

## CONSTITUTION

### UPPER SUNCOAST DOG TRAINING CLUB, INC.

#### NAME AND OBJECTIVES

- Section 1. The name of the club shall be UPPER SUNCOAST DOG TRAINING CLUB, INC.
- Section 2. The objects of the Club shall be to promote the training of pure-bred dogs; disseminate knowledge regarding the sport of dogs; conduct classes for the training of dogs and their handlers; encourage the training of handlers; encourage the training of judges; hold and support trials, tests, shows and sanctioned matches under the rules and regulations of the American Kennel Club; and promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.
- Section 3. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall inure 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 objectives.

#### BY-LAWS

##### ARTICLE I. – MEMBERSHIP

- Section 1. **ELIGIBILITY.** There shall be three types of membership open to all persons who are in good standing with the American Kennel Club and who subscribe to the purposes of the Club.
- A) Regular Membership: Open to individual persons 18 years of age or older with voting privileges and having completed a training class with the Club and whom have been accepted for membership by the existing membership.
  - B) Household Membership: Open to persons 18 years of age or older who reside at the same address and shall have the same privileges and requirements for membership as regular membership. Each person has one vote.
  - C) Junior Membership: Open to persons between 10-17 years of age. They shall have no voting privileges and cannot hold office or a Board seat. Upon reaching the age of 18 years, a Junior Member shall automatically become a Regular Member subject to payments of annual dues.
- 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.** Regular Membership dues shall not exceed \$20.00 per year; Household Membership dues shall not exceed \$30.00 per year; and Junior Membership dues shall not exceed \$10.00 per year; payable on or before the first day of February of each year. No member may vote whose dues are not paid for the current year. During the month of December the Treasurer shall send to each member a statement of his/her dues for the ensuing year. All dues shall be paid to the Treasurer.

Section 3. **ELECTION TO MEMBERSHIP.** Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by these 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 shall carry the endorsement of two members in good standing. Accompanying the application the prospective member shall submit dues payment for the current year. All applications are to be filed with the Secretary and each application is to be read at the first meeting of the Club following its receipt by the Board. At the next Club meeting the application will be voted upon and affirmative votes of 2/3 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 reapply within six months after such rejection.

Section 4. **TERMINATION OF MEMBERSHIP.** Membership 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 member's dues remain unpaid 30 days after the first day of the fiscal year; however, the Board may grant an additional 30 days grace period 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 that meeting.
- C) By expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

## **ARTICLE II. – MEETINGS AND VOTING**

Section 1. **CLUB MEETINGS.** Meetings of the Club shall be held bi-monthly in the greater Dunedin, Florida area at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be sent via mail/electronic mail at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members in good standing.

Section 2. **SPECIAL CLUB MEETINGS.** Special Club meetings may be called by the President, or by a majority vote 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 a petition signed by five members of the Club who are in good standing. Such special meetings shall be held in the greater Dunedin, Florida area at such place, date and hour as may be designated by the person or persons authorized herein to call such meeting. Written notice of such a meeting shall be sent via mail/electronic mail, by a member of the Board at least five days and not more than 15 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 meetings shall be 20% of the members in good standing.

Section 3. **BOARD MEETINGS.** Meetings of the Board of Directors shall be held in the greater Dunedin, Florida area monthly, at such date and time as may be designated by the Board. Written notices of such meetings shall be sent via mail/electronic mail at least five days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

Section 4. **SPECIAL BOARD MEETINGS.** Special Board meetings may be called by the President, and shall be called by the Secretary upon written request signed by at least three members of the Board. Such Special Meetings shall be held in the greater Dunedin, Florida area at such hour and day as may be designated by the person or persons authorized herein to call such a meeting. Written notice of such a meeting shall be sent via mail/electronic mail by the Secretary at least five days and not more than 10 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. A quorum for such a meeting shall be a majority of the Board.

Section 5. **VOTING.** Each Regular Member and each Household 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/she is present. Proxy voting will not be permitted at any Club meeting or election.

