

Mideastern Region – United Schutzhund Clubs of America



Guidelines

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Mideastern Region – United Schutzhund Clubs of America

Guidelines

Article I – Name, Profit Status, Geographic Area, Division of United Schutzhund Clubs of America (USA), Compliance with USA Bylaws, Conflicts

1. The name of this organization is the Mideastern Region (MER) of the United Schutzhund Clubs of America, herein after referred to as “MER” or the “Region”.
2. The United Schutzhund Clubs of America (USA) is:
 - a. A non-profit club-based organization whose objective is “*to preserve the German Shepherd Dog in accordance with the Breed Standard as a working dog.*”
 - b. A member organization of the WUSV (*Weltunion der Schaeferhundvereine* – World Union of Shepherd Dog Clubs) and the VDH (*Verband fur das Deutsche Hundewesen* – Dog Society of Germany).
3. The Mideastern Region (MER) is a non-profit regional division organization of the United Schutzhund Clubs of America (USA). The region is comprised of USA member clubs in the following states:
 - a. Indiana
 - b. Kentucky
 - c. Michigan
 - d. Ohio
 - e. Tennessee
4. The MER shall comply with all USA Bylaws. Where a conflict exists with USA Bylaws and MER Guidelines, the USA Bylaws govern.
5. Where a conflict exists with MER and local club Guidelines on matters that pertain to MER business and is not on its face in conflict with USA Bylaws, the MER Guidelines govern.

Article II – Purposes and Activities

1. Consistent with and as a regional division of USA, the purposes of the MER are to:
 - a. Preserve the German Shepherd Dog (GSD) in accordance with the Breed Standard as a working dog.
 - b. Promote and support Schutzhund training for the working dogs of the region.
 - c. Promote and establish Breed Surveys and Conformation Events for the German Shepherd Dog.
 - d. Actively develop, qualify and license local USA clubs in order that they may conduct training programs, Schutzhund Trials, Breed Surveys, Conformation Show, helper evaluations, and other programs developed by USA.

- e. Encourage all clubs in the MER to participate in the above listed or other similar activities that support the MER and USA.
 - f. Other purposes include but may not be limited to:
 - i. Develop a reliable working dog in all phases of Schutzhund / VPG and Police (DPO – Diensthundes Polizei) training.
 - ii. Promote humane and responsible training methods for the working dog.
 - iii. Promote responsible dog ownership and breeding practices.
 - iv. Educate the public about the benefits of Schutzhund / VPG and DPO training in the development of well-behaved canine citizens and service dogs.
 - v. Promote the United Schutzhund Clubs of America (USA) and good sportsmanship for both handlers and dogs.
2. The purpose of these guidelines is to provide fair and consistent governance of MER activities, events and club and member behavior for the benefit of all MER clubs and members.
3. To achieve its purposes, MER activities include but are not necessarily limited to the following:
- a. Conduct the annual regional Schutzhund / VPG trial championship.
 - b. Assist and support MER clubs in training member dogs towards a Schutzhund / VPG, DPO or related degrees or titles (e.g., IPO) recognized by the World Union of Shepherd Dog Clubs (WUSV) as approved by the International Kennel Club Federation, known as the *Federation Cynologique Internationale* (FCI).
 - c. Assist and support MER clubs in conducting training events open to the public.
 - d. Promote Schutzhund / VPG and working dogs with youth and the community.
 - e. Support the training and use of working dogs of all types for search and rescue, law enforcement, customs and border patrol work, homeland security, military, guide dog work, scenting work and in other ways for which working dogs can be used for the benefit of the public.

Article III – Regional Officers

1. Regional Officer positions are:
 - a. Regional Director
 - b. Assistant Regional Director
 - c. Regional Breed Warden
 - d. Regional Secretary
 - e. Regional Treasurer
 - f. Regional Training Director

The positions of Assistant Regional Director, Secretary, and/or Treasurer may be combined if there is not enough interest within the region to fill the vacancies individually.

