



**Miniature American Shepherd Club of the USA, Inc.**  
 P.O. Box 130, Philpot, KY 42366  
 e-mail: [board@mascusa.org](mailto:board@mascusa.org) web: [www.mascusa.org](http://www.mascusa.org)

## Complaint Form

**Resolve problems yourself without a formal complaint whenever possible. Failing that, use this form to bring a complaint before the MASCUSA Board under the MASCUSA Dispute Rules. This is a formal procedure. You must read and follow the MASCUSA Dispute Rules. You must be a member of MASCUSA to file a complaint.**

<b>Complainant Name</b>		<b>Membership Number</b>	
<b>Complainant Email</b>		<b>Complainant Phone No.</b>	
<b>Complainant Address</b>			
<b>Name(s) of parties about whom you are complaining.</b>			
<b>Address of parties about whom you are complaining (if known). If address is unknown, list the state in which they live.</b>			
<b>Date of event giving rise to this complaint:</b>	<b>Date you first learned of the event:</b>		

**This complaint is regarding (please check all that are applicable):**

- DNA – if you are questioning the parentage of a dog or a litter.
- Health Issues – if you are questioning the health or genetic problems of a dog you purchased.
- Code of Ethics violations.
- Other (please specify): \_\_\_\_\_

**Attach all correspondence and documentation that is relevant. Any narrative provided must be typed.**

**Incomplete forms will not be accepted. Once you have all your documents completed and ready to send, scan them and send to [board@mascusa.org](mailto:board@mascusa.org).**

**If the board determines they will entertain jurisdiction, you will be invoiced for the \$250 deposit. This deposit will be refunded if the charges are sustained.**

**Third party complaints will not be accepted and should not be made part of any complaint being filed.**

*By my signature below I certify that I have attempted to resolve this dispute informally and have attached all correspondence or documents supporting my complaint and my attempts at resolution. I hereby certify that the statements given above and in attachments are true and correct.*

\_\_\_\_\_  
**Signature of Complainant** \_\_\_\_\_ **Date**

## **Dispute Rules**

**Charges.** Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the club or the breed. Written charges with specifications must be filed with the Secretary together with a deposit of \$250, which shall be forfeited if such charges are not sustained by the board or a committee following a hearing. The Secretary shall promptly send a copy of the charges to each member of the board or present them at a board meeting, and the board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club or the breed. If the board considers that the charges do not allege conduct which would be prejudicial to the best interests of the club or of the breed, it may refuse to entertain jurisdiction. If the board entertains jurisdiction of the charges, it shall fix a date of a hearing by the board or a committee of not less than three members of the board, not less than six weeks nor more than twelve weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified mail (return receipt requested) and shall send to both the complainant and the accused member the notice of the hearing stating that each party is required to appear and may bring witnesses, limited to not more than three witnesses each.

**Board Hearing.** The board or board committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. If the defendant fails to attend the hearing at the appointed time as directed, the hearing shall proceed without him. However, if the complainant, unless excused by the Board, fails to attend at the appointed time as directed, the charges against the defendant will be dropped and the complainant will forfeit his deposit. After hearing all the evidence and testimony presented by complainant and defendant, the board or board committee may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the club for a specified period. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. Immediately after the board or board committee has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

**Dispute Rules approved by the MASCUSA Board of Directors 4/28/14.**