

CONSTITUTION AND BY LAWS



Est. 1951

K-9 OBEDIENCE CLUB OF JACKSONVILLE. INC.

As approved by the membership at the General Meeting of September 21, 2006

Constitution

ARTICLE I

NAME AND OBJECTIVES

Section 1

The name of the Club shall be the K-9 Obedience Club of Jacksonville, Inc.

Section 2

The objectives of the Club shall promote the training of all dogs, the breeding of pure-bred dogs, the dissemination of knowledge regarding obedience training, to conduct classes for the training of dogs and their handler, to encourage the training of judges, to encourage and cooperate with individuals and other groups with similar purposes, to hold and support obedience trials, rally trials, tracking tests, exhibitions and matches under the rules and regulations of American Kennel Club, and to promote cooperation and sportsmanship among its members in the training and exhibition of dogs. The Club may also provide training, matches, and trials for free style, therapy dogs, service dogs, conformation, agility or other performance events as deemed appropriate by the Board of Governors.

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 benefit 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 these objectives.

BY LAWS

ARTICLE I

Section 1

MEMBERSHIP

The membership shall consist of an unlimited number of Active, Provisional, Junior, Honorary and life members who are in good standing with the American Kennel Club and who subscribe to the purpose of this club. While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of the breeds and exhibitors in its immediate area.

Active members shall be persons, 18 years of age or older, who have completed as six months' Provisional membership, whose dues are paid and who are in good standing with the Club.

Provisional members shall be persons who have not met the qualifications of Active members, but who, in opinion of the Board of Governors, would make valuable members of the club. They shall pay dues and have all the rights and obligations of the club except that they may not vote or hold office.

Junior members shall be persons who meet all the qualifications of Active members except that they shall be over 12 and under 18 years of age. They may not vote or hold office.

Honorary members shall be persons who are members of the club, but who achieved distinction through service of outstanding merit to the public or the club. They shall be recommended by the Board of Governors to the General membership and must receive the unanimous vote of those present at the regular General meeting. An Honorary member shall not have voting privileges and shall not hold any Club office.

Life members shall be persons who have been active members and have served the club faithfully for a period of twenty (20) years. Additionally, Life Membership may be granted to active members who, for reasons of heath or disability, may no longer be able to fulfil active membership requirements. To

be honored with a Life membership, a candidate must be unanimously recommended by the Board of Governor and receive the unanimous vote of the membership present at a regular General meeting of the club. A Life member shall have all rights and privileges of the club except that they shall be exempt from payment of dues.

Section 2

Dues

Membership dues in an amount established before the month of November of by the Board of Governor are payable on or before the 1st day of January of each year. The Board may establish a special family dues rate for husband an/or wife, each with a voting privilege, and their children under the age eighteen. Membership dues shall not exceed fifty (50) dollars per year for individual or junior memberships and sixty (60) dollars per year for family memberships. Any member whose dues are not paid for the current year shall not be entitled to nominated candidate for office, hold office, vote or receive any privileges of the club membership. The Membership Chairperson shall send to each member, or published in the newsletter. A notice of dues for the ensuing year no later than December 1st. Dues of Provisional member accepted after September 30th shall be applicable for the remainder of the year and through December 31st of the next year.

Section 3

Election of Members

A candidate for membership shall be proposed by the membership committee to the Board of Governors for its approval. Candidates become eligible for membership by reason of graduation from any training class at the K9 Obedience of Jacksonville FL, Inc. or anyone who has been awarded a leg toward a C.D. or Rally title. Upon respect of the application, the membership committee shall present the applicant's name to the Board of Governor of submission to the General Membership for approval as a six (6) month Provisional Member. Following a period of not less than six (6) months as a Provisional member, a candidate for membership may be presented to the membership for election as an active member by the membership committee. Upon a majority of Active members' person at the meeting, the applicant shall become an Active member with all rights and privileges of such. Notification of membership election will be published in the Club bulletin.

Section 4

Termination of Membership

Membership may be terminated by the following:

- a) **By resignation:** A member in good standing may resign from the club upon written notice to the Corresponding Secretary.
- b) **By Lapsing:** A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid ninety (90) days after the first day of January. In no case may a person be entitled to vote at any club meeting whose dues are unpaid as of the date of the date of the meeting.
- c) **By expulsion:** A membership may be terminated by expulsion in Article VI of these By-Laws.