2. Term of Office: In accordance with the USA Constitution and Bylaws, regional officer positions are elected every two (2) years in odd numbered years:
3. Elected officers may resign from their positions, in writing, at any time.
4. Regional Director: The Regional Director is the regional representative for MER to the USA and, accordingly, is responsible for conducting the business of the MER including but not limited to:

- a. Represent the MER to the USA including but not limited to voting on matters before the USA as outlined in the USA Constitution and Guidelines, and USA's approved Regional Policy.
 - b. Assist in the development of new Schutzhund clubs in the region.
 - c. Approve and assure the processing of Event Authorization Forms.
 - d. Approve trial dates for all clubs in the region.
 - e. Forward requests for USA judges to the Director of Judges.
 - f. Coordinate the overall management and operation of MER activity.
 - g. Serve as or appoint the chair of any Ad Hoc Committee(s) that he or she may appoint.
 - h. Calling and chairing MER or other meetings, as required or needed.
 - i. Compiling and maintaining required and appropriate records.
 - j. Carrying out the general will of the voting membership.
 - k. Assuring adherence to USA Bylaws and MER Guidelines by clubs in the region; and, that MER is in good standing with USA.
 - l. Handling relations with external organizations other than USA.
 - m. Forwarding all Regional records to his/her successor.
 - n. Other duties as may be appropriate for the successful operation of the MER.
5. Assistant Regional Director: The Assistant Regional Director will assume the duties of the Regional Director should the Regional Director resign, become incapacitated or in his or her absence. If the Regional Director is unable to attend a meeting of either Board of Directors, the Assistant Regional Director may attend in his/her place and shall have a vote on either Board. This position may be held concurrently with the position of Regional Treasurer.
6. Regional Breed Warden: The Regional Breed Warden will assist the club chosen within their respective region to host the Regional Conformation Championship and Breed Survey and also serve as the Regional Show Chairperson. In addition, all Regional Breed Wardens will be required to attend and assist with the USA Sieger Show. Duties include, but may not be limited to:
- a. Promote the development of Breed Wardens and tattooers in his/her region.
 - b. Be responsible for supervising and training of local breed wardens.
 - c. Local Breed Wardens will report directly to the Regional Breed Warden.
 - d. Dispense and collect Breed paperwork and develop regional breeding statistics
 - e. Keep regional reports of all breeding activity in the region and present results and recommendations at the regional meetings.
 - f. Act as the Local Breed Warden when none is available.
7. Regional Secretary: The Regional Secretary is responsible for keeping agendas, minutes of meetings, maintaining and distributing up to date membership lists, publishing fliers, processing event authorization forms and generally documenting all MER activity. This position may be held concurrently with the position of Regional Treasurer.
8. Regional Treasurer: The Regional Treasurer will be held accountable for the Regional Treasury and disburse funds for training programs and other regional needs as defined in the Regional Policy. This position shall be responsible for training and other fees necessary for the operation of the MER, the development of an annual budget, paying bills, maintaining accurate records of all financial accounts and transactions, providing an annual written financial report to the MER, and providing other financial reports as necessary or directed by the Regional Director. This position may be held concurrently with the position of Assistant Regional Director and/or Secretary.
9. Regional Training Director: The Regional Training Director operates in accordance and compliance with USA Regional Policy promoting, in general, proper and safe training for trial and training helpers and handlers throughout the region; and, provides assistance and support to MER clubs as assigned by the Regional Director or as requested by a

club. Assistance and support includes activities outlined in USA Regional Policy as well as but not limited to the planning, management and execution of training activities, e.g., club training sessions, seminars, equipment acquisition, use and maintenance and any other similar training activity

Article IV – Membership, Voting and Elections, Regional Treasury

Section 1: Membership

1. Each Full Member and Affiliated Club registered with USA within the MER must send a current membership list to the Regional Director at the same time their USA dues are due and payable.
 - a. The Regional Director shall review the list against the list held by USA to assure accuracy and completeness.
2. All MER Full Member and Affiliated Clubs shall make an effort to volunteer their time to support the MER, including but not limited to participating in and supporting the production of MER events, enhancing the reputation of the MER and, in general, contributing to the development and success of the MER in any way.
3. All MER Full Member and Affiliated Clubs are expected to refrain from poor sportsmanship or other conduct which may be offensive to other MER clubs and members, the public or that may bring the MER into disrepute in any way.

