

## **Rules of Procedure for *JGHV Landesverband Nordamerika-JKV***

### **Preface**

On May 17, 2018, the JGHV Executive Board asked the North American member clubs of the JGHV to form a JGHV Landesverband as a single point of contact for the JGHV. These Rules of Procedure shall govern the future operations of this organization.

### **1. NAME OF THE ORGANIZATION**

This organization will be known as JGHV Landesverband Nordamerika – Jagdkynologische Vereinigung (JKV), or LV-NA for short.

### **2. JGHV MEMBER NUMBER**

The JGHV has assigned member number 8017 to LV-NA

### **3. FORM OF ORGANIZATION**

The LV-NA will be an association of its member clubs. It will not be incorporated.

### **4. MEMBER CLUBS OF THE LV-NA**

The LV-NA consists of the clubs in North America that are member clubs of JGHV. The initial member clubs are:

1103- JGV USA  
1120 - JGV Rocky Mountain  
1125 - North Amerika JGV  
2135 - VDD Group North Amerika  
2233 - North Amerika Deutsch Kurzhaar Club  
2234 - Vereinigter Can/Am Deutsch Kurzhaar Club  
2237 - Continental Deutsch-Kurzhaar Verein  
2317 - KIM North Amerika  
2415 - Deutsch-Langhaar Gruppe Nordamerika  
2240 - Deutsch Kurzhaar-Group North America  
2600 – Verein Pudelpointer Club-Group North America

If additional JGHV member clubs are formed in North America, they will be allowed to join LV-NA and will be added to the above list.

The member clubs shall keep the Secretary of LV-NA informed of name, email address, and telephone number of their current Chairperson, Director of Testing and Director of Judge Development as soon as possible after any change. The Secretary will maintain and update the member's list and contact information. All notices required to be sent by LV-NA to member clubs will be valid if sent to the last known Chairperson of a member club and addressed to the last known email address.

A member club may resign its membership in the LV-NA by giving written notice to the Secretary of LV-NA and all other member clubs. If the Chairperson of the member club that resigned is an Officer of LV-NA, he or she will be automatically removed from office on the effective date of the member club's resignation.

The Officers of LV-NA may allow organizations not listed above to participate in information sharing.

## **5. OFFICERS**

LV-NA shall be governed by three Officers—Chairperson, Deputy Chairperson, and Secretary. The Chairperson and Deputy Chairperson in office may decide to refer to themselves by a gender specific title, for example, "Chairman" or "Deputy Chairman." The three LV-NA Officers (whether elected or appointed to fill a vacancy on an interim basis) will be referred to herein as the "Officers."

The Chairperson and Deputy Chairperson must be Chairpersons of a member club on the date he or she is elected to LV-NA office. The Secretary need not be a Chairperson of a member club but should be fluent in German. All three Officers must be active VRs in the JGHV system.

The Officers' terms will be for four years.

The Chairperson or his or her authorized representative will represent the LV-NA in the Extended Executive Board (Erweitertes Präsidium) of the JGHV.

All Officers of LV-NA will serve on a voluntary basis without any compensation.

## **6. MEETINGS**

The LV-NA will have two types of meetings—annual and special.

**Annual meetings** should be scheduled in January or February of each year. The annual meeting must be announced to the member clubs by email at least two months in advance unless all member clubs agree to shorter notice.

The LV-NA Officers may call a **special meeting** at any time. Special meetings may also be requested by a member club for good reason stated in the request. The LV-NA Officers will then decide whether to grant the request for a special meeting. If the Officers deny a request for a special meeting, that decision may be overruled by majority vote of the member clubs. Special meetings must be announced to the member clubs by email at least two months in advance unless all member clubs agree to shorter notice.

Meetings will not be in-person but will be virtual by use of a meeting platform such as Zoom or a similar product.

The Secretary shall distribute to the member clubs a meeting **agenda** approximately one month before an annual or special meeting. Items not on the agenda may be added to the meeting and voted on only if two-thirds of the member clubs represented at the meeting agree to add the item.

Only Chairpersons of the member clubs or their designated representatives may represent their club or vote during a meeting.

A **guest** may observe, attend, or participate in a meeting only with prior approval of the Officers. A guest shall not be allowed to vote.

Minutes of the meetings, including the results of any elections, and action taken, will be kept by the Secretary, and a copy will be sent to all member clubs and the JGHV if required.

## **7. ACTION TAKEN BY EMAIL**

The Officers may submit proposals to all member clubs by email. Such proposals may be decided without a meeting if a majority of the member clubs votes in favor of them.

## **8. ELECTION OF OFFICERS**

There will be two types of elections—regular and special.

**Regular elections** are for normal four-year terms of the Officers. They will take place every four years. The next regular election of Officers will be during the annual meeting in January or February of 2025.

**Special elections** are to fill vacancies in any LV-NA Officer position. These elections can be held at a special meeting called for that purpose, or at the next scheduled annual meeting.

In an election, the candidate who receives the most votes wins the election even if he or she receives less than fifty percent of the votes. Each member club is entitled to cast one vote. The votes will be cast by the Chairperson or authorized representative of each member club.

