

# CONSTITUTION AND BYLAWS OF THE OBEDIENCE CLUB OF SAN DIEGO COUNTY, INC.

SECTION 1. The name of the Club shall be "The Obedience Club of San Diego, Inc."

SECTION 2. The objectives of the Club shall be:

1. to do all in its power to protect and advance the interest of all breeds of dogs and to encourage sportsmanlike competition at dog shows, performance events, companion events, and any other event for which the club is eligible;
2. to conduct sanctioned matches, licensed obedience trials, rally trials and other performance or companion events under the Rules and Regulations of The American Kennel Club.
3. to promote the training of dogs and their owners and responsible ownership of all dogs through the Canine Good Citizen program.

The Club shall not be conducted or operated for profit and no part or any profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual. 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.

## THE OBEDIENCE CLUB OF SAN DIEGO COUNTY, INC. BYLAWS

### ARTICLE I – MEMBERSHIP ELIGIBILITY.

There shall be two types of membership:

- A. Regular Membership. Open to all persons who are in good standing with The American Kennel Club and who subscribe to the purposes of this club.
- B. Associate Membership. Open to new members of the club for a period of four months, and shall include all privileges of the club except voting. An associate member may apply for regular membership during the last month of associate membership or within one month after the expiration of associate membership.

### SECTION 2. DUES.

- A. Annual Membership Dues shall be established by the Board of Directors annually by October 15, for each membership category. Dues shall be due and payable on or before January 1 each year. No member may vote or be eligible to earn or to receive Club awards whose dues are not paid for the current year. During the month of November, the Treasurer shall send to each member a statement of dues for the ensuing year. Persons becoming new members after October 15 shall be required to pay the established dues, and dues so paid will be construed to include and cover the following year.

- B. Dues for four month Associate Membership shall be established upon application to regular member status. Regular membership dues shall be applied and shall be prorated for the remainder of the current year.

### SECTION 3. ELECTION TO MEMBERSHIP.

- A. Each applicant for membership shall apply on a form approved by the Board of Directors which shall provide that the applicant agrees to abide by the Club's Constitution and Bylaws and the Rules of The American Kennel Club. The prospective member shall submit dues payment for the current year with his/her application. All applications are to be filed with the Membership Chairman and each application is to be read at the first meeting of the Board following its receipt. At the next Board meeting the application will be voted upon. All applications for regular membership must be approved by a majority vote of the Board of Directors.
- B. The Board of Directors may, at their option by a majority vote, admit an applicant into regular membership without going through the four-month associate membership, provided said applicant pays both the associate and regular dues as provided for in the by-laws.
- C. 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 by:

- A. Resignation. Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the club. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- B. Lapsing. A membership will be considered as 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 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. Expulsion. A membership may be terminated by expulsion as provided in Article VI of the Club's Constitution and Bylaws.

## ARTICLE II – MEETINGS & VOTING

### SECTION 1. CLUB MEETINGS.

Meetings of the Club shall be held in the greater San Diego area each month at such hour and place as may be designated by the Board of Directors. Written notice of each meeting shall be e-mailed and/or mailed at least 10 days prior to the date of the meeting. Notice may be included in the Club's newsletter, provided it is mailed at least 10 days prior to the meeting date. The quorum for such a meeting shall be a majority of the Club's membership in attendance.

## 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 members of the Club who are in good standing. Such special meetings shall be held in the Club's area at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be emailed and/or mailed first class by the Secretary at least five 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 thereat. The quorum for such a meeting shall be a majority of the Club's membership in attendance.

## SECTION 3. BOARD MEETINGS.

Meetings of the Board of Directors shall be held each month in the Club's area at such an hour and place as may be designated by the Board. Written notice of each such meeting shall be emailed and/or mailed by the President at least ten (10) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Board business can also be conducted by telephone conference calls. Proxy voting will not be permitted at any board meeting

## SECTION 4. SPECIAL BOARD MEETINGS.

Special meetings of the Board may be called by the President, or 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 the Club's area at such place, date and hour as may be designated by the person authorized to call such a meeting. Written notice of such meetings shall be emailed and/or 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. A 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 & OFFICERS

## SECTION 1. BOARD OF DIRECTORS.

The Board shall be comprised of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Training Director and six other persons, all of whom shall be members in good standing of The Obedience Club of San Diego, Inc., and shall be elected for one-year terms as provided in Article IV and shall serve 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, Corresponding Secretary, Treasurer, and Training Director shall serve in their respective capacities both with regard to the Club and its meetings, and the Board and its meetings.

1. 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 the President in addition to those particularly specified in these by-laws.
2. The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
3. 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. The Recording Secretary must keep an up-to date copy of the Club Constitution and carry out such other duties as are prescribed in these bylaws.
4. The Corresponding Secretary shall have charge of the correspondence of the club, shall keep a complete file of copies of all club correspondence, shall keep a complete list in chronological order of necessary correspondence regarding annual matters and the holding of licensed trails and carry out other duties as are prescribed in these by-laws.
5. The Treasurer shall collect and receive all monies due or belonging to the Club. He or she shall deposit the same in a bank designated by the Board, in the name of the Club. His or her books shall be at all times open to inspection by the Board, and he or she shall report to them at every meeting the condition of the Clubs' finances and every item or receipt or payment not before reported, and at the Annual Meeting he or she shall render an account of all monies received and expended during the current fiscal year January through December. No later than January 31 the treasurer shall provide a final account of all monies received and expended for the previous fiscal year. The Treasurer shall be bonded in such amounts as the Board of Directors shall determine.
6. The Training Director shall have supervisory control of the training classes, organize the scheduling of classes, and coordinate the trainers for class consistency. The Training Director has the power to call meetings with the trainers and to form and appoint training sub positions and committees such as CGC coordinator, Rally coordinator, etc. The Training Director is in charge of class applications and entries, but may delegate to appropriate sub directors. The Training Director also has the power to cancel classes for club safety and due to acts of God.

