

Aka Dog Agility Club of Chino

CONSTITUTION

ARTICLE I

SECTION 1. The name of the Club shall be the Dog Agility Racing Team except for any AKC sanctioned event where it will be referred to as Dog Agility Club of Chino.

SECTION 2. The objects of the Club shall be to promote the sport of dog agility and to conduct agility events under the rules and regulations of the AKC, USDAA, NADAC and any other sanctioning organization.

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 bylaws as may be required to carry out these objects.

BYLAWS

ARTICLE I Membership

SECTION 1. Eligibility

There shall be three classes of membership: Individual, Family, and Junior. An Individual membership shall be open to all persons 18 years and older who subscribe to the purposes of this Club. Family memberships shall be open to any two individuals residing in the same household. Additional household members may be added at an incremental fee set by the board. A Junior membership shall be available to any person under the age of 18. Upon turning 18, the Junior membership will be automatically converted to an Individual membership.

Individual and Family members shall have full privileges and may vote at all applicable elections and meetings. For purposes of voting, each Individual membership, Junior and each individual comprising a Family membership shall be entitled to one vote. Members under 18 shall have the same rights and privileges as Individual members except they shall be ineligible to hold office.

SECTION 2. Dues

The annual dues for Individual, Family and Junior members shall be determined by the Board of Directors each year in time for a statement of dues. Members will be notified through the December newsletter. Dues are payable on or before January 31st. Membership dues for Individual membership shall not exceed \$50.00 per year. Dues for Family membership (for the initial two family members) shall not exceed \$75.00 per year, Membership dues for Junior Membership shall not exceed \$25.00 per year. Members who submit their annual dues on or after February 1st of each year, and before the 30 day grace period has ended (see article 1, section 4, Termination of Membership), shall be subject to a \$5.00 late renewal fee. Members whos dues are not paid for the current year may not vote.

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 the Club's Constitution and Bylaws. The application shall state the name, address and phone number 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. In the event the prospective member is not accepted by the Club, the dues will be refunded.

Prospective members must attend a meeting prior to the meeting that their application is to be voted upon. All applications are to be filed with the Membership Director on or before the meeting the prospective member attends. The applicant's pertinent information shall be published in the newsletter following the meeting they attend. The membership will then vote on the applicant by secret ballot at the meeting following publication. Upon receipt of an affirmative vote of two-thirds of the members present and voting, the applicant shall obtain Membership status. Applicants for membership who have been rejected by the Club may not re-apply until at least one year after such rejection.

SECTION 4. Termination of Membership

Membership may be terminated:

- a. By written resignation. Any member in good standing may resign from the Club upon written notice to the Membership Director.
- b. By lapsing of dues. A membership will be considered to have 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 of grace to such delinquent member in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of that date. A member who has been deemed to have lapsed may immediately re-apply for membership.
- c. By expulsion. A membership may be terminated by expulsion as provided for in Article VI of these bylaws.

Termination of membership shall not relieve the individual of any indebtedness.

ARTICLE II MEETING AND VOTING

SECTION 1. Club Meetings

Meetings of the Club shall be held at least every other month within a 20-mile radius of the county of San Bernardino, California, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be published in the newsletter 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 any member of the Board. The Secretary must call such a meeting upon receipt of a petition signed by five members of the Club in good standing. Such meetings shall be held within a 20-mile radius of the county of San Bernardino, California at such place, time and date as may be designated by the person authorized to call such a meeting. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. The notice shall state the purpose of the meeting, and no other business may be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing.

SECTION 3. Board Meetings

Meetings of the Board of Directors shall be held at least every other month within a 20-mile radius of the county of San Bernardino, California at such time and place as is designated by the Board. The quorum for the meeting shall be a majority of the board.

SECTION 4. Special Board Meetings

Special Board Meetings may be called by any member of the Board. The meeting must be within a 20-mile radius of the county of San Bernardino, California at such place, date and hour as may be designated by the board member calling the meeting. Written notice of the meeting shall be mailed by the Secretary at least 5 days and not more than 15 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 member in good standing shall be entitled to one vote at any meeting of the Club at which he 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 officers and four other persons all of whom shall be members in good standing. All board members 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. Any Officer or Director who is absent from two consecutive meetings or attends less than 75% of the board meetings without just cause, as determined by the Board, will be deemed to have vacated the position.

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 President in addition to those particularly specified in these bylaws.
- 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 all of matters of which a record shall be ordered by the Club; shall have charge of the correspondence, notify members of special meetings, notify officers and directors of their election to office, and carry out such duties as are prescribed in these bylaws.
- d. The Treasurer shall collect and receive all moneys due or belonging to the Club. Moneys shall be deposited in a bank designated by the board in the name of the Club. The books shall at all times be open to inspection of the Board and a report shall be given at every meeting of the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. There shall be an annual audit by a person designated or hired by the board.

SECTION 3. Directors

- a. The Membership director shall be in charge of applications, notify new members of their election to membership, keep a roll of the members of the Club with their addresses.
- b. The Newsletter Editor shall produce and distribute the Club's monthly newsletter in a timely manner.

- c. The Librarian shall maintain the Club's library and make available the library to members at meetings and other functions as appropriate and shall purchase library materials as authorized by the Board.

SECTION 4. Vacancies

Any vacancies occurring on the Board of Directors during the year shall be filled by a person appointed by a majority vote of the board until the next annual election, 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. Appointments shall occur at the board's first regular meeting following the creation of such vacancy, or at a Special Board Meeting called for that purpose.

