



## VEGAS VALLEY DOG OBEDIENCE CLUB

# CONSTITUTION

This is an Amendment to and Restatement of the Constitution and Bylaws of Vegas Valley Dog Obedience Club last revised February, 2005, and as amended thereafter.

## ARTICLE I: NAME AND OBJECTIVE

**Section 1.** The name of the Club shall be Vegas Valley Dog Obedience Club.

**Section 2.** The objectives of the Club shall be:

- (a.) To promote the training of dogs.
- (b.) To conduct Obedience and Rally Trials, Sanctioned Matches, and Events under the rules of The American Kennel Club.
- (c.) To conduct classes for the training of dogs and their handlers in venues such as, but not limited to, Obedience/Rally.
- (d.) To promote cooperation, responsible dog ownership, good sportsmanship, and education 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 Bylaws as may be required to carry out these objectives.

## ARTICLE II: MEMBERSHIP

**Section 1. Eligibility.** Members must meet eligibility requirements and are offered privileges as determined by the Bylaws.

**Section 2. Classifications.** Classifications of membership shall be established in the Bylaws.

**Section 3. Termination.** The process of membership termination shall be established in the Bylaws.

**Section 4. Dues.** The Club shall assess yearly dues as determined in the Bylaws.

## ARTICLE III: MEETINGS

**Section 1.** There shall be at least one (1) meeting per year of the General Membership. There shall be at least one (1) meeting per year of the Board of Directors to conduct business.

**Section 2.** Additional meetings of the Board of Directors and the General Membership may be called as specified in the Bylaws.

## ARTICLE IV: OFFICERS AND DIRECTORS

**Section 1. Board of Directors.** The Board of Directors shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Past President of the Club, and two (2) Directors, all of whom except the Past President shall be elected as provided for in



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the Bylaws. The duties of the Officers shall be established in the Bylaws. All Officers and Directors shall be bonded in such an amount as the Board of Directors shall determine.

**Section 2. Elected Offices.** The Club's elected Officers consisting of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and the Club's elected Directors shall serve in their respective capacities, both with regard to the Club and its meetings and the Board and its meetings.

**Section 3. Appointed Offices.** The Board of Directors will appoint persons to offices as established in the Bylaws.

**Section 4. Club Management.** General management of the Club's affairs shall be entrusted to the Board of Directors.

## ARTICLE V: AMENDMENTS

**Section 1.** Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary signed by twenty (20) percent of the Members 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 Corresponding Secretary for a vote within three (3) months of the date when the petition was received by the Corresponding Secretary.

**Section 2.** The Constitution may be amended by a two-thirds (2/3) majority vote by secret ballot of the members present and eligible to vote 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 or emailed to each member at least two weeks prior to the date of the meeting. The Bylaws may be amended by a simple majority vote by secret ballot of the members present and eligible to vote 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 or emailed to each member at least two weeks prior to the date of the meeting. A copy of the revised Constitution and Bylaws shall be sent to the American Kennel Club.

## ARTICLE VI: QUORUM

**Section 1. General membership meetings.** In order to conduct Club business, a quorum shall be twenty (20) percent of the members eligible to vote.

**Section 2. Board meetings.** The quorum for Board of Directors meetings shall be a simple majority of the members of the Board.

## ARTICLE VII: DISSOLUTION

**Section 1.** The Club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members present and eligible to vote. 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 members of the Club, but after payment of the debts of the



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Club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the General Membership.

## BYLAWS

### ARTICLE I: MEMBERSHIP

**Section 1. Eligibility.** There shall be four (4) 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.

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

- (a.) Individual Membership. Individual membership shall be offered to all persons 18 years of age or older.
- (b.) Household Membership. Household membership shall be two (2) adult members residing in the same household, each eligible to vote and hold office.
- (c.) Junior Membership. There shall be a Junior membership extended to those under the age of 18 years of age. Junior members are not eligible to vote or hold office.
- (d.) Honorary Membership. Upon adoption of these bylaws, all current Lifetime members are grandfathered in and become Honorary members. Upon adoption of these Bylaws, a new Honorary membership shall be limited to those members who, upon completion of at least twenty-five (25) years of exemplary service to the Club, may be elected to such Honorary membership upon nomination by three (3) members in good standing and by a simple majority vote of the members eligible to vote present at the following or any succeeding meeting. Honorary members are those individuals who have made significant contributions to the Sport, Breed, or the Club; Honorary members pay no dues and are not eligible to vote, but can maintain regular membership with voting privileges if they pay dues and meet the criteria as a member in good standing. Honorary membership extends only to the member nominated and not to other household members.

