

# BY-LAWS

## ARTICLE I: DUES

### SECTION 1: ACTIVE AND FAMILY MEMBERSHIP

The annual dues for active, junior and family memberships shall be an amount established by the Board of Directors and shall be payable on January 1<sup>st</sup> of each year unless otherwise decided by the Board of Directors. Any member failing to pay the annual dues within thirty (30) days shall cease to be a member of the Club unless the Board of Directors grants an extension of payment. Extensions must be requested in writing, such extensions shall not exceed thirty (30) days. New memberships begun after November 1<sup>st</sup> shall become current for the following year

### SECTION 2: HONORARY MEMBERSHIPS

No dues shall be paid by an honorary member.

## ARTICLE II: MEMBERS

### SECTION 1: TERMINATION

Any member may be expelled, or any officer, director or committee member may be removed, for disloyalty or conduct likely to endanger the welfare or character of the Club, by a majority vote of the Board of Directors. Before any such expulsion or removal, however, such member, officer or director shall be given the opportunity to appear before the Board of Directors and be heard regarding such charges.

## ARTICLE III: DUTIES OF THE OFFICERS

### SECTION 1: GENERAL

The duties of the officers shall be such as are implied by their respective titles and such as are specified in these By-Laws.

### SECTION 2: PRESIDENT

The President shall appoint the Chairmen of all standing committees, as needed, and be ex-officio member of such committees with the right to vote at committee meetings. He shall be the presiding officer at all meetings of the Club and may vote on changes in the Constitution and/or By-Laws, but on all other matters he may vote only in the case of a tie and then give the deciding vote.

### SECTION 3: FIRST VICE-PRESIDENT

The First Vice-President shall preside at all meetings in the absence of the President and at such times shall have all the powers of and be subject to all the restrictions imposed upon the President.

### SECTION 4: SECOND VICE-PRESIDENT

The Second Vice-President shall preside at all meetings in the absence of the President and the First Vice-President and at such times shall have all the powers of and be subject to all the restrictions imposed upon the President.

#### SECTION 5: SECRETARIES

The Secretaries shall perform the usual duties of the office, subject to the control of the President and the Board of Directors.

The Corresponding Secretary shall have charge of all correspondence and files of the Club. The Secretary shall receive and present to the Board of Directors all requests and complaints; keep an accurate list of the membership, training fees, etc. and pay same to the Treasurer, giving or taking a receipt of each transaction. The Secretary shall notify members in arrears on dues, if so directed by the Board of Directors. The Secretary shall provide copies of the Constitution and By-Laws to the membership and shall notify all enrolled members of the time and place of all meetings. In general, the Corresponding Secretary shall conduct the correspondence of the Club.

The Recording Secretary shall keep the minutes of all Club meetings and Board of Director and Committee meetings.

#### SECTION 6: TREASURER

The Treasurer shall collect and receive all monies belonging to the Club and forthwith deposit the same to the credit of the Club in such financial institutions as may be designated by the Board of Directors and shall, as and when directed by the President, pay out the monies of the Clubs, keep an itemized account of all receipts and disbursements and present a general report thereof at each meeting of the Board of Directors. He shall submit a written report in full on the financial transactions of the Club for the preceding year at the Annual Meeting.

#### SECTION 7: FINANCIAL OBLIGATIONS

All notes, checks and other negotiable instruments shall be made in the name of the Club and shall be signed by the President or Treasurer. All credit transactions wherein the Club is obligated to pay shall be confirmed in writing by the person contracting the obligation before the bill is presented to the Treasurer for his authorization to pay the same.

#### SECTION 8: RECORDS OF OFFICERS AND CHAIRMAN

Any officer or chairman, upon relinquishing his office or chairmanship for any reason, shall remit to his successor of the Board of Directors, any records pertaining to the Club's business which he may have in his possession or control. No person shall hold more than one elective office at the same time.

### ARTICLE IV: COMMITTEES

#### SECTION 1: AUDITING COMMITTEE

The Auditing Committee shall consist of a Chairman and two other members appointed by the Board of Directors. The Committee shall audit the accounts of the Club. Such audit shall be made and submitted to the Board of Directors not earlier than four weeks nor less than one week prior to the Annual Meeting.

#### SECTION 2: NOMINATING COMMITTEE

The Nominating Committee shall consist of a Chairman and two other members appointed by the Board of Directors. The Committee shall be responsible for the preparation of a list of candidates for office. Such list shall be prepared and submitted to the Secretary not later than four weeks prior to the Annual Meeting and it shall be the duty of the Secretary to include such list in his notice of the Annual Meeting to all enrolled members.

#### SECTION 3: TERMS OF STANDING COMMITTEE MEMBERS

The terms of all members of Standing Committees shall coincide with that of the President. All committee members shall be members of the Club in good standing. Questions arising as to the standing of any member insofar as it affects committee membership shall be determined by the Board of Directors.

#### SECTION 4: COMMITTEE MEETINGS

All committees shall meet at the call of the respective Chairman thereof or the President.

#### SECTION 5: SPECIAL COMMITTEES

Special Committees shall be established at the election of the Club and their membership determined by ballot or appointment as the members of the Club shall direct.

### ARTICLE V: BOARD OF DIRECTORS

The Board of Directors shall have such powers as are necessary to transact the general business of, and supervise the activities of, the Club, including those powers which are specifically mentioned in the Constitution and By-Laws.

### ARTICLE VI: TRAINING

#### SECTION 1: OBJECTIONABLE TRAITS

Each owner and/or handler shall have sole responsibility for the behavior of his/her dog or dogs as long as such dog or dogs may be present at a training period. No handler shall permit his/her dog or dogs to be exercised at training periods except while such dog or dogs are on leash. The Training Director or Board of Directors may order any owner or handler to remove his/her dog or dogs from any training period when in their opinion such dog or dogs have objectionable traits detrimental to the reputation of the Club, to the safety or the Club members or the public or to the conduct of the training period. The Board of Directors may permanently expel such dog or dogs from training periods, or if the objectionable traits are of a temporary nature only, the Board of Directors may reinstate such dog or dogs when in its opinion, such traits have been eliminated.

#### SECTION 2: HEALTH REQUIREMENTS

All persons shall be advised that their dog or dogs must be inoculated against rabies and any other contagious diseases, or infectious illness.

#### ARTICLE VII: PARLIMENTARY AUTHORITY

All parliamentary questions not determined by the Constitution and By-Laws shall be decided by Robert's Rules of Order Revised.

#### ARTICLE VIII: AMENDMENTS

By-Laws and Standing Rules may be adopted or amended by any Regular or Special meeting of the Club by a two-thirds (2/3) majority vote of all active members present.

#### NOTES

##### NOMINATING COMMITTEE

Must be completed not later than four weeks prior to the Annual Meeting.

##### AUDIT COMMITTEE

Must be completed not earlier than four weeks nor less than one week prior to the Annual Meeting.

##### ANNUAL MEETING

The end of February.