SECTION 5. Termination

Board members may be terminated by a 2/3 vote of the remaining board members for the following reasons:

- a. Non-performance of duties
- b. Failure to attend board meetings (article 3, section 1)
- c. Conduct unbecoming a board member

ARTICLE IV THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION 1. Club Year

The Club's fiscal year shall begin on January 1st and end on December 31st.

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 December at which Officers and Directors for the ensuing year shall be elected by secret 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 the 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 or position shall be declared elected. Only members in good standing may vote at elections.

SECTION 4. Eligibility for Office

Only Individual and Family members over the age of 18 and in good standing are eligible to run for office. Only Individual and Family members who have been a member of the Club for a year and have

served on the current board are eligible to run for the office of President. This rule is promulgated to insure continuity between successive boards. In the event that a current board member is unwilling or unable to run, then the nominating committee will solicit candidates from former board members prior to opening the position up to the general membership.

SECTION 5. Nominations

No person may be a candidate in a Club election who has not been nominated. Only persons eligible under Section 4 above may be nominated. During the month of September, the Board shall select a nominating Committee consisting of three General members and one alternate, not more than two of who may be a board member. The Secretary shall immediately notify the committee members of their selection. The Board shall name a Chairman for the Committee and it shall be such person's duty to call a committee meeting, which shall be held on or before October 5th.

- a. The Committee shall nominate at least one candidate for each office and position on the Board, and, after securing the consent of each person so nominated, shall immediately report their nominations to the Newsletter Editor in writing.
- b. Upon receipt of the Nominating Committee's report, the Newsletter Editor shall, in the November edition, notify all members in writing of the candidates so nominated.
- c. Additional nominations may be made at the November meeting by any General member in attendance provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position. The Newsletter Editor shall, in the December edition, notify all members in writing of any additional candidates so nominated.
- d. Nominations cannot be made at the annual meeting or in any manner other 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 agility shows, training classes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

SECTION 2. Any committee appointment may be terminated by a majority vote of the Board upon written notice to the appointee; and the Board may appoint successors to those person whose services have been terminated.

ARTICLE VI DISCIPLINE

SECTION 1. Suspensions

Any member who is suspended from the privileges of any sanctioning organization (i.e. AKC, USDAA, NADAC) automatically shall be suspended from the privileges of this Club for a like period.

SECTION 2. Charges

Any General member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club, the sport of dog agility, or for the abuse of any canine at any time. Written charges, signed by the member, specifying the alleged misconduct, must be filed with the Secretary along with a \$50 deposit which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall within 7 days promptly send a copy of the charges to each member of the Board. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute actionable conduct. If the Board considers that the charges are not actionable, it 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 3 weeks or 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, be represented by counsel, and bring witnesses on his or her own behalf if so desired.

SECTION 3. Board Hearing

A Special Board hearing shall be convened for the purpose of hearing evidence from both the accuser and defendant concerning the alleged misconduct. After hearing all of the evidence, and the arguments of counsel, the board shall immediately meet alone to confer the charges, and to vote on the complaint. If two-thirds of all board members vote to sustain the charges, the member shall then be suspended from all privileges of the Club for not more than six months from the date of the hearing. If the Board deems that suspension is insufficient, it may also recommend to the membership that the penalty be expulsion. 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. In the event the defendant desires to appeal the Board's suspension to the general membership, he/she may do so at the following regularly scheduled Club meeting. In such an event, the suspension will not restrict the defendant's right to appear before the Club members at the ensuing Club meeting which considers the Board's recommendation. Written notice of any hearing shall be mailed by the Secretary at least ten days prior to the date of the hearing to the general membership. Timely publication in the Club newsletter shall satisfy this requirement.

In event of an appeal of the suspension, the President shall read the charges, the Board's findings and recommendation, and shall invite the defendant, either in person or by counsel, to speak on his own behalf. The members shall then vote by secret ballot on the proposed suspension. A two-thirds vote of those present can recommend that the board reconsider the severity of the disciplinary action. In the event the two-thirds vote is not obtained, the Board's suspension shall stand.

SECTION 4. Expulsion

Expulsion of a member from the Club may be accomplished only at a Club meeting following a Board hearing and upon the Board's recommendation (as outlined in section 2 of this article). Such proceeding may occur at a regular or special Club Meeting to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the right to appear to be present at the meeting, whether with or without counsel. No evidence shall be taken at this meeting. The President shall read the charges, the Board's findings and recommendation, and shall invite the defendant, either in person or by counsel, to speak on his own behalf. The members shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. In the event the two-thirds vote for an expulsion is not obtained, the Board's suspension shall stand.

ARTICLE VII AMENDMENTS

SECTION 1. Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by ten percent of the members in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors. The proposed amendments, along with the Board's recommendation as to the amendments, must then be submitted by the Secretary, in writing, to all members. A vote on all amendments must take place within 3 months of the date when the petition was received by the Secretary.

SECTION 2. The constitution and bylaws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting call for the 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. Timely publication in the Club newsletter shall satisfy this requirement.

ARTICLE VIII DISSOLUTION

SECTION 1. The Club may be dissolved at any time by the written consent of not less than two-thirds of the General members. In the event of dissolution of the Club other than for purposes of voluntary or involuntary reorganization, or by operation of 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 Club's debts, any remaining property and assets shall be given to a charitable organization that operates for the benefit of dogs. Such selection shall be made by the Board of Directors.

ARTICLE IX ORDER OF BUSINESS

SECTION 1. General Meetings

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

- Roll Call
- Minutes of the last meeting
- Report of Officers/Directors
- Reports of Committees
- Election of new members
- Election of Officers and Board (at annual meeting)
- Unfinished business
- New business
- 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:

- Minutes of last board and Club meetings

Report of Officers/Directors
Reports 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 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.