

Pacific NW Scent Work Club

CONSTITUTION

ARTICLE I - Name and Objects

- 1) SECTION 1. The name of the club shall be Pacific NW Scentwork Club (PNWSWC).
- 2) SECTION 2. The objectives of the club shall be:
 - a) to further the advancement of purebred dogs in AKC Scent Work;
 - b) to do all in its power to protect and advance the interests of AKC Scent Work Trials; and to encourage sportsmanlike conduct at such events;
 - c) to conduct sanctioned Scent Work trials; and any other events for which the club is eligible under the Rules and Regulations of The American Kennel Club.
 - d) to disseminate knowledge, conduct classes in and promote the training of purebred dogs;
 - e) to encourage the training of judges.
- 3) 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.
- 4) 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.

BYLAWS

ARTICLE I - Membership

- 1) SECTION 1. Eligibility. There shall be two types of membership open to all persons 18 years of age and older who are in good standing with The American Kennel Club and who subscribe to the purposes of this club.
 - a) Individual Membership – Enjoys all club privileges including the right to vote and hold office.
 - b) Associate Membership – Entitled to all club privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the club's area but are not active).
- 2) SECTION 2. Dues. Membership dues shall not exceed \$35 per year, payable on or before January 1st each year. Dues shall be set by the board each year for each type of membership on or before October 31st. No member may vote whose dues are not paid for the current year. During the month of November, the Treasurer shall send each member a notification that dues are due by December 31st for the ensuing year.
- 3) SECTION 3. Election to Membership. Each applicant for membership shall apply on a form as approved by the board of directors and which shall provide that the applicant agrees to abide by the constitution and bylaws of the club and the rules of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.
 - a) All applications are to be filed with the Secretary and each application is to be read at the first meeting of the club following its receipt. At the next club meeting the application will

be voted upon and affirmative votes of 2/3 of the members present and voting by secret ballot at that meeting shall be required to **accept** the applicant **for membership**.

- b) Applicants for membership who have been rejected by the club may not reapply within **6** 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; 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) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain **unpaid 60 days** after the first day of the fiscal year; however, the board may grant an **additional 30 days of grace to 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

- 1) **SECTION 1. Club Meetings.** Meetings of the club shall be held each month **within the greater Salem, Oregon area at such place, date and hour as** may be designated by the **Board of Directors**. Written notice of **each meeting shall be provided at least 10 days prior to the date of the meeting. If a member has signed an authorization agreeing to e-mail communication, such notices can be sent via e-mail. If the Secretary does not have this authorization, notification must be sent via US Postal Service.** The quorum **for meetings** shall be 20 percent of the members in good standing.
- 2) **SECTION 2. Special Club Meetings.** Special club meetings may be called by
 - a) the President, or a majority vote of the members of the **Board of Directors** who are present and voting at any regular or special meeting of the **Board of Directors**; and
 - b) shall be called by the Secretary upon receipt of a petition signed by five members of the club who are in good standing.
 - c) Such special meetings shall be held **within the greater Salem, Oregon area at such** place, date, and hour as may be designated by the person or persons authorized herein to call such meetings.
 - d) Written notice of such a meeting shall be mailed by the Secretary at least **5** days and not more than 15 days prior to the date of the meeting, 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 20 percent of the members in good standing.
- 3) **SECTION 3. Board of Directors Meetings.** Meetings of the **Board of Directors** shall be held each month held **within the greater Salem, Oregon area at such place, date and hour as** may be designated by the **Board of Directors**. Written notice of **each meeting shall be provided at least 10 days prior to the date of the meeting. If a member has signed an authorization agreeing to e-mail communication, such notices can be sent via e-mail. If the Secretary does not have this authorization, notification must be sent via US Postal Service.** The quorum for such a meeting shall be a majority of the **Board of Directors**.

- 4) SECTION 4. Special Board of Directors Meetings. Special meetings of the Board of Directors may be called by
 - a) the President; and
 - b) shall be called by the Secretary upon receipt of a written request signed by at least 3 members of the Board of Directors.
 - c) Such special meetings shall be held within the greater Salem, Oregon area at such place, date, and hour as may be designated by the person authorized herein to call such meeting.
 - d) Written notice of such meeting shall be mailed by the Secretary at least 5 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 of Directors.

- 5) 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 or she is present. Proxy voting will not be permitted at any club meeting or election.

ARTICLE III - Directors and Officers

- 1) SECTION 1. Board of Directors. The Board of Directors shall be comprised of the officers and 2 other persons, all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the club's annual meeting as provided in Article IV and shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the Board of Directors.

- 2) SECTION 2. Officers. The club's officers, consisting of the President, Vice President, Secretary and Treasurer, shall serve in their respective capacities both with regard to the club and its meetings and the Board of Directors and its meetings.
 - a) The President shall preside at all meetings of the club and of the Board of Directors, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these bylaws.
 - b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
 - c) The Secretary shall keep a record of all meetings of the club and of the Board of Directors and of all matters of which a record shall be ordered by the club; shall have charge of the correspondence, notify members of meetings, notify new members that their membership has been accepted, notify officers and directors of their election to office, keep a list of the members of the club with their addresses, and carry out such other duties as are prescribed in these bylaws.
 - d) The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank designated by the Board of Directors, in the name of the club. The books shall at all times be open to inspection by the Board of Directors 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 amount as the Board of Directors shall determine.
 - e) The offices of Secretary and Treasurer may be held by the same person, in which case the Board of Directors shall be comprised of 5 persons.

