

Constitution and Bylaws Of Kennel Club of Anne Arundel

CONSTITUTION

ARTICLE 1: Name and Objects

Section 1. The name of the club shall be: Kennel Club of Anne Arundel.

Section 2. The objectives of the club shall be:

- A. To further the advancement of all breeds of purebred dogs and to bring their natural qualities to perfection;
- B. To do all in its power to protect the interests of dog shows and to encourage sportsmanlike behavior at such events;
- C. To conduct sanctioned matches, dog shows, and any other event for which the club is eligible under the Rules and Regulations of the American Kennel Club.

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 4 different types/levels of membership open to all who are in good standing with the American Kennel Club (AKC) and who subscribe to the purpose of this club.

- a). **Individual** (Regular): Any individual person who is 18 years or older will enjoy all club privileges including voting rights and holding an office of the club.
- b). **Dual** (Household): This membership type is offered to two adults residing in the same household, each aligible to vote and hold office, and does not incude children residing in the household. Children must adopt Junior memberships.
- c). **Junior**: Open to children 9-17 tears of age. This is a non-voting/non-office-holding membership which may automatically convert to Individual (Regular) membership at age 18.
- d). **Associate**: Entitled to all club privileges except voting and office holding. This membership type is offered to individuals who live outside of the club's area, and is also offered to individuals who live in the club's area but are inactive.

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

Section 2. *Dues*: Membership due amount shall be reviewed by the board of directors of the club once every 3rd year and adjusted as needed, at the last board meeting of the year to be applied at the start of the ensuing calendar year of the club. The amount shall be kept in the standing rules section of the club's documents. Membership dues shall not exceed \$50 per year. Dues are payable on or before the 1st day of

each calendar year. There will be a grace period of 90 days or 3 months before the member is considered a non member. No member may vote, whose dues are not paid for the current year. During the month of October the Treasurer will send to each member a statement of the dues for the ensuing year.

Section 3. *Election to Membership*: Each applicant for membership shall apply on a form, approved by the board of directors and which shall provide that the applicant agrees to:

- a.) Abide by this Constitution and Bylaws and the standing rules of the Kennel Club of Anne Arundel.
- b.) Being in good standing with the American Kennel Club and abide by its Constitution and bylaws, rules and regulations.
- c.) The application shall carry the endorsement of 2 club members in good standing who will speak for their applicant.
- d.) Dues payment shall accompany the completed application for the application year.

All applications are to be filed with the club secretary who is responsible for correspondence and each application is to be read at the first meeting of the club following its receipt. The applicant is expected to be present at the 2nd readings meeting. The application will then be voted upon and a majority of affirmative votes of the general membership present shall be required to elect the application.

Applicants for membership who have been rejected by the club may not reapply 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 responsible for correspondence, but no member may resign when in dept to the club. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- b.) *By lapsing*. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the calendar year, however, the board may grant an additional 90 day 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 bylaws.

ARTICLE II: Meetings and Voting

Section 1. *Club Meetings*: General Meetings of the club shall be held every other month for a total of 6 times a year (January, March, May, July, September & November). Meetings of the club shall be held in Anne Arundel County, Maryland (excluding Annapolis) 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 at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20 percent 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 (5) members of the club who are in good standing. Time, date and place to be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be electronically mailed by the Secretary at least five (5) 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 there at. The quorum of such a meeting shall be 20 percent of the members in good standing.

Section 3. *Board of Directors Meetings:* Meetings of the board of directors shall be held each month in Anne Arundel County, Maryland (excluding Annapolis) or via telephone conference call or via video conference at such hour and place as may be designated by the board. Written notice of each such meeting shall be mailed by the Secretary 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 of Directors Meetings:* 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 in Anne Arundel County, Maryland (excluding Annapolis) or via teleconference and/or video conference at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed 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. The quorum for such a meeting shall be a majority of the board.