Section 2: Voting and Elections

1. Full Member Clubs in good standing, i.e., are current with USA dues, the USA dues of all members of the club are current, the club is not under disciplinary action from USA, and are in compliance of all USA Bylaws, shall be entitled to one (1) vote at the Annual Regional Meeting or on other matters before the MER that require a vote of the membership.
2. Each Full Member Club in the MER shall notify the Regional Director in writing of their delegate and one (1) alternate to represent them at the Annual Regional Meeting fourteen (14) days prior to said meeting.
3. The Regional Director shall notify all Full Member Clubs of upcoming elections thirty (30) days prior to the date set for the Regional Meeting.
4. The election of Regional Director, Assistant Regional Director, Regional Breed Warden, Regional Training Director, Regional Secretary, and Regional Treasurer shall take place either at a scheduled and posted time during the Regional Championships or by mail.
5. Candidates elected shall assume the duties of their newly elected office immediately upon election.
6. Candidates for all Regional Officers positions may be nominated by a Delegate from a full member club in that particular region. All nominations must be seconded.
7. One need not be nominated to receive votes. "Write in" balloting is permitted.
8. Elections may be held at a regional meeting or by mail between the dates of January 1, prior to the annual meeting and 14 days prior to the annual meeting of the General Board of Directors, provided, all full member clubs in the region are notified in writing, not less than thirty (30) days

prior to said election. If this election is held, the USA Secretary shall be notified of the result within ten (10) days.

9. To be elected a candidate must receive a majority of the votes cast by all the full member clubs in good standing in the particular region.
10. Should there be a midterm vacancy of the Regional Breed Warden, Regional Training Director, Secretary, or Treasurer; the Regional Director will appoint a member from their region until an election can be held at the next Regional Meeting.
11. If the position of Assistant Regional Director becomes vacant for any reason an election to fill the office will be held within forty-five (45) days. A majority of the votes cast by full member clubs in good standing in that particular region is required to elect.

Section 3: Mail Ballot Procedures For Elections

- 1) Mail Ballot counting for elections need to be secret.
 - a) The announcement for a mail ballot election is to be made via the Regional Director by USPS mail, email and/or by fax, not less than thirty (30) days prior to the closing date of the election.
 - b) The announcement must state: the Mideast Region will conduct the 200-- officer elections per USA bylaws via USPS mail. All ballots must be returned to the Regional Secretary via USPS mail only with certified return receipt/confirmation of delivery and postmarked by no more than thirty (30) days after announcement. Faxed, or email ballots will not be allowed or recognized. Offices to be elected are Regional Director, Assistant Regional Director, Regional Secretary, Regional Breed Warden, Regional Training Director
 - c) Only official club delegates from full-member clubs will be permitted to vote in the election.
 - d) Club Contacts listed on the USA web site will be considered the official club delegate unless the Regional Director is notified otherwise.
 - e) Clubs may change contacts through the Regional Director via USPS mail, fax, or email.
 - f) Nominations and seconds to the nominations may only be made by the club delegates, and must be received by the Regional Secretary, via USPS mail, fax or email by no later than two weeks after the announcement is made.
 - g) All nominations must have a second, and write in balloting is permitted
 - h) A ballot listing the offices to be elected will be sent in a plain white inner envelope, an outer envelope will be addressed (SASE) to the Regional Secretary. Both these envelopes will be placed inside another envelope addressed to the club delegate. These ballots will be mailed to each club delegate in this form.
 - i) The ballot must be marked and returned to the Regional Secretary only.
 - j) The delegate will place the marked ballot inside the blank white envelope, seal it, and return this envelope inside the SASE that is addressed to the Regional Secretary.
 - k) The return address of the delegate must be added to the outside envelope (SASE) by the Regional Secretary so that the delegate's name may be checked against the list of delegates eligible to vote.
 - l) Ballots for elections need to be sent only by USPS mail, not by fax or by email and returned via confirmation of delivery and/or certified/return receipt.
 - m) Ballot committee must be impartial and committee of three.
 - n) When the committee meets to count votes, the members will open the outer envelope and check the delegate's name. This envelope will be destroyed. The blank white envelopes will

be placed in a pile. Only when all of the SASE are empty will the plain white envelopes be counted.

