Section

4.11, except that the Supporting Membership Executive Committee Nominating Committee shall be determined in accordance with ARTICLE X, Section 10.4 and shall seek nominations before July 1, 2013, and every third year thereafter.

**Section 10.7.** In the event of a tie, the Nominating Committee shall select the winning candidate.

**Section 10.8.** The Supporting Membership Secretary shall perform the usual duties and exercise the usual powers of secretary for the Supporting Membership. The Supporting Membership Director, the President, or the Board of Directors may, from time to time, prescribe other duties or powers.

**Section 10.9.** The Supporting Membership Treasurer shall perform the usual duties and exercise the usual powers of treasurer for the Supporting Membership. The Supporting Membership Director, the President, or the Board of Directors may, from time to time, prescribe other duties or powers.

**Section 10.10.** These by-laws shall consider the terms Supporting Member and Supporting Membership as interchangeable.

**Section 10.11.** For the three years, or part thereof, that the elected Supporting Members shall serve as the Supporting Membership Secretary and the Supporting Membership Treasurer, they shall become Regular Members.

**Section 10.12.** If either the Supporting Membership Secretary or the Supporting Membership Treasurer is unable to complete his (her) term of office, the vacancy, so created, shall be filled by the Supporting Membership Executive Committee.

THE NATIONAL BEAGLE CLUB OF AMERICA, INC.

ADDENDUM TO BY-LAWS

HUNTING CUSTOMS AND PROCEDURES  
FORMATION AND QUALIFICATION OF HUNTS

Approved by NBC Directors, November 5, 2010  
Last amended April 2016

This Appendix to the By-Laws is written to provide guidance to new and existing Hunts (packs) that want to become, or are, recognized by the National Beagle Club.

It is organized as follows:

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VIII.	Recognition Check List - Attachment E	Page 19

**I. PURPOSES OF THE NATIONAL BEAGLE CLUB**

Purposes of The National Beagle Club of America, Inc. (NBC) include the improvement of the appearance and performance of the beagle and the basset on the bench and in the field; the promotion of the sport of hunting with packs under the best standards and in accordance with customs, practices and traditions that have evolved over many years; and the encouragement of the formation of new beagle and basset packs.

It is expected that all National Beagle Club packs will comply with local and state laws in regard to licensing and the care and maintenance of animals. Packs should maintain good relations in the community in which they hunt and should make every effort to stay on good terms with their neighbors. Every hunt should remember that it represents all of the foot-pack fraternity embraced by the National Beagle Club of America.

## II. QUALIFICATION OF HUNTS

This section outlines in general terms the customs, traditions and practices of the NBC governing packs. It is not the intent to cover all of the details and facets for the appropriate maintenance and conduct of hunts, nor is it the intent to establish fixed rules and regulations on how the sport is conducted. Many books have been written on the subject which should be referred to, and new packs are encouraged to talk to and visit recognized packs for an insight into their organization and operation. A list of some of the better known books is attached.

These procedures and practices are based on customs and traditions that have evolved over centuries of hunting in England, Ireland and, more recently, in North America, and should be considered as guidelines governing the sport. They should not be viewed as a precise and comprehensive set of rules because in the final analysis one must rely on the good sportsmanship, knowledge, experience and integrity of those involved in the conduct of the sport. There are many self-evident requirements not mentioned, such as good sportsmanship, honesty, humane treatment of hounds, health of hounds and competence in hunting.

### SECTION ONE: STRUCTURE OF HUNTS.

A newly-formed hunt may be organized as follows:

1) Private Pack. Such a pack is supported by the Master, who is responsible for all aspects of the hunt.

2) Private Pack supported by Subscriptions. This is structured similarly to a private pack, except that selected individuals are invited to hunt, upon payment of a designated annual fee.

3) Subscription Pack. Subscription packs are supported by subscribing members and managed by a Hunt Committee. The Hunt Committee is responsible for the nomination of officers, and should be guided by the application of a suitable Constitution and By-laws. Hounds may belong to a Master, or, preferably, be the "property of the country."

4) Charitable Organizations. This would be a pack that is owned by a charitable foundation or some such charitable entity.