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. 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 Directors. The officers are: President, Vice President, Recording Secretary and Corresponding Secretary along with the Treasurer. There should be no more than four (4) Directors. All board members shall be members in good standing. Officers shall be elected for one year terms. The Directors shall be split into classes for 2 year term alternating 2 directors and 2 directors in alternated elections. All to be elected at the annual meeting as provided in Article IV and shall server 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, Recording Secretary and Corresponding Secretary and Treasurer. The Officers and Directors 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 Recording Secretary shall keep the record of all meetings of the club and of the board and of matters of which a record shall be ordered by the club.
- d. The Corresponding Secretary shall have charge of the club correspondence, notifying members of meetings, notify new members of their election to 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 these bylaws.
- e. The Treasurer shall collect and receive all monies 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 by the board and a report shall be given at every meeting on 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. The Treasurer shall be bonded in such a time and amount as the board of directors shall determine.
- f. The Directors shall carry out such duties as are prescribed by the Officers and in these bylaws.

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 the 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 for a vacancy in the office of the President which shall be filled automatically by the Vice President and the resulting vacancy in the office of the Vice President shall be filled by the board.

ARTICLE IV: The Club Year, Annual Meeting and Elections

Section 1. *Club Year*: The club's fiscal year shall begin on the first day of January and end on the last day of December.

The club's official year shall begin immediately after the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

Section 2. *Annual Meetings*: The Annual meeting shall be held in the month of December, at which officers, directors and a delegate to the AKC for the ensuing year shall be elected by secret ballot form among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the elections 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 candidates 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 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 months of August and September the board shall select a Nominating Committee, consisting of three members and two alternates, not more than one of whom may be a member of the board. The Secretary shall immediately notify the committee members and alternates of their election. The board shall name a chairperson for the committee and it shall be such person's duty to call a committee meeting, which shall be held before the November general meeting.

- a. The Committee shall nominate one candidate for each officer, director and a delegate position open on the board. After securing the consent of each person so nominated, shall immediately report their nominations to the Club Secretary responsible for recording club business in writing.
- b. Upon receipt of the Nominating Committee's report, the Club Secretary responsible for recording club business shall, at least two weeks before the club's November meeting notify each member in writing of the candidates so nominated.
- c. Additional nominations may be made at the November meeting by any 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 the meeting, the nominator shall present to the recording 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 (except for the position of Delegate).
- 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 dog shows, Performance trials, trophies, annual club awards, membership and other fields which may well be served by committee. Such committee 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 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 any of the privileges of the American Kennel Club automatically shall be suspended from the privileges of the club from a like period.

Section 2. *Charges:* An individual member may prefer charges against another individual 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 \$100.00 which shall be forfeited if such charges are not sustained by the board following a hearing. The Secretary responsible for communications 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 citations 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 interest of the club, 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 three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges and specifications 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 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 the evidence and testimony presented by complainant and defendant, the board may by a majority vote of those present reprimand or 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 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 responsible for recording club business. 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 proceedings may occur at a regular or special meeting of the club to be held within 60 days but no earlier than 30 days after the date of the board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the board's finding and recommendations, and shall invite the defendant, if present, to speak in his own behalf if he 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. *Proposed Amendments:* Amendments to the constitution and bylaws may be proposed by the board of directors or by written petition addressed to the Secretary signed by 20 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 responsible for communications for a vote within three months of the date when the petition was received by the Secretary.

Section 2. *Approval:* The constitution and bylaws may be amended by a 2/3 secret vote of the members present and voting at any regular or special meeting called for the purpose, provided the purpose amendments have been included in the notice of the meeting and distributed to each member at least two (2) weeks prior to the date of the meeting.

ARTICLE VIII: Dissolution

Section 1. The Kennel Club of Anne Arundel may be dissolved at any time by the written consent of not less than two-thirds 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, nor any proceeds thereof, nor any assets of the Club shall be distributed to any member(s) of the Club; but after payment of the debts of the Club, its property and assets shall be given to a charitable organization selected by the Board.

ARTICLE IX: Order of Business

Section 1. *General Meetings:* 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:

- Call to Order
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Election of officers and board (at annual meeting)
- Election of new members
- Unfinished Business
- New Business
- Member's brags
- Adjournment

Section 2. *Board of Directors Meetings:* At meetings of the board, the order of business, unless otherwise directed by the majority vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports of committees

Unfinished business
New business
Adjournment

ARTICLE X: Parliamentary Authority

Section 1. *Roberts's Rules of Order*: The rules contained in the current edition of Robert's Rules of Order, Newly Revised addition shall govern the Kennel Club of Anne Arundel in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the club may adopt.