**Section 2. Election to Membership.**

- (a.) Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by these Constitution and Bylaws and the rules of The American Kennel Club. Accompanying the application, the prospective member shall submit dues payment for one year. Pro-ration of dues shall be determined by the Board of Directors.
- (b.) All applications are to be filed with the Recording Secretary and each application, upon receipt, is to be read at the General Meeting. At the next Club meeting, the application will be voted on by secret ballot, and a simple majority of the affirmative votes of the members present and eligible to vote at the meeting will be required to elect the applicant. Applicants for membership who have been rejected by the Club may not apply within six (6) months after such rejection. Applicants for membership must be present at the meeting when his/her name is read and must be present at the meeting when his/her name is voted on for membership.



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(c.) In the event an applicant is unable to attend the required meetings before a general membership vote is taken on their application, they may file for a waiver of Just Cause or Extenuating Circumstances, hereafter referred to as JCEC. The JCEC would include, but not be limited to: employment, physical or mental impairment, family related illness, or religion. To qualify for JCEC, the applicant must have participated in three (3) club activities for the calendar year. Those activities could include, but not be limited to: stewarding at a local licensed trial, training or assisting in a training session for public classes, or local club events. A letter to the Board of Directors requesting this waiver and a list of the activities performed must accompany the application for membership. The Board will decide by a simple majority vote as to whether the applicant's request will be granted. The applicant will receive a letter from the Board specifically stating the terms of the approval or disapproval of the request for JCEC. The application will then be presented to the General Membership to be voted upon by secret ballot, and a simple majority of the affirmative votes of the members present and eligible to vote at the meeting will be required to elect the applicant.

### **Section 3. Member In Good Standing.**

(a.) Only Members In Good Standing are eligible to:

- 1) Vote
- 2) Run for Office
- 3) Hold Board appointed positions as listed in Article III, Section 3 of the Bylaws.
- 4) Attend one (1) Obedience or Rally class free of charge per calendar year, and two (2) half-price classes per calendar year. Each Household member is entitled to only one (1) Obedience or Rally class free of charge each calendar year, and two half-price classes each year.
- 5) Receive year end awards.

(b.) To retain Member In Good Standing status the member must attend six regular meetings for the calendar year, OR train/assist during one full training class session, OR attend three regular meetings AND volunteer for three club activities for the calendar year which include, but are not limited to:

- 1) Stewarding at a local licensed Trial
- 2) Setup or teardown at a local licensed Trial
- 3) Serving on a Committee
- 4) Organizing a Seminar
- 5) Organizing any Club function
- 6) Serving on the Board of Directors
- 7) Assisting at Club-sponsored Matches

(c.) Each Member shall report their Club activities in writing, other than attendance at General Club Meetings, to the Recording Secretary in a timely manner after each event in order to maintain Member In Good Standing status.

(d.) Just Cause and Extenuating Circumstances will be considered in the case of a member who due to work, illness, or other unforeseen circumstances cannot fully comply with the above criteria for member in good standing. The member must submit to the VVDOC Board a letter stating their reasons for using JCEC. The letter will be considered by the Board and a determination made by them by a simple majority vote of the Board as to whether or not the member may be eligible for exemption for the current calendar



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year. The member will be notified by the President (or his appointee) within seventy-two (72) hours after the decision is made. JCEC would include, but not be limited to: employment, physical or mental impairment, family related issues, illness or religion. After the determination is made, the member will receive a letter from the Board specifically stating the terms of the approval or disapproval of the request for JCEC. Once approved, the member must renew the JCEC no later than January 31 of each subsequent year for it to remain in effect.

**Section 4. Dues.** Membership dues as voted upon by the Membership shall be payable before the first day of January each year. By November 15<sup>th</sup>, the Treasurer shall send to each member a statement of the dues for the ensuing year by mail or email. A reminder notice will be sent by December 15<sup>th</sup> by mail or email. No member may vote whose dues are not current.