- o) The counted ballots must be retained by the Regional Secretary.

Section 4: Treasury

1. The MER shall establish a Regional Treasury.
2. The Regional Treasury shall be funded by charging Full Member Clubs dues or other fees at a rate and by dates indicated in Appendix A.
3. Regional Dues:
 - a. Regional dues are due annually for all USA Full Member Clubs. The amount will be determined by the General Board of USA. Regional dues will be assessed with each club's annual National dues and will be collected by the USA Office. The Treasurer of USA will be responsible for the appropriate distribution of regional funds to the Regional Treasurer.
 - b. Regional dues will be used for approved regional commitments. Regions may also have rules that establish other constructive uses for any excess regional funds, to meet the needs of their regions including educational programs. (See Art. IV, Sec. 3., 4.)
 - i. In return for their contribution of Regional Dues, each Full Member Club in good standing, i.e., is current with USA dues, the USA dues of all members of the club are current, and the club is not under disciplinary action from USA, shall be entitled to send two (2) members to any MER function at no charge with the exception of the Regional Championship and the Regional Conformation Show.
4. The Regional Treasury shall be used to fund expenses including but not necessarily limited to:
 - a. Regional Communications, e.g., website, newsletter, etc.
 - b. Regional Director's Administrative Expenses
 - c. Regional Seminars
 - d. Regional Awards Fund
 - e. Representation of the Regional Champion at the USA National Championship
 - f. Other MER expenses as deemed necessary by majority vote of MER Full member Clubs

Article V – Regional Ad Hoc Committees

The Regional Director may appoint MER members to serve on ad-hoc committees to address specific needs or concerns. Ad-hoc committees will be effective for a term determined by the Regional Director at the time the committee is formed or until it has accomplished its assigned task or objective to the Regional Director's satisfaction. The Regional Director may dissolve an ad-hoc committee at any time with no notification or discussion.

Article VI – Regional Competition

1. Compliance with USA Competition Bylaws, Rules and Regulations: The MER will comply with all competition bylaws, rules and regulations established by and in accordance with the USA.
2. The MER shall hold the following events:
 - a. Annual Regional Championship.
 - b. Annual Regional Conformation Event.
3. Rotational structure for MER events:
 - a. Rotational Order: Bids for all MER events shall be by geographical area conducted on the following rotational basis:
 - i. East
 - ii. South
 - iii. West
 - iv. North
 - b. Rotational Process:
 - i. In general, regional events should rotate within the region based upon the above geographical rotation.
 1. The bid shall first be offered to clubs from the east. If no clubs from the east accept, it will be offered to clubs from the south, etc.
 - ii. In general, no geographical area (east, south, west or north) should host a regional event for more than two (2) years in a row.
4. Helper Selection for MER Events:
 - a. Individuals who wish to serve as helpers at regional events must comply with all requirements of the USA Helper Program.
 - b. Helper selection for all MER events shall be by competitive tryout the day prior to the event.
 - c. All helpers trying out for a Mideast Regional Championship must be USA members, must be a member of a Mideast Regional Club, and must have a USA helper book.
Addition:
A panel of three out of the following four, consisting of the RD, Assistant RD, Regional Training Director, and Protection Judge, will select the helpers, based on the USA Helper Program. In the event that two or more of the panel members were entered in the trial or tried out, they would be replaced by a teaching helper from the region that was not competing or trying out.
 - d. The MER may choose to conduct a Helper Seminar in conjunction with the championship with the last day of the seminar to include a competitive tryout for the event.
 - i. Any helper candidate who meets all USA and MER requirements is allowed to participate in the competitive tryout regardless of whether or not they attended the Helper Seminar.
5. Fees for MER events are as indicated in Appendix A.