ARTICLE II MEETINGS AND VOTING

Section 1

Club Meetings: General meetings of the club shall be held in the City of Jacksonville, Florida, on the third Thursday of each month at such hour and place as may be designated by the Board of Governors. Written notice of each meeting shall be mailed at least five (5) days prior to the date of the meeting. The quorum for such meeting shall be fifteen (15) percent of the members in good standing.

Section 2

Special Club Meetings: special club meetings may be called by the President, or by special meeting of the Board, and shall be called by the Corresponding Secretary upon precept of a petition signed by five (5) members of the club who are in good standing. Such special meeting shall be held in the City of Jacksonville, Florida, at such place. Date and hour as may be designated by the person authorized herein to call such meetings. Written

notice of such a meeting shall be mailed by the Corresponding Secretary at the least five (5) days and not more than fifteen (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 a meeting shall be fifteen (15) percent of the members in good standing.

Section 3

Board Meetings: Meetings of the Board of Governors shall be held in the City of Jacksonville, Florida, on the second Thursday of each month, at such hour and place as may be designated by the Board. Written notice of each meeting shall be mailed at least five (5) days prior to the meeting date. The quorum for such a meeting shall be a majority of the Board. Any officer or other member of the Board of Governor absent from three consecutive regular meetings of the Board must be dropped from the Board.

Section 4

Special Board Meetings: Special meetings of the Board may be called by the President, and shall be called by the Corresponding Secretary upon receipt of a written request designated by at least three (3) members of the Board. Such special meeting shall be held in the City of Jacksonville, Florida, at such place, date and hour as designated by the person authorized herein to call such a meeting. Written notice of such meeting shall be mailed to the Corresponding Secretary at least five (5) days and not more than ten (10) days prior to the meeting. Any such notice shall state the purpose of the meeting and on 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 whose dues are current year 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 Governors: The Board shall be comprised of the President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer and four (4) other persons all of whom shall be elected at the Club's annual as provided in Article IV and shall serve until their successors are elected. All Officers and Directors shall be elected to serve for a period of one year except one Board member each year shall be elected to fulfill a two-year term. Additionally, the immediate past President shall automatically become a full voting member of the Board of Governors for term of one (1) year. General management of the Club's affairs shall be entrusted to the the Board of Governors.

Section 2

Officers: The Club's officers, consisting of the President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall serve in the respective capacities both with regard to the Club and meetings and the Board and its meetings.

- a. **The President** shall preside at all meetings of the Club and Board, and have the duties and power normally to the President in addition to those particularly specified in these by-laws. The President shall appoint special and standing committees subject to the approval of the Board.

Standing committees shall be:

Budget and Planning	Programs
Building a Grounds	By-Laws
Hospitality	Publicity
Membership	Training

Good Sportsmanship Award
Judge Selection

Achievement Award
Library

- b. **This 1st Vice President** shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. Additionally, this person shall be the Trial Chairperson for all trials held during his term in office.
- c. **The 2nd Vice President** shall have duties and exercise the powers of the President and 1st Vice President should both be absent, or incapacitated. Additionally, this person shall serve as Chief Steward and be responsible for the appointment and training of stewards for all trials during his or her term in office. This person shall be responsible for the trial site set up and breakdown during his or her term in office.
- d. **The Recording Secretary** shall keep a record of all meetings of the Club and the Board and of all matters of which a record shall be ordered by the club. Each month's records shall include a copy of the minutes of the Board meeting, a copy of the general meeting a copy of the Treasurer's report and a copy of the newsletter. Additionally, at year's end, all these records shall be organized and placed in the Club's archives. In the temporary absence of the Recording Secretary, these duties may be performed by any member in good standing appointed by the President for this purpose.
- e. **The Corresponding Secretary** shall have charge of all Club correspondence, and shall notify The American Kennel Club of the current officers.
- f. **The Treasurer** shall collect and receive all monies due or belonging to the Club and shall deposit the same in a bank designated by the Board. In the name of the Club. The Treasurer's books shall be at all time open to inspection of the Board and a report provided to them at every meeting on the condition of the Club's finances every item of receipt or payment not previously reported. At the annual meeting, the Treasurer shall render an account of all monies received and expended during the previous year. The treasurer shall be bonded in such amount as determined by the Board of Governors. The treasurer's account shall be audited within two (2) weeks of the installation of officers. It shall be the

duty of the Board of Governors to appoint a committee or engage someone to audit the Treasurer's accounts during the prescribed period.