### SECTION TWO: HOUNDS.

It is the intention of the National Beagle Club of America, Inc. to encourage hunting with hounds, and to encourage serious hunting individuals to register their packs. To that end, the following are requirements for Registration and eventually Recognition;

- Applicants must maintain at least four (4) couples of entered hunting hounds before requesting Registration, and five (5) couples of entered hounds to be eligible for Recognition.
- All hounds must meet the criteria set forth in the N.B.C. Stud Book for Foundation Stock. Annual Stud Book registration is a requirement.
- Prospective Masters must demonstrate a basic ability to organize their pack paperwork, including annual vaccinations and the preparation of an accurate Hound List.
- Hounds in the field must be "pack broke." They must be biddable at exercise, on their way to their first draw, and on the way home.
- All hounds must be under one ownership, either that of the Master or the "property of the country", in the case of a subscription pack.
- Hounds must hunt on a regular schedule during the season; the N.B.C. has no interest in registering packs which do not hunt.
- A change of classification requires approval by the NBC Board of Directors.

### SECTION THREE: HUNT STAFF.

Hunt Staff shall be appointed by the Master(s) to assist in carrying forward the objectives of the pack. Staff members may include Huntsmen, Kennel-huntsmen, Whippers-in and Field Masters. Staff members may wear the livery of their Hunt on formal occasions to identify themselves and to honor their pack's participation in this traditional country sport.

All staff members, in livery or otherwise, should remember that they represent not only their own pack but ALL packs of foot hounds in their interactions with the general public.

It shall be the responsibility of the Masters to educate staff members on the proper execution of their duties.

### SECTION FOUR: LIVERY.

Hunt Livery is traditional, though flexible. Ideally, all staff members in livery will be dressed similarly. Green coats, white shirts (with stock ties) or white turtlenecks, and white breeches, knickers, shorts, skirts or trousers and appropriate stockings, shoes and boots in various combinations are traditional livery for foot packs, and are all acceptable. Less traditional applications are sometimes proposed, and accepted.

Green coats traditionally bear distinctive colored collars and the custom buttons of the individual hunt. Applicants for registration must describe in detail the style of their livery, collars and buttons. A description of the liveries of existing packs is available in the Annual Hunt Roster Issue of the Chronicle of the Horse, in the N.B.C. Annual report, and from the secretary of the National Beagle Club.

### SECTION FIVE: KENNELS.

Common sense must apply here. In order to function well for hounds and their caretakers, kennels need not be elaborate, but they should be comfortable, accessible, safe and easy to clean.

### SECTION SIX: COUNTRY.

The hunting country should be large and rural enough to provide a variety of meets within its boundaries; as many parts as possible of the designated country should be hunted. Proper permission MUST be obtained from all landowners likely to be affected by the passage of hounds. In addition:

- 1) A map of the boundaries of the hunting country, delineated by roads, must be provided with the application for registration.
- 2) If the hunting country lies in any part within the registered country of a pack of foxhounds recognized by the Masters of Foxhounds Association (M.F.H.A.), written permission to hunt that country from the pack (or packs) already occupying it MUST accompany the application for registration.
- 3) If the country is NOT hunted by a pack recognized by the M.F.H.A., a letter stating that fact and signed by the executive director of the M.F.H.A. MUST accompany the application for registration.
- 4) If the country to be registered lies within any territory registered by a foot pack recognized by the N.B.C., written permission from the Master of that pack MUST accompany the application for registration.

## SECTION SEVEN: RECOGNITION.

Upon registration, a pack will have a period of two (2) year to prepare for the recognition process. To be recognized, the following requirements apply. The Applicant must have;

- 1) Presented all required paperwork as described, both in these Sections and the Recognition Checklist provided to the Applicant, to the Directors of the N.B.C. through the Secretary of the N.B.C.,
- 2) Attended the meeting at which registration was completed, and have been properly introduced and sponsored by the master of a recognized pack of beagles or bassets.
- 3) Scheduled and completed a kennel visit and tour of the available hunting country by a Master or Masters so designated by the Directors of the N.B.C. The kennel inspector (Master) cannot be a sponsoring Master.
- 4) Demonstrated the ability of the applicant pack to hunt in the field; either at a meet in its home country OR at a regular Trial sponsored by the N.B.C.,

The Inspection Committee shall submit a written report to the Directors who will then rule on official recognition, in consultation with other Recognized Beagle and Basset Packs, as indicated by circumstances.

It may also make helpful comments and suggestions to assist the new Hunt to achieve the traditional standards for beagle and basset packs.