6. All classes shall be offered at the Regional Championship, i.e., SchH1, SchH2, SchH3, and handlers may participate in the event for the purpose of obtaining a new title if they so desire. An FH may be offered if the MER host club is able to accommodate the entries.

Article VII – Financial Management

1. Only the Regional Director is authorized to withdraw or direct the withdrawal of monies from any MER account for the sole purpose of conducting the business of the MER.
 - a. After determining that the monies are available, the Regional Director shall have the power to direct payment of expenses of up to five hundred dollars (\$500.00) per year. No additional expenses shall be incurred unless full justification is submitted to and approved by a majority of MER Full member Clubs
2. MER expenditures and account withdrawals will be properly and completely documented.
3. Any contracts, agreements, legal or financial obligations must be approved by the Regional Director. No individual MER officer, Member Club or other person may obligate or bind MER to any contract or agreement.

Article VIII – Annual Meeting

1. Annual Regional Meeting: MER will hold an annual regional meeting at the Regional Championship unless otherwise scheduled by the Regional Director. Election of Officers shall occur at the annual meeting in accordance with the provisions of the USA Bylaws and MER Guidelines.
2. All clubs will be notified in writing no less than thirty (30) days before the meeting is to take place.

Article IX – Use of the Region Name or Logo

1. MER Clubs or anyone else may not use the name of the Region or MER logo in a manner that may be misleading or bring the MER into disrepute.
2. Use of the MER name or logo in published materials or advertisements requires the prior written approval of the Regional Director.

Article X – Voting and Quorum

1. Each non-probationary, full member MER Club that qualifies to vote in accordance with the terms and conditions of these Guidelines shall have one (1) vote.
2. No official business shall be conducted without a quorum. A quorum shall be deemed to be present if 20% of all full member clubs in good standing and at least two (2) officers are present.

- a. Formula to Establish the Number Required for a Quorum: MER full member clubs in good standing divided by five (5) plus at least two (2) MER officers.
 - b. Club in Good Standing: A club is deemed to be in good standing if it is current with its USA dues, the USA dues of all members of the club are current, is not under disciplinary action from USA, and is in compliance with all USA Bylaws.
3. Voting may be at any duly called and authorized meeting of the MER, by e-ballot or as otherwise specified within these Guidelines.
- a. If by e-ballot, the Club Delegates will send their votes to the Regional Secretary.
 - b. A two week period for voting will be given.
 - c. Once e-ballot voting begins, the Regional Secretary must accept votes without comments or attempts to influence the delegates.
 - d. No more than one week after the voting deadline, the Regional Secretary will provide all club delegates with the official vote count, indicating how each club voted.

Article XI – Amendments to Guidelines

1. These Guidelines may only be amended by the voting membership of the MER. Amendments may be made at any time in accordance with this Article of the Guidelines.
2. Review Period: Amendments to the Guidelines, including modifications, additions or deletions, may only be considered when the intent to make the change(s) along with the amended language has been presented in writing in its entirety to the voting membership providing no less than thirty (30) days to consider the changes and/or offer further additions, deletions or modifications specific to the respective article originally offered as an amendment.
 - a. During the thirty day (30) time period the amendment is presented for consideration, the voting membership may offer any additions, deletions or modifications as articulated above.
3. At the end of the single thirty day period, the Regional Director shall offer the amendment to the MER voting member clubs for a vote as originally submitted or as modified as a result of feedback received during the thirty (30) day review period. A two week period for voting will be given. The amendment will successfully pass with a two-thirds (2/3) Yes vote of MER voting member clubs in good standing, i.e., are current with USA dues, the USA dues of all club members are current, is not under disciplinary action from USA, and is in compliance with USA Bylaws.
 - a. Voting may be at any duly called and authorized meeting of the MER or by e-ballot.
 - b. If by e-ballot, the Club Delegates will send their votes to the Regional Secretary.
 - c. Once e-ballot voting begins, the Regional Secretary must accept votes without comments or attempts to influence the delegates.
 - d. No more than one week after the voting deadline, the Regional Secretary will provide all club delegates with the official vote count, indicating how each club voted.