## 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 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 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.

## ARTICLE IV – CLUB YEAR, ANNUAL MEETING & ELECTIONS

### SECTION 1. CLUB YEAR.

The Club's fiscal year shall begin on the first day of November and end on the last day of October. The Club's official year shall begin immediately at the conclusion of the election at the annual meeting in October 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 October. Newly elected Officers and Directors for the ensuing year shall take office at the annual meeting, and each retiring officer shall turn over to his or her successor in office all properties and records relating to that office within 30 days after the election.

### SECTION 3. ELECTIONS.

Voting for Officers and Board of Directors will be held in the month of October at which time Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The seven nominated candidates for other positions of the Board who receive the greatest number of votes for such positions shall be declared elected. If there is no opposition to the slate put forward by the Nominating Committee, no vote is necessary and the slate is duly elected.

### SECTION 4. NOMINATIONS.

No person may be a candidate in a Club election who has not been nominated. During the month of August, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. The Board shall name a Chairman for the Committee, and it shall be his or her duty to call a committee meeting which shall be held before the third Wednesday in September.

1. The Committee shall nominate one candidate for each office and six candidates for the six other positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations in writing to the Secretary.
2. Upon receipt of the Nominating Committee's report, the Secretary shall, before the third Wednesday in September, notify each member in writing of the candidate so nominated.
3. Additional nominations may be made at the September meeting by any member in attendance, provided that the person so nominated accepts when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his or her proposer shall present a written statement to the Secretary 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 from the Nominating Committee.
4. Nominations cannot be made after the September meeting, or in any manner other than as provided in this Section.

## ARTICLE V – COMMITTEES

### SECTION 1. COMMITTEES APPOINTMENT

The Board may each year appoint standing committees to advance the work of the Club in such matters as dog shows, obedience trials, rally trials, field trials, trophies, annual awards, membership and other areas 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. COMMITTEE TERMINATION

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 persons whose services have been terminated.

## ARTICLE VI – TRAINING & TRAINING DIRECTOR

### SECTION 1. TRAINING CLASSES

1. Weekly classes shall be conducted for all members interested in training dogs in obedience work.
2. A conformation class shall also be conducted, to acquaint dogs and handlers with the proper conformation ring procedure for showing pure- bred dogs at dog shows. Any member of the club can take advantage of this training.

### SECTION 2. TRAINING DIRECTOR.

The Training Director shall be an elected officer and shall have supervisory control of the training classes. See ARTICLE III SECTION 6

### SECTION 3. TRAINERS

Trainers. The Trainers conduct the training classes. They should serve their apprenticeship under the Training Director and be recommended by him/her for the approval of the Board. They must be members in good standing.

## ARTICLE VII – DISCIPLINE

### SECTION 1: AMERICAN KENNEL CLUB SUSPENSION.

Any member who is suspended from the privileges of The American Kennel Club automatically shall be suspended from the privileges of the Club for a like period.

### SECTION 2. CHARGES.

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of \$100 which shall be forfeited if such charges are not sustained by the Board following a hearing. The 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 or the breed. 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 3 weeks, nor 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/her own defense and bring witnesses if he/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 a majority vote of those present, suspend the defendant from all privileges of the Club for not more than 6 months from the date of the hearing. And, if the Board deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such a case, the suspension shall not restrict the defendant's right to appear before his or her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings 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.

### 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 not earlier than 30 days after the date of the Board's recommendation. The defendant shall have the privilege of appearing in his or her own behalf, 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 own behalf if he or she wishes. The members shall then vote by secret written 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 VIII - AMENDMENTS

### SECTION 1. AMENDMENTS

Amendments to the constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed a member 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, for a vote within 3 months of the date when the petition was received by the Secretary.

## SECTION 2. VOTES

The constitution and by-laws 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. The proposed amendments shall have been included in the notice of the meeting, and provided to each member at least 2 weeks prior to the date of the meeting.

## ARTICLE IX – DISSOLUTION

### SECTION 1. DISSOLUTION.

The Club may be dissolved at any time by the written consent of not less than 2/3 of the members in good standing. 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 Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

## ARTICLE X – ORDER OF BUSINESS

### SECTION 1. CLUB 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
- Roll Call
- Minutes of last meeting
- Report of President
- Report of the Vice President
- Report of Recording Secretary
- Report of the Treasurer
- Report of Corresponding Secretary
- Report of Training Director
- Report of Membership
- Report of Committees
- Election of Officers/Board (at Annual Meeting) Election of new members
- Unfinished Business
- New Business
- Adjournment

### SECTION 2. BOARD MEETINGS

At meetings of the Board, the order of business, unless otherwise directed by a majority of vote of those present, shall be as follows:

- Call to Order
- Minutes of last meeting
- Report of President



Report of Vice President  
Report of Recording Secretary Report of Treasurer  
Report of Corresponding Secretary Report of Training Director Report of Membership  
Report of Committees  
Unfinished Business  
New Business  
Adjournment

## ARTICLE XI – PARLIAMENTARY AUTHORITY

### SECTION 1. ROBERT'S RULES

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with these by-laws and any other special rules of order the Club may adopt.