



Dear New Club Applicant:

Thank you for your request to form a new UKC club. For your review, we have enclosed information to assist with the basic requirements and rules for clubs sponsoring UKC Licensed events. Also enclosed is a list of policies that each club must follow.

The rules and policies have been established in order to insure the owner of a UKC registered dog that each UKC licensed event will be conducted on a fair and equal basis. If your club has any questions regarding the rules and policies as outlined, please write or telephone our office at any time.

One of the first things your club should do is contact your state corporation office, where you may obtain the forms to be filled out and filed to make your club a non-profit corporation. The fee for non-profit status is usually minimal. By doing this, it will remove any potential personal obligations by the officers and may remove the possibilities of the officers being sued on an individual basis. After the club is incorporated, you should take out a liability insurance policy in the club's name to cover any potential problems that may arise.

The United Kennel Club offers licenses to approved clubs for a variety of events. Clubs may hold no more than seven events per year. New clubs may only hold three in the first year. We also endeavor to keep at least 100 miles distance between clubs asking for dates on the same weekend. The mileage limitation was established to allow each club to have a successful turnout at each of its events.

The club location for having events should remain the same. If for some reason you must change the location of your event, you must first have the change approved by the Hunting Programs Department.

The following are items we have enclosed to help you get started with your approval requirements and your Constitution and By-Laws:

- I. "Requirements For New Clubs" All items with an asterisk (*) must be completed and submitted to UKC before your club is permitted to hold UKC Licensed events.
- II. "Application to Become a UKC Approved Club" This worksheet will help you fill in some of the necessary requirements.
- III. "Constitution and By-Laws Guideline" This will be helpful to your club when drafting your Constitution and By-Laws to be submitted to UKC.

This information will be of assistance to your club. Remember, you must complete the required steps before you can hold a UKC Licensed event.

Good luck to your club! If we may be of any assistance or if you have any questions, please feel free to contact the Hunting Programs Department.

Yours truly,

Hunting Programs Department
UNITED KENNEL CLUB, INC.



Application To Become a UKC Approved Club

Please print legibly and fill out both sides of form completely.

Club Name _____

City _____ County _____ State _____

Specific area of interest *(May indicate more than one)*

Coonhound Beagle Cur/Feist Pointing Dog

Club Physical Address _____

Directions to Club _____

CLUB MEMBER INFORMATION

Please list all club members (attach separate sheet if necessary).

_____	_____
_____	_____
_____	_____
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CLUB OFFICER INFORMATION

PRESIDENT

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

VICE-PRESIDENT

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

SECRETARY

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Treasurer

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Please note that the Corresponding Officer is the person in your club who you want to receive any correspondence from UKC, such as event confirmations, invoices, etc.

Corresponding Officer

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Additional information you would like us to know about your club _____



10 Sure-Fire Steps To A Successful Club

1. Choose officers with leadership ability and, most of all, a desire to lead a successful club. Officers who reluctantly take the job are rarely successful.
2. Hold interesting meetings where all club members can participate. Consider holding special activities in conjunction with club meetings such as seminars, licensed hunt tests, etc.
3. Appoint Committees to handle all aspects of the club: Events, Kitchen, Grounds, Publicity & Advertising, Awards, etc. By separating the responsibilities, no one has too much to do, and everyone has something. A proven system that works!
4. Schedule fewer, well-planned events. Most clubs fail because they try to hold too many events. Don't expect the crowds to come unless you do your homework.
5. Name your events something special such as "Southern Michigan Spring Championship" or "Cornfield Championship". By giving a special title and some specially designed awards, your event will be more attractive to prospective hunters. A proven method!
6. Promote the idea that your members are, first and foremost, hosts at your events. When you travel to neighboring clubs events, they are the hosts. Everyone takes their turn.
7. Hold rules seminars and club events where all club members are properly trained regarding UKC event rules and policies. There is no substitute for education.
8. Create a club newsletter and calendar that keeps all members informed as to what is going on with the club. Every member deserves to know. There is also no substitute for good communication.
9. Create an e-mail or phone tree whereby each member contacts one member and on down the line. Use your e-mail/phone tree before meetings, events or when there is a special need to contact everyone in the club.
10. Stress the importance of having a "friendly" club. No one will come back if they do not feel welcome.