### **ARTICLE III. – DIRECTORS AND OFFICERS**

Section 1. **BOARD OF DIRECTORS.** The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and five other persons, all of whom shall be members of the Club for a period of not less than one year. The Officers shall be elected for a one year term at the Club's Annual Meeting as provided in Article IV, Section 2 and shall serve until the successors are elected. New members of the Board shall be elected for a two year term at the Annual Meeting as provided in Article IV, and shall serve until their successors are elected. Three members will be elected in the even year, and two members will be elected in the odd year to provide for the staggering of new and existing Board Members. No two members from a single household shall serve as an officer or a Board Member during the same term. 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 respective capacities in 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 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.
- C) The Secretary shall keep a record of all meetings of the Club and of the Board, and of all matters of which a record shall be ordered by the Club. He/She shall have charge of correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep roll of Members of the Club with their addresses and carry out such other duties as are prescribed by these By-Laws.
- D) The Treasurer shall collect and receive all monies due or belonging to the Club. He/She shall deposit the same monies in a bank designated by the Board, in the name of the Club. His/her books shall be at all times open to inspection of the Board and he/she shall report the Board at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting he/she shall render an account of all monies received and expended during the previous year. The Treasurer shall be bonded in such amount, as the Board of Directors shall determine. An auditing committee shall be appointed to examine the Treasurer's records at the end of his/her term of office.
- E) An American Kennel Club (AKC) Delegate is to be appointed annually by the Board. He/She is to attend all delegate meetings as a representative of the Upper Suncoast Dog Training Club, Inc. and vote as directed by the membership and/or the Board. The delegate is also to report back to the Board and general membership on all that transpires at delegate meetings.

Section 3. **VACANCIES.** Any vacancies occurring on the Board or among the offices 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.

Section 4. The unexplained and unexcused absence of a Board Member or Officer from three (3) consecutive regular meetings of the Board shall operate as the resignation of that Board Member or Officer.

#### **ARTICLE IV. – THE CLUB YEAR, ANNUAL MEETING, ELECTIONS**

Section 1. **CLUB YEAR.** The Club's fiscal year shall begin on the first day of February and end on the 31<sup>st</sup> day of January. The Club's official year shall begin immediately after the Annual Meeting / Election 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 time 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/her successor in office all properties and records relating to that office within 30 days after the election.
- Section 3. **ELECTIONS.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for other positions on 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 August, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of who may be a member of the Board. The Secretary shall immediately notify the Committee persons of their selection. The Chairperson for the Committee shall be the Board Member and it shall be his/her duty to call a Committee meeting, which shall be held on or before September 1<sup>st</sup>.
- A) The Committee shall nominate one candidate for each office and positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
  - B) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the November meeting, notify each member, in writing, of the candidates so nominated.
  - C) Additional nominations may be made at the November meeting of the Club by any member of the Club in good standing in attendance, provided that the person so nominated accepts when his/her name is proposed and provided further that if the proposed candidate is not in attendance at the meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her 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 of the Nominating committee.
  - D) Nominations cannot be made at the Annual Meeting or in any other manner than as provided in this section.

#### **ARTICLE V. – COMMITTEES**

- Section 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as trials, matches, trophies, annual awards, membership and other fields which may well be served by committees. Such committees shall always be subject to final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.
- Section 2. Any committee appointed 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 interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10 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/her own defense and bring witnesses if he/she so desires.
- Section 3. **BOARD HEARING.** 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 the 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 6 months from the date of the hearing. And, if it 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 defendant's rights to appear before his/her fellow-members at the ensuing Club Meeting which considers the Board's recommendation. Immediately after the Board 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 Board's decision and penalty, if any.
- Section 4. **EXPULSION.** Expulsion of a member from the Club may be accompanied 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 proceedings 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. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall 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 his/her own behalf if he/she wishes. The members shall then vote by secret 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 these Constitution and By-Laws may be proposed by the Board of Directors or written petition addressed to the Secretary signed by 20% 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 3 months of the date when the petition was received by the Secretary.
- Section 2. These 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 the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least 2 weeks prior to the date of the meeting.
- Section 3. No amendment to the Constitution and By-Laws that is adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

## ARTICLE VIII. – DISSOLUTION

- Section 1. 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 or involuntary or by operation of law, none of the property of the Club or any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club, but after payment of the debts of the Club, all assets and property of the Association shall be donated to any “Dog Interest” organization which is exempt from Federal Income Tax under provisions of Section 501-C-3 of the Internal Revenue Code as decided by a majority vote of the remaining members in good standing.

## ARTICLE IX. – ORDER OF BUSINESS

- Section 1. **AT MEETINGS OF THE CLUB.** The order of business, so far as the character and nature if the meeting may permit, shall be as follows:
- Role Call
  - Reading of the Minutes of the last meeting
  - Report of the President
  - Report of the Secretary
  - Report of the Treasurer
  - Report of the Committees
  - Election of Officers and Board (Annual Meeting)
  - 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 the Minutes of the last meeting

Report of the Secretary

Report of the Treasurer

Reports of Committees

Unfinished Business

New Business

#### **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 other special rules of order the Club may adopt.

Revised: 7/23/93

Approved by AKC: 10/22/93

Newly Revised: March 14, 2001