

Monroe Valley Dog Training Club Constitution and Bylaws



Constitution

Article I: Club Name. The name of the Club is Monroe Valley Dog Training Club. Hereafter it will be referred to as the Club.

Article II: Club Purposes. The Club is formed for the following specific purposes:

- a. For the exclusive benefit and pleasure of its members.
- b. To bring together people mutually interested in the training of their dogs.
- c. To encourage the dissemination of information covering dog training.
- d. To promote the loving relationship between dog and handler through dog training.
- e. For the enjoyment of the sport of dog training, and the exhibition of trained dogs.

Article III: Club Affiliation. The Monroe Valley Dog Training Club is officially associated with the United Kennel Club, Inc.

Article IV: Purpose of Club Funds. The Club shall not have capital stock or issue shares. The Club shall be not-for-profit. No part of the net income or assets of the Club shall be used to the benefit of any officer or member thereof, or to the benefit of any private person or business.

Article IV. Rules For Licensed Events. All licensed events sponsored by The Club will be run in accordance with the rules, policies, and procedures of the United Kennel Club.

Article V. Revisions. The members of The Club shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.





Bylaws

Article II: Membership.

Section 1: Eligibility. Members are persons sixteen years of age and older who have applied for membership and have been accepted and have met all other requirements herein stated. There shall be four types of membership open to any person who subscribes to the purposes and objectives of the club and must be in good standing with the United Kennel Club. An individual known to fraudulently register dogs in any manner which would alter in any way the dog's true bloodline, date of birth, UKC number or any other vital statistic, or engage in any way in the practice of selling, giving away, trading or breeding a dog knowing its registration to be fraudulent and not entirely true to that animal will be banned from all Club events and Club membership with no reinstatement at any time. This information will also be made known to the United Kennel Club. Membership is personal and non-transferable. The size of the membership of the Club is not limited to any number.

Section 2: Types of membership.

Section 2.1. Voting member. Open to persons sixteen years of age and older. Voting member are entitled to one vote and are eligible to hold office in the Club. Voting members are expected to attend at least one meeting per year, and serve on a club Committee.

Section 2.2. Associate member. Associate members are those who wish to be a member of the Club but are unable to participate on a regular basis. Associate members shall not be entitled to vote or eligible to hold office, nor shall be eligible for annual trophies or awards offered by or through the club.

Section 2.3 Charter member. Voting members who attended the meeting when the original Constitution and By-Laws were read, adopted, signed and application made for membership as a recognized organization under the United Kennel Club, Inc.

Section 2.4. Honorary member. A privilege bestowed by The Board upon an individual who has made a significant contribution to The Club. The Board of Directors may elect to honorary membership any member in good standing or any non-member who meets the eligibility requirements for membership. An affirmative vote of 2/3 of the Directors present at a meeting of the Board, or 2/3 of the entire Board voting by mail shall be required to elect an honorary member. Honorary members shall be exempt from dues. No honorary members may vote unless he/she was a member in good standing of The Club at the time he/she was elected to honorary membership.

Section 3: Annual Dues.

Section 3.1. Amount. Annual dues are determined and published by the Board.

Section 3.2. Payment of dues. Dues are due and payable once per year on or before January first. However, if a member is accepted after October first, the payment will constitute the dues for the following year. Charter Members and Honorary Members do not pay dues.

Section 3.3. Dues statement. Prior to November 30th of each year, the Treasurer shall send to each member a statement of dues for the ensuing year, via either a separate mailing, or included in the Club Newsletter Mailing.

Section 3.4. Nonpayment of dues. No member may vote whose dues are not paid for the current year. A thirty (30) day extension of membership with loss of voting privileges is granted during which time dues can be paid to regain member status. After the thirty (30) day extension, a person must reapply for membership.

Section 4: Application for membership.

Section 4.1. Submitting the application. Each applicant for membership in The Club shall apply on a Board-approved Application for Membership, which shall provide that the applicant agrees to abide by the Constitution, Bylaws and the rules and regulations of the United Kennel Club. The prospective member shall submit the completed application and dues payment for the current year to the Secretary. The original will remain on file in the permanent club archives.

Section 4.2. Sponsors. Each application for membership shall be endorsed by two (2) voting members in good standing.