- 3) SECTION 3. Vacancies. Any vacancies occurring within the Board of Directors 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 of Directors** at its first regular meeting following the creation of such vacancy, or at a special **Board of Directors** 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 of Directors**.

ARTICLE IV - Club Year, Annual Meeting, Elections

- 1) 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.
- 2) 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 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.
- 3) SECTION 3. Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The 2 nominated candidates for other positions on the **Board of Directors** who receive the greatest number of votes for such positions shall be declared elected.
- 4) SECTION 4. Nominations. No person may be a candidate in a club election who has not been nominated.
 - a) During the month of October, the **Board of Directors** 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 of Directors**. The Secretary shall immediately notify the committee members and alternates of their selection. The **Board of Directors** shall name a chair for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before November 15.
 - b) The committee shall nominate one candidate for each office and positions on the **Board of Directors** and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
 - c) Upon receipt of the Nominating Committee's report, the Secretary shall at least 2 weeks before the December meeting notify each member in writing of the candidates so nominated.
 - d) Additional nominations may be made at the December 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 this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.
 - e) Nominations cannot be made at the annual meeting or in any manner other than as provided **in this section**.

ARTICLE V - Committees

- 1) SECTION 1. The **Board of Directors** may each year appoint standing committees to advance the work of the club in such matters as events, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the **Board of Directors**. Special committees may also be appointed by the **Board of Directors** to aid it on particular projects.
- 2) SECTION 2. Any committee appointment may be terminated by a majority vote of the full membership of the **Board of Directors** upon written notice to the appointee; and the **Board of Directors** may appoint successors to those persons whose services have been terminated.

ARTICLE VI - Discipline

- 1) 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 this club for a like period.
- 2) 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 specifications must be filed in duplicate with the Secretary together with a deposit of \$50, which shall be forfeited if such charges are not sustained by the **Board of Directors** following a hearing. The Secretary shall promptly send a copy of the charges to each member of **the Board of Directors** or present them at a board meeting, and the **Board of Directors** 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 weeks nor more than six weeks thereafter. The 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/her own defense and bring witnesses if he/she wishes.
- 3) SECTION 3. Board Hearing. The **Board of Directors** 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 of Directors** 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/her fellow members at the ensuing club meeting which considers the **Board of Directors recommendation**. Immediately after the board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the **Board of Directors** decision and penalty, if any.
- 4) SECTION 4. Expulsion. Expulsion of a member from the club may be accomplished only at a meeting of the club following a **Board of Directors** hearing and upon the **Board of Directors** 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 of Directors** recommendation of expulsion. The defendant shall have the privilege of appearing in his/her 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/her own behalf if he/she 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 of Directors** suspension shall stand

ARTICLE VII - Amendments

- 1) SECTION 1. Amendments to the constitution and bylaws may be proposed by the **Board of Directors** or by written petition addressed to the Secretary signed by 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 of Directors** by the Secretary for a vote within **3** months of the date when the petition was received by the Secretary.
- 2) SECTION 2. 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 proposed amendments have been included in the notice of the meeting and mailed to each member at least **2** weeks prior to the date of the meeting.

ARTICLE VIII - Dissolution

SECTION 1. 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 IX - Order of Business

- 1) **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:
 - a) Roll Call
 - b) Minutes of last meeting
 - c) Report of President
 - d) Report of Secretary
 - e) Report of Treasurer
 - f) Reports of committees
 - g) Election of officers and board (at annual meeting)
 - h) Election of new members
 - i) Unfinished business
 - j) New business
 - k) Adjournment

- 2) **SECTION 2.** At meetings of the **Board of Directors**, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:
- a) Reading of minutes of last meeting
 - b) Report of Secretary
 - c) Report of Treasurer
 - d) Report of committees
 - e) Unfinished business
 - f) New business
 - g) Adjournment

ARTICLE X **Parliamentary Authority**

SECTION 1. 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 bylaws and any other special rules of order the club may adopt.

Approved by the Board January 21, 2019

Adopted by the Membership January 27, 2019

Revision adopted by the Membership October 27, 2019 (yellow highlights)

GLOSSARY

Member in good standing – An individual who is not suspended by The American Kennel Club or their Club and whose dues for the year are already paid.

Reprimand – A written warning to a member after charges have been filed in accordance with the bylaws, and it is determined that the member's conduct was not severe enough to warrant a suspension or a recommendation for expulsion.

Notices – All club notices must be sent either via the US Postal Service or e-mail in accordance with AKC policy. *Includes notice by email if member agrees to such.*

Votes on Bylaw Amendments – After amendments are voted upon, the club must provide AKC with the number of members in good standing as well as the date of the vote, and the number who voted for and against. A copy of the revised document must be submitted to AKC as soon as it is printed.