

TRI CITIES DOG TRAINING CLUB

OF

SAGINAW BAY

CONSTITUTION AND BY-LAWS

REVISED JANUARY 2001

CONSTITUTION

ARTICLE I

NAME AND OBJECTS

Section 1. The name of the club shall be Tri Cities Dog Training Club of Saginaw Bay, Inc.

Section 2. The objects of the club shall be:

- a. To promote the training of pure bred dogs:
- b. Dissemination of knowledge regarding obedience training
- c. To conduct classes for the training of dogs and their handlers
- d. To encourage and cooperate with individuals and other groups with similar purposes
- e. To hold and support obedience trails, tracking tests, exhibitions, and matches under the rules of the American Kennel Club
- f. To promote cooperation and good sportsmanship among its members in the training and exhibition of dogs
- g. To educate the citizens of the Tri City area to the advantages of owning a well-behaved, properly adjusted, purebred dog and to make every attempt to rehabilitate dogs with behavior problems

Section 3. The Club shall not be conducted or operated for profit and no part of any profits or remainder of residual from dues or donations to the club shall insure to the benefit of any member or individual.

Section 4. The members of the club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.

BY-LAWS

ARTICLE I

MEMBERSHIP

Section 1. Eligibility: There shall be three types of membership open to person's 18 years of age or older, who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club:

- a. **Regular (Senior) Membership** - enjoys all privileges of the club, including voting and holding office
- b. **Family (Couple) Membership** - available to husband and wife, each to have a separate vote
- c. **Honorary (Lifetime) Membership** - may be bestowed upon those members who have given special or longtime service to the Club. Honorary members may not vote or hold office but may maintain active/voting status by payment of dues. Lifetime members are entitled to all privileges for which they pay no dues.

Junior Membership is available to persons 10 through 17 years of age. The Junior member may not vote or hold office: may convert to regular membership upon reaching their 18th birthday.

While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

Section 2. Dues:

- a. Membership dues shall not be more than \$50.00 for single Regular (Senior) membership, not more the \$70.00 for Family (Couple) membership. And not more the \$20.00 for Junior membership per year, payable on or before the second Thursday in January each year. During the month of November, the Treasurer or his designee shall send to each member a statement of his dues for the ensuing year. The dues amount is to be set by the general membership.
- b. Membership of persons 60 years of age and over shall be dues free.
- c. Husbands and wives who are members in good standing are each entitled to one vote per person rather than one vote per unit.
- d. Yearly dues shall be set or changed by a two-step process:
 1. Discussion at the monthly regular general membership meeting
 2. Approval by a 3/4 majority of the members present at the next monthly general membership meeting.

Section 3. Election to membership:

- a. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by the constitution and by-laws and the rules of the American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member(s) shall submit dues payment for the current year. All applications shall be filed with the Secretary and each application is to be read at the first meeting of the Club following its receipt. At the next Club meeting the application will be voted upon and affirmative votes of 3/4 of the members present and voting at that meeting shall be required to elect the applicant. Applicants for membership who have been rejected by the Club may not re-apply within six months after such rejection.

Section 4. Termination of membership. Memberships may be terminated:

- a. By resignation. Any member in good standing may resign from the club upon written notice to the Secretary: but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.
- b. By lapsing. A membership will be considered as lapsed and automatically terminated if such members dues remain unpaid 30 days after the first day of the fiscal year: however, the board may grant an additional 30 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of the meeting.
- c. By expulsion. A membership may be terminated by expulsion as provided for in Article VI of the by-laws.

ARTICLE II

MEETINGS AND VOTING

Section 1. Club Meetings: Meetings of the Club shall be held within the greater Tri Cities area encompassing Saginaw, Bay and Midland counties on the second Thursday of each month, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed by the Secretary or his designee at least ten days prior to the date of the meeting. The quorum for such meetings shall be 20% of the membership in good standing.

Section 2. Special Club Meetings: Special Club meetings may be called by the President, or by a majority of the members of the Board who are present and voting at any regular or special meeting of the Board, and shall be called by the Secretary upon receipt of the petition signed by five members of the club who are in good standing. Such special meetings of the Club shall be held within the greater Tri Cities area encompassing Saginaw, Bay and Midland counties, at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least ten days, and not more than 15 days prior to the date of the meeting and no other Club business may be transacted thereat. Quorum for such meeting shall be 20% of the members in good standing.

Section 3. Board Meetings: Meetings of the Board of Directors shall be within the greater Tri Cities Area

encompassing Saginaw, Bay, and Midland counties. On the first Thursday in even months of each year at such hour and place as may be designate by the Board. Written notice of each such meeting shall be mailed by the Secretary or his designee at least ten days prior to the date of the meeting. The quorum shall be a majority of the board.

Section 4. Special Board Meetings:

- a. Special meetings of the Board may be called by the President and shall be called by the Secretary upon receipt of a written request signed by at least three members of the board. Such special meetings shall be held within the greater Tri Cities area encompassing Saginaw, Bay and Midland counties at such place, date, and hour as may be designated by the person authorized herein to call such meetings.
- b. The Secretary shall mail written notice of such meeting at least five days, and not more than ten days prior to the date of the meeting. Or telegraphic notice shall be filed at least three days, and not more the five days prior to the date of the meeting.
- c. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the broad.