END

APPENDICES

- A. Dues and Fees**
- B. Abbreviations**
- C. Receipt of By-Laws Form**

Appendix A - Dues and Fees

TYPE OF FEE	FEE	NOTATIONS
Entry Fee – Regional Working Trial Events	\$ 75.00	Increased from \$50.00 in 2000.
Entry Fee – Regional Conformation Events	Not to exceed \$ 100.00	Each hosting club is permitted to set entry fees in accordance to usual customary fees.
Regional Championship Host Club Contribution	\$200.00	
Regional Championship Stadium Contribution	\$500.00	Issued when a contract is signed between the host club and the stadium. (2002)
Regional Club Dues	\$50.00	Will be collected by the USA office from each club at the same time as their National dues are collected and then will be distributed back to the Regional Treasurer.

Appendix B - Abbreviations

- **AWDF – American Working Dog Federation** – Formed in 1989, the AWDF is organized to preserve and protect the working heritage of the individual working breeds. Its goal is to become affiliated with the FCI and to have its working titles recorded and recognized around the world. USA is a founding member of the AWDF.
- **DPO – Diensthundes Polizei Organisation – Service Dog for the Police Organization.** The DPO establishes criteria for certification of police dogs as authorized by the IDM and recognized by USA and the SV.
- **FCI – Federation Cynologique Internationale – International Kennel Club Federation.** FCI is the umbrella organization for most of the kennel clubs throughout the world with the notable exception of the AKC.
- **GSD – German Shepherd Dog** – Common abbreviation for the breed.
- **GSSCC – German Shepherd Schutzhund Club of Canada** – GSSCC is a non-profit Canadian corporation. Its goal is the promotion of the German Shepherd Dog by improving the dog's structure and temperament and upholding the standards of the GSD as approved by the WUSV (World Union of Shepherd Dog Clubs).
- **IDM – Internationale Diensthundesmeisterschaft** – The name for the International Police Dog Championship.
- **SV – Verein für Deutsche Schäferhunde – Club for the German Shepherd Dog.** Based in Germany, the SV is the original GSD breed club and breed registry. It is the largest breed-specific registry in the world. An active organization, in addition to providing a breed registry the SV promotes working dog titles (SchH) and sanctions conformation shows and breed surveys (koerungs).
- **USA – United Schutzhund Clubs of America** – USA is a non-profit American organization with the objective of preserving the German Shepherd Dog in accordance with the breed standard as a working dog. USA, a founding member of the American Working Dog Federation (AWDF), is the sanctioning organization of **SMSPC**.
- **VDH – Verband für das Deutsche Hundewesen – Dog Society of Germany.** The VDH is the "national", "parent" or "main" dog club of Germany. It is a member and bound by the rules of the FCI, an international organization. The SV is a member of the VDH.
- **VPG – Vielseitigkeitsprüfung für Gebrauchshunde – Versatility Test for the Working Dog.** The new terminology which will replace Schutzhund (i.e., Protection Dog) and provide the rules and regulations governing working dog trials as approved by the FCI.
- **WPO – W-Polizeidiensthundemeisterschaft Organisation – Police Service Dog Championship Organization.** The name of the world police service dog championship and organization as authorized by the IDM and recognized by USA and the SV.
- **WUSV – Weltunion der Schäferhundvereine – World Union of Shepherd Dog Clubs.** The WUSV is the international breed umbrella for GSD breed clubs. Established to bring all GSD clubs closer together, worldwide, it is the author of the GSD international breed standard for the FCI. Representing more than 60 countries, the WUSV is allied to the FCI through membership in the FCI club, the German VDH. USA has a dotted line connection to the FCI and a direct connection to the WUSV.

Appendix C - Receipt of Guidelines Form

Mideastern Region – United Schutzhund Clubs of America

ACKNOWLEDGEMENT OF RECEIPT OF GUIDELINES

I acknowledge that I have received a copy of the Guidelines of the Mideastern Region of the United Schutzhund Clubs of America and agree to know and abide by their content.

Signature: _____

Printed Name: _____

Date: _____