### III. REGISTRATION OF A HUNT

To register a Hunt with the NBC, an application letter is to be submitted to the Secretary. It must be completed and signed by an officer or Master of the Hunt. The application required the following:

1. The Hunt must have a minimum of four couples of hounds of either sex, Consisting (for beagle packs) of 13" and 15" hounds. The Hunt shall submit with its application a list of all hounds showing date whelped and date entered, and their breeding, in a suitable form for incorporation in the Studbook of the NBC.
2. The Hunt shall submit with its application a certificate of a veterinarian Showing that all hounds have been tested for canine brucellosis within the preceding 12 months and have been found free of the disease.
3. The Hunt must submit a map, such as a state road map, upon which is clearly outlined the boundaries of the hunting country being applied for recording. Recording of the country by the Hunt requesting registration with the NBC will be provisional and shall only be made permanent upon Recognition of the Hunt. It is the duty of the Master, or Committee, to hunt the country as fairly as possible; that is to say, distributing the meets over the whole country as evenly as circumstances permit and, therefore, an applicant should not register more country than can be reasonably hunted. In a potentially urban area, this practice can be tempered by reasonable provision for future expansion.
4. The Hunt must submit a description of the type of country defined by the boundaries described in (2) above; also, a statement confirming that the approval of all affected landowners has been obtained. In the event a pack is sharing all or part of the country with another Registered Hunt, or the country borders on that of

another Hunt which cannot be clearly shown on a state road map, it might be more expedient to use a U.S.G.S. 1:250,000 scale series map, which is easily available at minimal cost.

5. The Hunt shall submit with its application a certificate of a veterinarian showing that all hounds have currently effective inoculation against parvovirus and rabies.
6. Should the proposed country be within the boundaries of one or more already Recognized hunts – whether beagles, bassets, harriers, or foxhounds – the applicant hunt must submit the written consent of the Master or officers of each of the existing hunts to the use of the country. Each (spelling correction) written consent shall provide that upon receipt of an official Recognition from the NBC, the applicant hunt is permitted to hunt within certain specified boundaries (to be described in detail in the manner specified in Section 3 above). Consent may provide that it shall be effective only during the pleasure of the hunt granting such consent
7. If there is any question as to how the country proposed to be registered overlaps with the country of any other recognized foxhound hunts, the hunt should raise the question with the Clerk of the Association of the Masters of Foxhounds and obtain a letter setting forth what packs, if any, have country registered with him which overlap in any way the country proposed to be registered. The name and address of the clerk of the Masters of Foxhounds Association is shown on Appendix C. . Should a pack change country then they must alert the NBC secretary promptly. They must also provide permission to hunt within the boundaries of another of another established NBC Beagle/Basset/Foxhound pack-if applicable.
8. In order to enable a precise determination as to whether the country proposed to be registered is or is not already registered to another pack, the hunt is requested to define its proposed hunting country by county boundary lines, or be municipal boundary lines, naming the counties (where an entire county is to be registered) and/or the named municipalities within a county where less than the whole of a county is being registered. These named counties and/or municipalities will be carried on the roster of that hunt and shown in the roster of information published in the Annual Report.
9. The hunt shall submit with its application, and annually thereafter, information for inclusion in the roster of the NBC. This roster information is to be in the form illustrated on the attached Appendix B.
10. The application for Registration shall be accompanied by an initiation fee in accordance with the schedule shown on Appendix C, made payable to the National Beagle Club, which shall be returnable if the application is declined.
11. The annual registration fee, as detailed in Appendix C, shall become due and payable upon receipt of advice that the application for registration of an organized hunt for recording of country has been approved. The pack fee and Master fee shall be paid each year prior to January 1 so long as the hunt remains a registered, and subsequently a recognized pack. Fees for a registered or recognized pack and individual Masters shall be subject to a \$75.00 fine if paid after the date of January 1. Packs and Masters will be unable to compete in any NBC competition if the pack fee

(and Master fees) are not paid prior to a NBC competition (including NBC fine if applicable).

Classification of Registered Packs upon which the registration fee is based are as follows:

ASSOCIATE REGISTERED AND/OR RECOGNIZED PACKS do not participate in the Annual Hound Shows and Field Trials supported or sponsored by the NBC. Annual dues are shown on the attached schedule.

REGISTERED AND/OR RECOGNIZED PACKS are those active packs that participate in the Annual Bench Show and/or Field Trials supported and/or sponsored by the NBC. Annual dues are shown on the attached schedule.