Section 4.3. Publication of applicants' names in newsletter. The name and address of each applicant, the names of each applicant's sponsors, and a deadline for submitting comments shall be printed in the first Club newsletter published after submission of the application. Comments regarding the applicant must be submitted to the Club Secretary, in writing, by a member in good standing of the Club. The deadline for comments shall be 30 days after the publication date of the newsletter. The Club Secretary shall provide all comments to the Board of Directors at the first Board meeting after the deadline for comments, at which time the board will vote on the application.

Section 5. Election To Membership. Applicants may be elected by secret ballot at the next meeting of the Board of Directors or by secret vote of the Directors by mail, except that no mail vote may be initiated until each Board member has received a copy of all comments on the application from the Secretary. Affirmative votes of a majority of the Directors present at a meeting of the Board or of the entire Board voting by mail shall be required to elect an applicant. If the applicant is accepted, the Secretary shall notify him or her within thirty days of his or her membership acceptance.

Section 6. Rejected Applications. The sponsor of any applicant whose membership application is rejected by the Board may personally present the application at the next meeting of The Club. The Club membership may elect such applicant by secret ballot and a favorable vote of 75 percent of the members present, in good standing, and voting. If, however, the application is rejected by the membership, the Secretary shall notify the applicant, in writing, within thirty days.

Section 7: Termination. Termination of Membership: membership may be terminated by:

Section 7.1. Resignation. Any member in good standing may resign from the Club upon written notice to the Secretary.

Section 7.2. Lapsing. A membership will be considered lapsed if such member's dues remain unpaid for thirty (30) days after their due date. A thirty (30) day extension of membership with loss of voting privileges is granted during which time dues can be paid to regain member status. After the thirty (30) day extension, a person must reapply for membership.

Section 7.3. Suspension. Any member who is suspended or barred from the privileges of the United Kennel Club is automatically suspended or barred from the privileges of membership in The Club for the same period of time.

Section 7.4. Expulsion. Membership may be terminated by expulsion as provided for in Article XI of these Bylaws.

Article II. Club Year.

Section 1. Fiscal Year. The Club's fiscal year shall begin on the 1st day of January and end on the last day of December.

Section 2. Official Year. The Club's official year shall begin immediately at the conclusion of the election meeting and shall continue through the election at the next meeting.

Article III. Meetings.

Section 1: Regular Meetings. Regular meetings of the Club shall be held monthly. The meeting place will be selected by the Board, and the Club will be notified by means of the Club Newsletter.

Section 2. Annual Election Meeting. The Annual Election Meeting of The Club shall be held in the month of November at such time and place as may be designated by the Board of Directors. Written notice of the time, place and location of this meeting shall be printed in the newsletter of The Club and shall be mailed not later than 15 days prior to the meeting. The quorum for this and all other Club membership meetings shall be one fourth (1/4) of the voting members in good standing.

Section 3. Special Club Meetings. Special meetings may be called by the President or by a majority vote of the members of the Board of Directors who are present and voting at any meeting of the Board or who vote by mail, and shall be called by the Secretary upon receipt of a petition signed by 10 percent of the members of The Club who are in good standing. Such special meetings shall be held at a place, date and hour as may be designated by the person or persons authorized herein to call such a meeting. Written notice of such a meeting shall be mailed by the Secretary at least fifteen (15) days and not more than thirty (30) days prior to the date of the meeting, and said notice shall state the purpose of the meeting and no other Club business may be transacted thereat. The quorum for such a meeting shall be one fourth (1/4) of the members in good standing.

Section 4. Board meetings. The first meeting of the Board shall be held immediately following the annual Club meeting and election. Meetings of The Club Board of Directors shall be held at such times and places as the Board of Directors shall from time to time determine by resolution of the Board of Directors. Written notice of each such meeting shall be mailed by the Secretary

at least 15 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

Section 4.1. Board Meeting Attendees. Non-board members shall not be allowed to attend Board meetings unless requested by the Board or having received permission to attend as a guest of a Board Member, or to report to the Board on an issue of interest to the Board, and having received permission from the Board to do so.

Section 5. Special Board meetings. Special meetings of the Board may be called by The Club President, Vice President, or by the Secretary upon receipt of a written request signed by at least three members of the Board. Special meetings may also be called by written petition, submitted to the Secretary, of one fourth (1/4) of The Club membership, to hear and rule on a club problem. Such special meeting shall be held at such time and place as may be designated by the person authorized to call such meeting. The Secretary shall mail written notice of such meeting at least 30 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. The quorum for such a meeting shall be a majority of the Board.

