



## **RULES OF PROCEDURE**

Valid version September 2016

1. The International Hovawart Federation (IHF) is an association of Hovawart Clubs for the purpose of:
  - 1.1 Support of contact and cooperation between the Hovawart Clubs and exchange of experiences
  - 1.2 exchange of breeding data
  - 1.3 Joint events
  - 1.4 Support of the cooperation in all breeding aspects, such as the standard.

The rights and obligations of members within their national associations are not affected, but it is an attempt to represent common interests in the same direction. Therefore the IHF members will submit the IHF decisions and recommendations to their board for approval.

2. The federation is named

### **International Hovawart Federation (IHF)**

IHF is seated at the headquarter of the Rassezuchtverein für Hovawart-Hunde e.V. in Germany.

3. All associations or Hovawart Clubs, whose national umbrella federations are member of FCI / or FCI associated are recognized to become member of the IHF. Teams or clubs from countries, which do not allow a membership in a foreign club or federation may be admitted as an associate member with voting rights in the IHF.
4. For admission to IHF the following procedure is provided:
  - 4.1 Associations and clubs who want to join IHF, have to send a written application for „provisional membership“ to the General Secretary. The application must contain the confirmation, that the requirements of Sec. 3. are fulfilled and that they recognize IHF's rules of procedure.
  - 4.2 Those clubs and associations that both wish to apply for IHF membership and that come from countries that are already represented in the IHF must meet the following additional requirements:

The application must contain the confirmation that the requirements of sec. 3. are fulfilled; That the club has a minimum of 100 full members; Has existed a minimum 5 years; And recognizes IHF's rules of procedure.
  - 4.3 The application must include:
    - The valid statute of the association / club with a list of members of the board of the applicant
    - The valid breeding regulations
    - The notification of the number of members

- The latest studbook including the register; in case that no breeding records are kept, the following breeding documents have to be submitted:
    - \* Official breeder list and kennel names
    - \* A list of dogs to be used for breeding (males and females with pedigree and hip evaluation result)
- All documents must be submitted in German or English.
- 4.4 The admission as a “provisional member” will be decided by the meeting in open or written vote with at least 2/3 majority of votes; invalid votes and abstentions are not considered.
  - 4.5 The “provisional membership” generally lasts for 2 years. For applicants from countries in which one or more clubs are already IHF member the “provisional membership” lasts for 4 years.
  - 4.6 The provisional member has no voting right and no vote for election, but beside that, all rights and obligations of an ordinary member.
  - 4.7 The “provisional membership“ expires if the application for a full membership is not made at the latest within 3 months of the end of the “provisional membership”.
  - 4.8 The admission as a “full member” is decided by written or oral vote. A membership application is accepted, when the meeting agrees to an admission by simple majority of the votes.
  - 4.9 The board of a member club will be recognized, when the minutes of their meeting, including the voting results have been forwarded.
5. The IHF is headed by a board consisting of the President and two Vice Presidents. President is the President of the Rassezuchtverein für Hovawart-Hunde e.V. Germany. The Vice Presidents are elected from the delegates of the meeting for a period of 4 years. A secret ballot is required only at the request of one or more electors.
  6. The IHF General Secretary is responsible for administrative matters and is nominated by the President of the IHF. For the care of possible future IHF members, the presidium can brief single persons, who are familiar with the special situations in these countries.
  7. Meetings are convened by the President case by case basis, at least once every two years, or if 1/3 of the members request the convening of a meeting (in writing). The Meeting can only deal with applications that are listed in the agenda. All applications of the members that have been received (in writing) by the President or the General Secretary, at least eight weeks before meeting, including a detailed explanation, have to be put on the agenda. The meeting is held in German. Correspondence is possible also in English. Each country has one vote. In case two clubs from one country do not agree in polls, the opinion of the oldest member club (Patronatsverein) decides.
    - 7.1 Votes are decided by a simple majority, unless otherwise specified. Abstentions are not taken into account. In a tie, the vote of the President / or his representative decides.
    - 7.2 The minutes shall be deemed approved if no written objection has been sent to the IHF General Secretary within two months after receipt of the minutes. Requests for amendments are to be sent to all countries and approved at the next IHF meeting.

8. Besides the meeting, the presidium can run written agreements with a deadline for comments of six weeks. The voting has to be recorded and sent to the members.
9. The Commission for breeding issues is responsible for all relevant topics concerning breeding.  
Chairman of this Breeding Commission, which is affiliated to the IHF conference, is one of the two Vice-Presidents for a period of two years. The Chairman is also responsible for the minutes.
10. To cover the costs, it is necessary to charge a fee. It is 0.40 Euro per year for each individual member of a member association or club. The payment must be made - in connection to the announcement of the number of members - by 31<sup>st</sup> of March yearly by bank transfer to the IHF bank account.
  - 10.1 Each participant pays his own travelling expenses and costs of stay.
  - 10.2 The fee is used to pay the running costs. Surplus funds remain on the account to be used for special needs. In such cases, the general meeting decides about the use of money.
  - 10.3 The audit is always carried out by persons from the host member at the respective place of the IHF meeting.
11. Termination of membership
  - 11.1 Any withdrawal can be declared – in writing - with a period of three months to the 31.12. of each year.
  - 11.2 A member can be deleted due to defaulting contributions of more than two years, despite two reminders (2). The meeting decides about such deletion by simple majority of the votes.
  - 11.3 A member can be excluded due to serious offenses which damage the reputation of IHF or because of serious violations of the rules of procedure. The meeting decides about such an exclusion by simple majority of the votes.
12. A member who did not provide any data for more than two years, even after special prompt and without particular reason, will not receive any further breeding data from IHF.
13. These rules of procedure replace those of 2013. All further decisions of the meeting concerning the rules of procedure have been added.

Gummersbach, 2016 President of the IHF: Peter Thome