Membership dues and pack dues must be paid in full by January 1 for a pack to remain in good standing with the NBC. If payments are not made by the January date, packs and individual Masters will be subject to \$75.00 fee. They will not be able to participate in NBC events unless the Master, pack dues (and fine if applicable) are paid in full.

12. The application shall describe the livery for which approval is requested, including that of the evening dress coat if such is desired. This must not conflict in appearance with that of any existing Registered and/or Recognized Hunt.
13. Masters of applicant Hunts must be Regular Members of the NBC prior to consideration of an application for Registration. ALL Masters that appear in the Hunt roster must maintain a NBC Membership. The Secretary must be informed when a Master is appointed or resigns.
14. In the event an organization is making an application for registration as a Subscription pack, the application should include a copy of the constitution and By-laws, if any have been adopted, as well as the names and addresses of the officers.
15. With the application of the Hunt, the Master shall submit information for the roster of the NBC, in a form suitable for inclusion in the Annual Report. At the beginning of each new season, the Master shall submit an updated roster to the Secretary for inclusion in the Annual Report. The roster shall be in the form illustrated in Appendix B.
16. If the application is not complete it will be returned by the Secretary. Completed applications will be submitted to the Directors of the NBC at their next regular meeting. The applicant will be informed of the Board's decision as soon thereafter as possible. The applicant must attend the meeting for registration.
17. When a Hunt has been Registered it shall be eligible to enter NBC Field Trials and the Bryn Mawr Hound Show. A Hunt is normally registered for two years. Only under extenuating circumstances will the period of Registration be extended, and then only upon the receipt of a written request of the applicant Hunt and the favorable ruling of the NBC Board of Directors.

### INACTIVE HUNT

When a Hunt ceases to hunt its country as provided for above, for any reason, it shall be classified as inactive, and the maximum inactive period of a Hunt shall normally be limited to three (3) years. After three years of Inactive Recognition, a Hunt may be dropped from the NBC records as a Registered or Recognized Hunt and its country declared open for registration to a new Hunt. After a period of three years of an inactive pack, the NBC Directors reserve the right to consider a pack registration of a new pack to hunt the inactive territory.

### DISBANDED HUNT

If pack DISBANDED then it must reapply for NBC pack registration even if maintaining the same territory prior to disbandment.

### DISQUALIFICATION

The Directors of the NBC may, by a majority vote, withdraw recognition of a pack for failure to adhere to the principles laid down herein, or for other good cause, such as actions prejudicial to the best interests of the National Beagle Club of America, Inc.

**III. BIBLIOGRAPHY - ATTACHMENT A**

N/A

## **V. ROSTER FORMAT – ATTACHMENT B**

PACK: Smithfield Beagles, a subscription pack  
YEAR REGISTERED: 1999  
YEAR RECOGNIZED  
LIVERY: Green coat, yellow collar with tan piping, black buttons  
engraved S.B., navy blue stockings  
MASTERS: John Jorrocks  
R.D.  
Smithfield, Transylvania 01234  
201-896-5432  
Email: jjocks@sportingtours.com  
Judas Turnbill  
R.D. 2  
Smithfield, Transylvania 01234  
201-896-0606  
Email: jturn@sportingtours.com  
HUNTSMAN: James Pigg  
HON. SECRETARY: Walter Fleeceall  
Coram Street  
Smithfield, Transylvania 01234  
201-896-6789  
wfleece@sportingtours.com  
HON. TREASURER: Simon Hookem  
Rampling Street  
Smithfield, Transylvania 01234  
201-896-1212  
shook@lossrealty.com  
FIRST WHIPPER-IN Facey Romford  
HON. WHIPPERS-IN Billy Balsum, Jogglebury Crowdey  
Francis Gilroy, Soapey Sponge  
KENNELS: Beldon Hall, Smithfield, Transylvania  
HOUNDS: 17 ½ couples of 15" beagles  
MEETS: October through March – Sundays and holidays. Bye-days  
on Saturday. Early morning hunting from August 15  
COUNTRY: In the State of Transylvania, the counties of Somerset and  
Hunterdon and the municipalities of Smithfield, Dalberry and  
Caperington in the County of Warren. Rolling country consisting  
in the main of farmlands, with some woods. Hunted with the kind  
permission of the Smithfield Foxhounds.

## VI. SCHEDULE OF FEES AND ADDRESSES – ATTACHMENT C

### Application for Registration

Initiation Fee made payable to the National Beagle Club and submitted along with application to Secretary: \$100.