Section 6. Voting. Each voting club member in good standing whose dues are paid for the current year shall be entitled to vote at any meeting at which the member is present or by ballot. Proxy voting shall not be permitted.

Section 6.1. Quorum. Without a quorum, no business can be transacted.

- a. **Regular, Annual and Special meetings.** A quorum for a regular meeting is one fourth (1/4) of the voting members or a majority of the Board of Directors.
- b. **Board of Directors meetings.** A quorum for a Board of Directors meeting is a majority of The Board.

Article IV. Directors and Officers.

Section 1. Board of Directors. The Board of Directors shall be seven (7) in number. The Board shall consist of the Club officers, the previous President and two (2) Members at Large, all of whom shall be members in good standing and all of whom shall be elected as provided in Article V and shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the Board of Directors. All records and permanent club archives shall be kept at a place designated by The Board.

Section 2. Term of Office. The Officers of the Club shall serve for one year or until their successors are elected. All Officers, including Members At Large, shall be limited to three consecutive terms of office. No person may hold more than one office per term. The Members at Large shall be elected for two-year terms.

Section 3. Officers. The Club's Officers, consisting of the President, Vice-President, Treasurer and Secretary shall serve in their respective capacities both with regard to the Club and its meetings and the board and its meetings. All Officers must be in good standing with the United Kennel Club.

Section 3.1. President. The President of The Club will be Chairman of the Board. The President of The Club shall preside at all regular meetings of the Club and Board

meetings and shall have the duties and powers normally pertinent to the office he or she holds.

Section 3.2: Vice President. The Vice President will also oversee all Committees and shall serve as Parliamentarian. The Vice President shall assume the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.

Section 3.3: Secretary. The Secretary shall keep a written record of all meetings of the Club and the Board and of all matters of which a record may be ordered by the Club or the Board, as prescribed in the Constitution and By-Laws and directed by the Board and general membership including but not limited to:

- a. Notifying members of meetings and events;
- b. Notifying new members of their election to membership within thirty days of their acceptance;
- c. Notifying membership applicants of a rejection of their membership by the board and membership body within thirty days of the rejection vote;
- d. Keeping a roll of the members of the club with their addresses, phone numbers, and e-mail;
- e. Accepting membership applications;
- f. Preparing, printing, official Club ballots;

Section 3.3: Treasurer's Duties. The Treasurer shall collect and receive all money due, as belonging to The Club. The Treasurer shall deposit the same in a bank satisfactory to the Board in the name of the Club. The Treasurer is responsible for maintaining club bank accounts and keeping records of all income and expenditures. The Treasurer's books shall be open at all times to inspection by the Board, and shall be subject to an annual audit by a committee appointed by the Board. All checks written by the Club shall have the signature of the Treasurer. The checkbook shall remain with the Treasurer. A cash-on-hand account of fifty dollars (\$50) can remain with the Treasurer but it is totally accountable by him or her. The Treasurer shall report upon the condition of The Club's expenses at all regular meetings or as directed by any member of The Board; and shall submit a written monthly report to the Newsletter Editor, for publication.

Article V. Elections.

Section 1: Annual Election. The election of Officers and directors shall be conducted by secret written ballot at the Annual Meeting.

Section 2. Nominations. No person may be a candidate for an office or board position who has not been nominated. Nominations cannot be made at the annual meeting or in any manner other than as provided in this section.

Section 2.1. Nominating Committee. A Nominating Committee consisting of three members, all members in good standing, shall be appointed by the Board at the meeting two months prior to the Annual Meeting. The Board shall name one member of the committee to serve as Chairperson, who shall be responsible for setting times and dates for Committee meetings and for reporting results to the club Secretary. The Nominating Committee may conduct its business in person or by use of mail, fax, telephone or

electronic communication, provided that all decisions must be confirmed in writing to all members of the Committee within 10 days.

Section 2.2. Tally Committee. At the same time it selects a Nominating Committee, or immediately before submitting a proposed amendment to the Constitution or Bylaws to the Secretary, the Board of Directors shall select three Club members, living within reasonable driving distance of one another, to serve as the Tally Committee, in the event that it becomes necessary to hold an election or vote on a proposed amendment to the Constitution and Bylaws, and count ballots. The board shall name one member of this committee as Chairperson, who shall receive all mail-in ballots and who shall report the results of the election to The Club Secretary.