The Hunting Programs Department of United Kennel Club stands ready to assist you in any way possible to make yours a successful and prosperous club in the years to come.

**UKC Hunting Programs Department
100 E Kilgore Rd
Kalamazoo MI 49002-5584
(269) 343-9020**



Requirements for New Clubs

Please read the following outline of requirements carefully. If you have any questions, please contact the Hunt Programs Department. The club name submitted to United Kennel Club will be considered your club's official name and will be utilized by UKC unless otherwise notified by your club in writing and signed by at least three (3) officers of the club. We should be informed **immediately** of the names, complete addresses and telephone numbers of new officers and particularly the Corresponding Officer following each election.

I. Club Requirements

- A. UKC recommends a membership that includes enough active members to properly conduct a large event without relying on outside help.
- B. Constitution and By-Laws must be submitted. (See sample copy enclosed).
- C. UKC rules and policies and your local laws must be followed. A statement to this effect must be included in the Constitution and By-Laws. **Sample: All licensed events sponsored by the club will be run in accordance with the rules and policies set forth by the organization through which the license has been issued.**
- D. The club must provide a complete membership list of all of the active members.
- E. State the exact location where the events will be held (city and county). Be sure to list the next closest city if your location is not shown on the map.
- F. A complete officers list stating the name, address and phone number of each officer.

II. Rules concerning dates for UKC Licensed Events

- A. Notify Field Operations at least five (5) months in advance of dates you prefer.

Note: Because of the apparent over-saturation of clubs holding UKC Licensed Events, the Hunting Programs Department must inform your club of the following policy: *Upon receipt of your club's request for approval, including your Constitution and By-Laws, club officer list, and membership list, the Hunting Programs Department will review not only your club's location but the number of clubs that are within approximately 50 miles of your club actively holding UKC licensed events. *If there appears to be an over-saturation of clubs in your general area, your club may still be refused at the time application is made.*

- B. UKC will mail, to your club's Corresponding Officer, a Confirmation Form confirming your club's date approximately four (4) months prior to the event. It must be completed and returned by the date indicated on the form (*the first of the month – two months before event*). Be sure the form is complete and on time! No exceptions will be made to policy. **It is very important to completely fill out the Confirmation Form. The information provided will appear as such in the Upcoming Events listed in our magazine and on the website.**

III. Club Guidelines For Conducting Events

- A. A complete step-by-step procedure for conducting UKC events can be found in the current official UKC Rulebook. These items are crucial. Failure to comply with the procedures may result in a loss of UKC approved status.



CONSTITUTION *and* BY-LAWS

(INSERT CLUB NAME) _____

ARTICLE I

This Organization shall be known as the *(insert club name or initials)* _____. Its membership shall be made up of dedicated hunters and hunting dog enthusiasts of *(insert location)* _____ and surrounding areas, or any person duly elected to membership.

ARTICLE II

The purpose of this club shall be to promote the sport of hunting with dogs, to promote competition and to condemn the willful and unlawful slaughter of game and the destruction of its habitat. In addition, the purpose of this club shall also be to promote wildlife conservation and responsible hunting. To fulfill this Article, we shall attempt:

1. To aid and assist our members, other organizations and agencies, with the re-locating (when lawful), protection, and propagation of game.
2. To promote fair chase and support the right to free cast hunting dogs on public and private lands.
3. To cooperate with all federal, state, and local agencies, as well as land-owners for the betterment of all types of outdoor activities.
4. To dismiss from our membership without hesitation those who violate these by-laws and the principles of good sportsmanship and fair and honest conduct, both in hunting and competition.

ARTICLE III

No member of this Club shall advocate the overthrow of the Government of the United States by unconstitutional methods. We reserve the right to refuse entry (ies) in our competition hunts, as well as membership in this Club to ANY-ONE at the discretion of the Officers and Board of Directors, and members. However, no person shall be refused membership on a basis of race, color, creed, religion, gender, age, or national origin.