### Annual Registration Fee

All Annual Registration Fees are payable at the beginning of the NBC year on October 1<sup>st</sup>. Checks should be made payable to the National Beagle Club and submitted to the Treasurer:

	<u>Annual Dues</u>
Associate Packs	\$ 50
Regular Packs	\$220

### Address of MFH Association

Information concerning what pack of foxhounds, if any, has a particular country registered may be obtained from:

Lt. Col. Dennis J. Foster  
Masters of Foxhounds Association of America  
P. O. Box 363  
Millwood, Virginia 22646

### Address of the Secretary of NBC

Application for Registration and for Recognition should be sent to the Secretary of the National Beagle Club of America, Inc.

Caroline Eichler  
541 Harris Lane  
Palmyra, Virginia 22963  
[secretary@nationalbeagleclub.org](mailto:secretary@nationalbeagleclub.org)  
434-591-1310

**VII. NEW PACK REGISTRATION CHECKLIST – ATTACHMENT D**

Name and address of Pack	Name, Address, Telephone Numbers and email of Master(s)
_____	_____
_____	_____
_____	_____

1. Minimum of 4 couple of hounds \_\_\_\_  
List of all hounds, date whelped, date entered, breeding to include AKC number or Stud Book reference. \_\_\_\_  
Certificate of veterinarian showing that all hounds have been tested for canine brucellosis within the preceding 12 months and have been found free of the disease \_\_\_\_  
Certificate of a veterinarian showing that all hounds have currently effective inoculation against parvovirus and rabies.
2. Type of organized hunt (indicate one)  
Private Pack \_\_\_\_  
Private Pack Supported by Subscriptions \_\_\_\_  
Subscription Pack \_\_\_\_  
Charitable Organization \_\_\_\_
3. Map of hunt country \_\_\_\_  
Country must be able to be hunted and should not cover more area than one Pack can hunt (reasonably).
4. Description of country by county and/or municipalities. Include "permission of Landowners" \_\_\_\_
5. Permission of Recognized Hunts \_\_\_\_  
Name of Hunt \_\_\_\_\_  
Master's Letter dated \_\_\_\_\_  
Or letter from MFHA advising that the country is not registered \_\_\_\_
6. Roster information received, arranged as illustrated in Appendix B \_\_\_\_
7. Attendance of applicant at meeting at which registration is requested \_\_\_\_
8. Introduction and sponsorship by two acting masters of a recognized pack of beagles or bassets \_\_\_\_\_
9. Initiation fee for Registration
10. Registration fee \$\_\_\_\_ (not due until Registered)
11. Livery: Coat, Collar, Trousers, Color, Buttons, Evening Dress \_\_\_\_\_

12. Masters are NBC members \_\_\_\_\_  
Date of Membership \_\_\_\_\_
  
13. Subscription Pack – Constitution, By-laws \_\_\_\_  
Addresses of Officers  
Approved by Vote Of NBC board of directors on \_\_\_\_\_  
Recognition to be applied for by \_\_\_\_\_

For complete information, please refer to Hunting Customs and Procedures; Formation and Qualification of Hunts

**VIII. PACK RECOGNITION CHECKLIST - ATTACHMENT E**

Name and address of Pack

Name, Address, Telephone Number & Email of Masters

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration date by NBC \_\_\_\_\_

Recognition Approval Request Received on \_\_\_\_\_

1. Letter of Application stating qualification and meeting all Requirements.  
\_\_\_\_\_
2. Hound List (at least 5 couple) \_\_\_\_\_  
Hounds Stud Book Acceptable \_\_\_\_\_  
(approved by Keeper of Stud Book ) \_\_\_\_\_
3. Updated current roster information received, arranged as Illustrated in Appendix B  
\_\_\_\_\_
4. Inspection Committee of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Committee to inspect Hunt by \_\_\_\_\_

Inspection Report to include:

- a. date of inspection
- b. who attended
- c. report on hunt
- d. report on kennels, also
  - i. type
  - ii. construction
  - iii. number of pens
  - iv. veterinary records
  - v. hound records/breeding
- e. meet staff/suitable
- f. saw livery/acceptable
- g. hound control in the field
- h. overall conduct satisfactory

6. Inspection report submitted \_\_\_\_\_
7. Approved Recognized by NBC \_\_\_\_\_

For complete information please refer to Hunting Customs and Procedures; Formation and Qualifications.