Section 2.3. Candidates. The Nominating Committee shall nominate among the eligible members of the Club one candidate for each office and for each other position on the Board of Directors and shall procure acceptance of each nominee. The Committee shall announce its slate at the nomination meeting, held in the month prior to the Annual Meeting. No person shall be nominated for more than one position.

Section 2.4. Additional Nominations. Additional nominations of eligible members may be made at the October meeting. Written or verbal acceptance of the nomination for each additional nominee is required at the October meeting. The Committee shall announce its slate of candidates to the Secretary not later than two weeks prior to the Annual Meeting.

- a. If no valid additional nominations are made at the nomination meeting, the Nominating Committee's slate of candidates shall be declared elected at the time of the annual meeting and no balloting will be required.
- b. If one or more valid nominations are made at the nomination meeting, the Secretary shall prepare for each member in good standing a ballot listing in alphabetical order all of the nominees for each position.

Section 2.5. Counting The Ballots. Ballots shall be distributed and returned at the November meeting. The Chairperson of the Tally Committee shall count the ballots. The Chairperson shall report the election results to the Club Secretary. All ballots and the envelopes in which they were received shall be given to the Secretary who shall keep them for one year as part of the Club's official records.

Section 2.6. Election Results. Election results will be announced by the Secretary at the November meeting of the Club.

Section 2.7. Change of Officers and Board Members. The newly-elected Officers and board members shall take office at the conclusion of the annual meeting at which they were elected. Each retiring Officer and board member shall turn over to his/her successor in office all properties and records relating to that office within 30 days after the election.

Article VI. Contracts, Loans, Checks, Club Property.

Section 1. Contracts. The Board may authorize any Officer, agent or employee to enter into any contract or execute and deliver any instrument in the name of and on behalf of The Club.

Section 2. Loans. No loan shall be contracted on behalf of The Club, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of The Club shall be signed by The Club Treasurer, or such agent or employee of The Club and in such a manner as shall from time to time be determined by the board.

Section 4: Club Property. All club property shall be kept in a place designated by the Board.

Article VII. Committees.

Section 1. Appointing Committees. The Board shall each year appoint such standing committees as needed to advance the operation of The Club or to aid the board on particular projects. Such committees shall always be subject to the final authority of the Board.

Section 1.1. Standing Committees. A Chairman for each Standing Committee will be appointed by The Board annually. The Standing Committees shall include:

- Trial Committee
- Membership Committee
- Hospitality Committee
- Education Committee
- Special Events Committee
- Budget Committee

Section 2. Committee Report. Committee Chairmen will report to the general membership at meetings. Approval of all action must be made by the voting membership, per the voting procedures outlined in this document, or The Board when a vote at a meeting cannot be taken in a timely manner.

Section 3. Terminating Committee Appointments. Any committee appointment may be terminated by majority vote of the full membership of the board upon full written notice to the appointee, and the board may appoint successors to those persons whose service has been terminated.

Article VIII: Discipline.

Section 1: United Kennel Club (U.K.C.) Suspension. Any member suspended from privileges of the United Kennel Club, Inc. automatically shall be suspended from the privileges of the Monroe Valley Dog Training Club for a like period.

Section 2: Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the dog fancy. Written charges with specifications must be filed with the Secretary, or a Board Member if against the Secretary, with a deposit of fifty dollars (\$50), which shall be forfeited if the charges are not sustained. 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 prejudicial conduct, the Board may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the respondent may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3. Board Hearing. The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and respondent shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and respondent, the Board may by a majority vote of those present suspend the respondent from all privileges of The Club for not more than six months from the date of the hearing. If the Board deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the respondent's right to appear before his fellow members at the ensuing Club meeting which considers the board's recommendation. Immediately after the board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify, in writing, both the complainant and the respondent, as well as the Club Membership.

Section 4. Expulsion. Expulsion of a member from The Club may be accomplished only at any meeting of the club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. The respondent shall have the privilege of appearing on his or her own behalf, though no evidence shall be taken to this meeting. The President shall read the charges, and the findings and recommendations, and shall invite the respondent, if present, to speak on his/her own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall stand.