**Section 5. Termination of Membership.** Memberships shall be terminated by:

- (a.) **Resignation.** Any Member may resign from the Club upon written notice to the Recording Secretary.
- (b.) **Lapsing.** A membership will be considered as lapsed if such member's dues remain unpaid after the first of the fiscal year. A lapsed member may apply to the Board for reinstatement by January 31<sup>st</sup> of that year. In no case shall a person be entitled to vote at any Club meeting whose dues are unpaid.
- (c.) **Expulsion.** A member of the Club may be expelled as set forth in Article VI, Section 4 of these Bylaws.

## ARTICLE II: MEETINGS and VOTING

**Section 1. Club Meetings.** Meetings of the Club shall be held each month at such hour and place as may be designated by the Board of Directors. If a meeting cannot be held, notice shall be given by the Corresponding Secretary as soon as possible prior to the date of the meeting. The quorum for such meetings shall be twenty (20) percent of the members eligible to vote.

**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 Corresponding Secretary upon receipt of a petition signed by five (5) members of the Club who are in good standing. Such special meetings shall be held at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Notice of such a meeting shall be given by the Corresponding Secretary at least five (5) days and not more than ten (10) 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 twenty (20) percent of the members present and eligible to vote.

**Section 3. Board Meetings.** Meetings of the Board of Directors shall be held in person or via telephone conference call or any other acceptable method at least once per year as may be designated by the Board. Board meetings are open to all Club members and Board invited guests. Members or guests may not address the Board unless invited to do so by the Board.

**Section 4. Special Board Meetings.** Special meetings of the Board may be called by the President; or may be called by the Corresponding Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings shall be held at such place, date, and hour as may be designated by the person authorized herein to call such a



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meeting. Notice of such meeting shall be given by the Corresponding Secretary at least five (5) days and not more than ten (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 simple 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 they are present. Proxy voting will not be permitted at any Club meeting or election.

### ARTICLE III: OFFICERS AND DIRECTORS

**Section 1. Board of Directors.** The Board shall be comprised of five (5) Officers, the Past President, if applicable, and two (2) Directors, all of whom shall be members in good standing and all of whom, except for the Past President, shall be elected for one-year terms at the Club's annual meeting as provided in Article IV of these Bylaws. General management of the Club's affairs shall be entrusted to the Board of Directors. Upon adoption of these Bylaws, the then-serving Officers, Directors, and Past President shall continue to serve in their respective positions until the January 2014 elections, at which time the Board of Directors shall be comprised of five (5) Officers, two (2) Directors, and the Past President, if applicable. The office of the Past President carries no voting privileges.

**Section 2. Officers and Directors.** The Club's Officers, consisting of the President, Vice President, Recording Secretary, Corresponding 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. The President or his/her designee shall notify new members of their election to membership in person, by phone call, or email.
- (b.) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, incapacity, resignation, or expulsion.
- (c.) The Recording 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, and such other duties as are prescribed by the Board.
- (d.) The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, and carry out such other duties as are prescribed by the Board.
- (e.) 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 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.
- (f.) The Directors will participate in the Board's handling of the general management of the Club's affairs, in addition to any other duties assigned to them for this purpose.
- (g.) The Past President shall serve for one year in an advisory position. This position shall carry no voting rights. The Past President may run for any other office during the one year advisory term, and if elected, shall have all rights and privileges of that office.



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**Section 3. Appointed Offices.** The Board of Directors shall appoint the offices of Obedience/Rally Trial Chairperson and Obedience Training Director.

(a.) Obedience/Rally Trial Chairperson. The Obedience/Rally Trial Chairperson shall be in direct charge of and responsible for all phases of Club sponsored Obedience/Rally Trials and Obedience/Rally Trial Sanctioned Matches, subject to final approval of the Board of Directors.

(b.) Obedience Training Director. The Obedience Training Director shall be appointed by the Board of Directors no later than the June General Membership Meeting. The Obedience Training Director, subject to direction, review, and final approval of the Board of Directors, shall be in charge of training classes and distribution of class materials and equipment relating to these classes. The Obedience Training Director may appoint up to four (4) members to their committee.