Section 5. Voting: Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he is present. Thus, husbands and wives who are both club members shall receive one vote per person rather than one vote per unit. Proxy voting will not be permitted at any club meeting or election.

ARTICLE III

DIRECTORS AND OFFICERS

Section 1. Board of Directors:

- a. The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and five other persons all of whom shall be member in good standing: shall be elected for one year terms at the club's annual meeting as provided in article IV and shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the Board of Directors

Section 2. Officers: The Club's officers, consisting of the President, Vice President, Secretary, and Treasurer, shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- a. The President shall preside at all meetings of the club and of the Board, and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified in these by-laws.
- b. The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity. The Vice President shall act as Chairman of the Obedience match and/or Trial Committee.
- c. The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which the Club shall order a record. He shall have charge of the correspondence, notify members of meetings, notify new members of their election to their membership, notify officers and directors of their election to office, keep a roll of the members of the club with their addresses, and carry out such other duties as are prescribed in theses buy-laws.
- d. The Treasurer shall collect and receive all monies due or belonging to the Club. He shall deposit the same in a bank designated by the Board, in the name of the club's finances and every item of receipt or payment not before reported; and at the annual meeting he shall render an account of all monies received and expended during the previous fiscal year. The treasurer shall be bonded in such amount, as the Board of Directors shall determine.
- e. The offices of Secretary and Treasurer may be held by the same person in which case the board shall be comprised of the officers and six other persons.

Section 3. Termination of Office: An officer shall be considered terminated:

- a. By letter of resignation to the Secretary.

Section 4. Vacancies: Any vacancies occurring on the Board or among the officers during the year shall be filled

until the next annual election by a majority vote of all the then members of the board at its first regular meeting following the creation of such vacancy. Or at a special board meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

ARTICLE IV

THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

- Section 1. Club Year:** The Club's fiscal year shall begin/end on the second Thursday in January. The Club's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.
- Section 2. Annual Meeting:** The annual meeting shall be held in the month of January at which officers and directors for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his successor in office all properties and records relating to that office within 30 days after the election.
- Section 3. Elections:** The nominate candidate receiving the greatest number of votes for each office shall be declared elected. The five nominated candidates for the open positions of the Board who receive the greatest number of votes for such positions shall be declared elected.
- Section 4. Nominations:** No person may be a candidate in a Club election who has not been nominated. During the month of October, the Board shall select a nominating committee consisting of three members and one alternate, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committee persons and alternate of their selection. The Board shall name a Chairperson for the Committee and it shall be their duty to call a committee meeting, which shall be held on or before the second Thursday of November.
- a. The Committee shall nominate one candidate for each office and five candidates for the other positions on the Board. After securing the consent of each person so nominated, shall immediately report his or her nomination to the Secretary in writing.
 - b. Upon receipt of the Nominating Committee's report, the Secretary shall before November 30th notify each member in writing of the candidates so nominated.
 - c. Additional nominations may be made at the December meeting by any member in attendance provided that the person so nominated does not decline when his name is proposed. Provided further that if the proposed candidate is not in attendance at this meeting his proposed shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position and the additional nominations, which are provided for herein may be made only from among those members who have not accepted a nomination from the Nominating Committee.
 - d. Nominations cannot be made at the annual meeting or in any manner other than that as provided in this Section.

ARTICLE V

COMMITTEES

- Section 1.** The Board shall at the February Executive Board meeting appoint standing committees to advance the work of the Club in such matters as obedience trails and matches, annual prizes, membership and other fields that may well be served by committees, but shall always be subject to the final authority of the Board. The Board and/or the President may also appoint special committees to aid it on a particular project.
- Section 2.** Any committee appointment may be terminated by a majority vote of the full membership of the board upon written notice to the appointee; and the board may appoint successors to those persons whose services have been terminated.

ARTICLE VI

DISCIPLINE

- Section 1. American Kennel Club Suspension:** Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this 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. Written charges with specification must be filed in duplicate with the Secretary together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the Board 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. If the Board considers that the charges do not allege conduct, which would be prejudicial to the best interests of the Club, 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 not less than 3 weeks nor more than 6 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 defendant may personally appear in his own defense and bring witnesses if he wishes.
- Section 3. Board Hearings:** The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant'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 each of the parties of the Board's decision and penalty, if any.
- Section 4. Expulsion:** Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this article. Such proceeding may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendants shall have the privilege of appearing in their own behalf, though no evidence may be taken at this meeting. The President shall read the charges and the Board's findings and recommendations. And shall invite the defendant, if present, to speak in their own behalf if they wish. 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 Board's suspension shall stand.

ARTICLE VII

AMENDMENTS

- Section 1.** Amendments to the Constitution and By-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.
- Section 2.** The Constitution and By-laws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for that purpose. Provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

ARTICLE VIII

DISSOLUTION

Section 1. Dissolution: The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club other than for purposes of reorganization, whether voluntary, involuntary or by operation of the law. None of the property of the Club, any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

ARTICLE IX

ORDER OF BUSINESS

Section 1. At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Adjournment

Section 2. 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
- Report of Committees
- Unfinished business
- New business
- Adjournment

ARTICLE X

PARLIAMENTARY AUTHORITY

Section 1. 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 by-laws and any special rules of order the Club may adopt.