- g. **The Two-Years Board Member** shall serve as the Membership Chairperson. This person shall notify new members of their election to membership, and maintain a Club roster with addresses. This person shall send to each member, or publish in the Club's newsletter, a notice of dues for the ensuing year no later than December 1st.

Section 3

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 the first regular meeting following of each 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 1st Vice President and the resulting vacancy in the office of the 1st Vice President shall be filled by the Board.

ARTICLE IV THE CLUB YEAR, ANNUAL MEETINGS, ELECTIONS

Section 1

The Club's Year Calendar: shall begin on the 1st day of January and ends on the 31st day of December. The Club fiscal year shall begin June 1st end May 31st.

Section 2

Annual Meeting: The annual meeting shall be held in the month of June at which officers and directors for the ensuing year shall 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 immediately turn over to each successor all properties and records relating to that office.

Section 3

Elections: The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The four (4) nominated candidates for other position on the Board who receive the greatest number of votes for such position 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 January Board shall select a Nominating Committee consisting of three (3) members and two (2) alternates, not more than one of whom shall be a member of the Board. The Corresponding Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be this person's duty to call a committee meeting which shall be held on or before March 1st.

- a) **The Nominating Committee** shall nominate one candidate for each office and four (4) candidates for the other positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Corresponding Secretary in writing.
- b) **Upon receipt of the Nominating Committee's** report, the Corresponding Secretary shall, before April 15th, notify each member in writing, or publish in the Club's newsletter, the slate of candidates so nominated.
- c) **Additional nomination** may be made at the May meeting by any member in attendance at this meeting. The nominating member shall present to the Corresponding Secretary a written statement from the proposed candidate signifying his or 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 manner other than as provide in this Section.

Article V COMMITTEES

Section 1

The Board shall each year appoint standing committees to advance the work of the Club in such matter as matches, obedience trials, trophies, annual prizes, membership and other fields which may well be served by committee. 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 full membership of the Board upon written note 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 who is suspended from the privileges of the American Kennel Club automatically shall be suspended 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 Corresponding Secretary together with a deposit of ten (\$10) dollars which shall be forfeited if such charges are not

sustained by the Board following a hearing. The Corresponding 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 interest of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest 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 three (3) weeks or more than six (6) weeks thereafter. The Corresponding 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 or her own defense and bring witnesses if he or she wishes.

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 majority vote of those present suspend the defendant from all privileges of the Club for not more than six (6) months from the date of the hearing. In addition, if it seems that such punishment is insufficient, it may recommend to the membership that the penalty be expulsion. In such case, suspension shall not restrict the defendant's right to appear before his or her fellow members at the ensuing Club meeting which consider the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in writing from and filed with the Corresponding 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 sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation. The defendant shall have the privilege of appearing in his or her own behalf if he or she

wishes, 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 or her behalf for a limited time determined by the Board. The members present shall then vote by secret written ballot on the proposed expulsion. A majority 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 the Governors or by written petition addressed to the Corresponding Secretary by twenty (20) percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Governors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the Corresponding Secretary.

Section 2

The Constitution and By-Laws may be amended by a two-thirds 2/3 vote of the members present and voting at any regular or special meeting called for that purpose. The proposed amendments must be included in the notice of the meeting and mailed to each member, or published in the Club's newsletter, at least two (2) weeks prior to the date of the meeting.

Article VIII DISSOLUTION

Section 1

Club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members. In the event of the dissolution of the Club, other than for purpose of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor 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 Governors.

Article IX ORDER OF BUISNESS

Section 1

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

Roll Call	Election of New Members
Minutes of Last Meeting	Unfinished Business
Report of Corresponding Secretary	New Business
Report of Treasurer	Adjoumment
Reports of Committees	
Election of Board and Officers at the Annual Meeting	

Section 2 At meetings of the Board: The order business, unless otherwise directed by majority vote of those present, shall be as follow:

Roll Call	Reports of Committees
Reading of Minutes of Last Meeting	Unfinished Business

Report of Corresponding Secretary
Report of Treasurer

New Business
Adjournment