**Section 4. 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 the members of the Board at its first regular meeting following the creation of such vacancy, 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.

In the event of any unforeseen inability of any elected officer to attend to Club business, an officer Pro-Tem shall be appointed by a majority of the Board of Directors for the duration of the inability.

## ARTICLE IV: THE CLUB YEAR, ANNUAL MEETING, 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 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 January, at which Officers and Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 5 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. Proxies.** Proxy voting will not be permitted at any Club meeting or election.

**Section 4. Elections.** The candidate receiving the simple majority of votes for each office shall be declared elected.

**Section 5. Nominations.** No person may be a candidate in a Club election who has not been nominated.

(a.) Selection to the Nominating Committee. At the August general membership meeting, the President shall ask that those members who do not wish to be considered for the nominating committee notify the President before the next Board of Directors meeting. At the next Board meeting, the Board shall select a Nominating Committee Chairperson and two (2) committee members from a cross-section of the membership who have previously consented to serve.



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(b.) Requirements of the committee. All meetings shall be completed before the November general membership meeting. The Committee shall nominate at least one candidate for each office.

(c.) Selection of candidates for office. Upon contact of a potential nominee for office, the committee must receive a verbal confirmation of acceptance or declination within forty-eight (48) hours. A candidate who does not respond within forty-eight (48) hours will be presumed to have declined. A member declining a nomination may at that point alert the committee to their interest and/or willingness to serve in another position.

(d.) The Committee Chairperson. The Chairperson shall notify the Board of the list of nominations and declinations immediately following the last committee meeting. The Chairperson shall report to the Club at the November general membership meeting those candidates nominated for office. Any person so nominated who finds they cannot be a candidate for the position for which they have been nominated shall notify the Board within seven (7) days of contact by the committee. If time allows, the committee may appoint a new nominee for the position, or a nomination may be announced at the December general membership meeting.

(e.) Additional nominations. Additional nominations may be made at the December general membership meeting by any member in good standing in attendance, provided that the person so nominated has given prior approval for their name to be proposed and provided further that if proposed candidate is not in attendance at the meeting, their proposer shall present to the Recording Secretary a written statement signifying their willingness to be a nominee. No person may be a nominee for more than one office, and the additional nominations which are provided for herein may be made only from among those members in good standing who were not nominated by the initial committee.

No additional nominations shall be made at the annual meeting or in any manner other than as provided herein.

## ARTICLE V: COMMITTEES

**Section 1.** The Board may each year appoint standing committees to advance the work of the Club in such matters as, but not limited to, obedience/rally trials, trophies, annual prizes, membership, library, clothing, 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 assist on particular projects.

**Section 2.** Any committee appointment 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 shall be suspended from the privileges of the Club for a like period.



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**Section 2. Charges.** An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specification must be filed in duplicate with the Recording Secretary with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Recording 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 for a hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Recording Secretary shall promptly send one copy of the charges and the 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 all 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 (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 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 Recording Secretary. The Recording 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 of 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 sixty (60) days but not earlier than thirty (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 recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The membership shall then vote by secret ballot on the proposed expulsion. A two thirds (2/3) vote of those present and eligible to vote at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## ARTICLE VII: ORDER OF BUSINESS

**Section 1.** 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:

Roll Call

Approve Minutes of Last General Meeting

Acknowledge Member Receipt of Last Board Minutes



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Report of President

Report of Corresponding Secretary

Report of Treasurer

Report of Committees

Election of New Members

Unfinished Business

Election of Officers and Board of Directors (at annual meeting)

New Business

Member Announcements/Brags

Adjournment

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

Approval of Minutes of previous Board meeting

Report of Corresponding Secretary

Report of Treasurer

Report of Committees

Unfinished Business

New Business

Adjournment

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the most current edition of "Robert's Rules of Order, Newly Revised" shall be used as a reference, where they are not inconsistent with these Bylaws and any other special rules of order the Club may adopt.

## GLOSSARY

Notices - All Club notices must be sent either via US Postal Service, email, or telephone.

Inure - To benefit; to become beneficial or advantageous.

As Adopted June 4, 2013



Recording Secretary