Persons who wish to be candidates for LV-NA offices may announce their intent to run for office. Candidates may also be nominated by another person. If nominated by another person, the candidate must tell the remaining Officers whether he or she accepts the nomination. Nominations and announcements of candidacy shall be emailed to the Officers of LV-NA at least thirty days before the meeting at which the election will occur.

Candidates who wish to submit a candidate's statement must email it to the Secretary as soon as possible after accepting their nomination or making their announcement. Candidates' statements must be in good taste. The Secretary will email candidates' names and their statements, if any, to the member clubs within a reasonable time after receipt.

The Secretary will implement a process to receive votes by email. In the event of a tie vote, the Secretary will determine the winner by coin toss. The Secretary will only announce the winner of each office, and will not announce the use of a tiebreaker, or the number of votes cast for either candidate. No member club or candidate shall have the right to challenge the Secretary's voting process, tiebreaker method or results, or determination of the results of the voting.

Newly elected Officers will automatically be installed into office immediately after the election results are announced, and the newly elected Chairperson will preside over the remainder of the meeting.

## **9. REMOVAL OF OFFICERS**

A Officer may be removed from office prior to expiration of his or her term by an affirmative vote of three-quarters of the member clubs represented at an annual or special meeting, but only if the request for removal was announced in an agenda sent to the chairpersons of all member clubs two months before the meeting.

## 10. VACANCIES

If the Chairperson or Deputy Chairperson ceases to be the Chairperson of a member club, his or her term as an Officer of LV-NA shall also end automatically at the same time. If any LV-NA Officer resigns, dies, is removed from office, or is otherwise unable to discharge his or her duties, the remaining Officers will appoint an interim replacement to serve until an election is held to fill the position. The Secretary will promptly call a special meeting to fill any vacancy.

The person who is elected to fill a vacancy will serve for the time remaining in the four year term of the Officer whose vacancy was filled.

## 11. FUNCTIONS

The primary function of LV-NA will be to act as a point of contact between JGHV and the North American JGHV member clubs. The Secretary will translate JGHV communications from German to English and disseminate English translated communications to the member clubs. The Secretary will also translate LV-NA's communications with JGHV into German and transmit them to the appropriate JGHV personnel. The Secretary will, at a minimum, translate and disseminate to the member clubs, the following:

- JGHV MOMS and any messages from the JGHV

- Relevant articles, messages, and press releases posted on the JGHV website

- Relevant articles from the JGHV magazine, *Der Jagdgebrauchshund*

- Statements from the JGHV President and the Director of Testing

The Secretary will represent LV-NA in annual and semiannual virtual meetings called by the JGHV with LV clubs.

The secondary function of the LV-NA will be to facilitate communication, cooperation, and the sharing of information between member clubs.

LV-NA may also sponsor continuing education seminars and take other action to improve and maintain the quality of JGHV Verbandsrichter / Association Judges in North America. Seminars shall be open to JGHV judges in North America without regard to the club with which particular judges are associated. Attendance numbers may be limited as the officers deem appropriate.

The LV-NA may engage in other activities which the Officers consider necessary or appropriate.

## **12. LIMITED AUTHORITY OVER AFFAIRS OF MEMBER CLUBS**

The LV-NA shall not police the member clubs' activities. The LV-NA shall have no authority to manage any of the affairs of member clubs. The LV-NA shall have no authority to require a member club to take any action or to cease any action being taken.

The LV-NA may make recommendations to a member club or clubs in the interest of achieving greater uniformity or consistency in North America. However, compliance with such recommendations is voluntary.

Nothing in these Rules of Procedure shall be construed as prohibiting member clubs from communicating directly with JGHV. However, member clubs are encouraged to present proposed communications with JGHV to the LV-NA Officers in matters that would interest or could benefit all or several of the member clubs.

## **13. NO TREASURY OR ASSETS**

The LV-NA shall not receive or maintain any cash, assets, treasury, funds, or bank account. If it becomes necessary for LV-NA to make an expenditure, or if an officer incurs an expense on behalf of LV-NA, the Secretary shall notify all member clubs of the amount and reason for the expenditure. The Secretary shall submit a proposal for payment or reimbursement of the expenditure and a fair and reasonable allocation of the amount among the member clubs, and the member clubs shall vote on the proposal. If the proposal passes by a simple majority of member clubs, it shall be binding on all member clubs.

## **14. DISSOLUTION**

LV-NA may be dissolved by a three-quarters majority of member clubs represented at a meeting, but only if the request for dissolution was announced in a timely agenda.

## **15. AMENDMENT OF RULES OF PROCEDURE**

These rules of procedure may only be amended by two-thirds majority vote of member clubs represented at a meeting, but only if the motion to amend, and the wording of the proposed amendment, were announced to all member clubs in a timely agenda.

Dated 03.06.2022

Chairman: Michael W. Seckar  
Michael W. Seckar

Deputy Chairperson: Vanita Skinner  
Vanita Skinner

Secretary: Kenneth Bremer  
Kenneth Bremer