The method of obtaining membership in this Club shall be as follows:

1. Be sponsored by a member in good standing, and supply the following information:
 - a. Name
 - b. Address and phone number
 - c. Occupation
 - d. Any game related court convictions within the past three years.
2. Application shall be in writing to the Secretary.
3. Application shall be read by the Secretary.
4. Applications must be approved by the Officers/Board of Directors prior to being voted upon by the membership.
5. Applicants shall receive a two-thirds (2/3) majority vote of members present, by show of hands, or secret ballot, at the discretion of the President.
6. No applicant will be accepted to membership if he or she has been convicted of a felony, unless specifically approved by a majority vote of the Officers/Board and members.

ARTICLE IV

The following shall be the conditions of continuing membership:

1. The attendance of as many meetings as possible.
2. The attendance of and participation in all Club activities and hunts, excluding "buddy hunts", to the satisfaction of the Officers/Board. However, the attendance clauses of Article IV, sections 1 and 2 shall be waived due to illness, disability, conflict with employment, excessive distance, or bona-fied previous commitments.
3. Any member convicted in court of law of killing or attempting to kill game out of season shall be dismissed from the Club, if the Officers/Board so vote by majority ballot.

Submit application and By-laws to: UNITED KENNEL CLUB,
C/O HUNTING PROGRAMS, 100 EAST KILGORE RD, KALAMAZOO MI 49002. PHONE: (269) 343-9020.

ARTICLE V

This article shall be used to govern the Officers of the Club.

The Officers shall be elected at the (insert date) _____ meeting every (insert term) _____ years. Any Officer may succeed himself. All elections shall be by secret ballot and decided by a simple majority. The officers and their respective duties shall be as follows:

1. PRESIDENT: shall preside at all meetings and conduct good order and discipline.
2. VICE-PRESIDENT: shall assist the president in the discharge of his duties, and will preside in his absence.
3. SECRETARY/TREASURER: shall keep an accurate record of all meetings and events. They shall keep an accurate account received and be responsible for the proper collection and distribution of all funds and accounts, under the direction of the Board. They shall preside in the absence of the other elected officers.
4. The books and accounts of the Secretary/Treasurer They shall be audited annually, prior to the election of officers, by a committee appointed by the President.
5. The checks on the account(s) of this Club will be signed by the (list officer(s))
_____.

ARTICLE VI

The Board of Directors of this Club shall be nine (9) in number, and elected at large by the membership, and shall include one alternate director. The alternate should attend all Board meetings, and shall have a vote if one or more directors are absent.

ARTICLE VII

The dues of this Club shall be in the amount decided upon by the membership and shall be due and payable on (insert date) _____. Any member who has not paid their dues by _____ (insert dues payable) shall be dropped from the rolls. However, if any member is in financial distress, his dues may be waived by a majority vote of the Officers/Board, on a case by case basis. Any member who has reached retirement age of 62 and has been a member for five years will automatically become a Life Member.

ARTICLE VIII

The meetings of this Club shall be held on _____ (insert meeting date) at a location decided upon by the Officers/Board.

ARTICLE IX

These By-Laws may be amended as deemed necessary by the Officers/Board and must be approved by a simple majority of the members present. Notice of a proposed change must be in writing, and the membership properly notified.

ARTICLE X

General Regulations:

1. Members shall conduct themselves as ladies/gentlemen at all Club functions.
2. Absolutely no alcoholic beverages, firearms, or illegal drugs will be allowed on the grounds or in the buildings while participating in any club or licensed events.
3. These By-Laws shall be read to every applicant before being accepted into membership.
4. These By-Laws shall become effective at the (insert date) _____ meeting.
5. To become effective, these By-Laws must be approved by a majority vote of all members present when the vote is taken.
6. All United Kennel Club policies will be strictly adhered to during all UKC events.
7. This Club shall remain an active part of and maintain membership in the (insert state association)
_____ for as long as the association remains in effect, and is the voice of hunters in our region of the state.
8. Members shall conduct themselves in an honest and sportsman like manner at all meetings and events.
9. The Officers and Board shall serve as the nomination committee for all offices, board vacancies, and award recipients, however, any member in good standing shall have the right to make nominations from the floor.
10. The Officers/Board of Directors of the (insert club name) _____ shall have the inherent rights and powers to dismiss ANY member who is continually disruptive to the detriment of the orderly conduct of our meetings and/or events.

Read and approved by Officers/Board: _____

Read and approved by membership: _____

Amended: _____

Amended: _____