Section 5: Impeachment. Impeachment from office of an officer or Board Member can be petitioned for by one-fourth (1/4) of the voting membership and presented to the Secretary, or if against the Secretary, to a member of The Board. A formal impeachment ballot will be drawn up and sent to the voting membership, and a three-fourths (3/4) vote in favor of impeachment is required.

Article VIII: Amendments to the By-Laws and Constitution.

Section 1: Proposal, Review, Revision and Voting. The Board shall, in regular session, review the Bylaws of The Club once per year, and shall amend the Bylaws as necessary. Any amended set of the Bylaws shall be presented to the general membership at the following general membership meeting, at which time the voting membership may vote to overturn the amended set of Bylaws in total (requiring a three-fourths [3/4] vote of The Club membership) or vote to accept the amended set of Bylaws (by a majority vote of the membership). If the amended set of the Bylaws is overturned by the voting membership, they shall be returned to The Board for further consideration, after which the above procedure shall be repeated until the membership approves the amended set of Bylaws. In no case shall the voting membership be asked to or allowed to vote on any single amendment to the Bylaws, as this is the responsibility of The Board.

Section 2: Membership Submittal of Amendments. The voting membership may submit an amendment to the By-Laws by three-fourths (3/4) vote of the voting membership, to the Board for its consideration. If the Board votes to accept the amendment, the new revised set of the Bylaws will be presented to the voting membership for approval, as set forth above.

Section 3: United Kennel Club (U.K.C.) Approval. No amendment to the constitution and bylaws that is adopted by The Club shall become effective until it has been approved by U.K.C.

Article IX. Club Newsletter.

Section 1. Editor. The Editor is appointed by the Board of Directors.

Section 2: Publishing Frequency. The Editor is responsible for publishing and mailing the monthly Club Newsletter to all current members.

Section 3. Contents. The Newsletter shall contain the date, time, and location of the meeting for the following month; and the date, time and location for any special meetings or other club events. It shall also contain monthly Treasurer reports, outlining the Club income and expenditures for the previous month. It shall contain a financial summary for each trial and special event held by the Club. It shall contain the Secretary's Minutes from the previous meeting. The newsletter should contain monthly reports from all committee chairmen. It may also contain any additional information of interest to general club membership, as determined by the Editor.

Article X. Dissolution. The Club can be dissolved at any time by the consent of not less than three-fourths (3/4) of the voting membership. In the event of such voluntary dissolution of the Club, the officers will take those necessary steps to see that the Club is dissolved in the manner provided by the law. In the event of dissolution of the Club for any reason, the property remaining after payment of all debts of the Club shall be given to a charitable organization for the benefit of dogs, as selected by the Board.

Article XI. Order of Business.

Section 1: Order of Business for General Meetings. The order of business at all meetings shall be as follows so far as the nature of the meeting shall permit:

- Introductions, announcements of member applications, and welcome of new members
- Minutes of last meeting
- Report of the President
- Report of the Treasurer
- Reports from Standing Committees
- Reports from Special Committees
- Election of Officers and Board (Annual meeting)
- Unfinished business
- New business
- For the Good of the Order
- Brag
- Adjournment

Section 2. Board Meetings. At meetings of the board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Reading of minutes of last meeting
Report of Secretary
Report of Treasurer
Reports of committees
Unfinished business
Election of new members
New business
Adjournment

Article XII. Parliamentary Authority. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern The Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order The Club may adopt.

Article XIII. Certification.

Section 1. Original Certification. The original Constitution and Bylaws of the club of the Monroe Valley Dog Training Club, Inc. were adopted by its Board of Directors as of February 1987.

Robert McSwain, President
Lila McSwain, Vice-President
Alexandria Genard, Treasurer
Karyn Marshall, Secretary

Section 2. Revision. The Constitution and Bylaws of the club were revised July 1997.

Terrie Sato, President
Leslie Walton, Vice-President
Bernice Giles, Treasurer
Pam Overstreet, Secretary

Section 3. Revision. We hereby certify that the foregoing Constitution and Bylaws, consisting of 11 pages, including this page, constitute the Constitution and Bylaws of the Club, duly adopted by its Membership at a meeting properly noticed and held, and at which a quorum was present on the 13th of September 2003.

Kathy Brown, President

Date

Michelle Olsen, Vice-President

Date

Tera Jones, Secretary

Date

Chrisse Langley, Treasurer

Date