



LONG ISLAND RETRIEVER FIELD TRIAL CLUB, INC.

CONSTITUTION AND BY-LAWS

Adopted September 15, 1938

Revised December 1, 1980

Revised December 2, 1992

Revised September 23, 2008

Revised November 9, 2020

CONSTITUTION

ARTICLE 1- Name and Objects

SECTION 1. The name of the club shall be Long Island Retriever Field Trial Club, Inc.

SECTION 2. The objects of the club shall be:

- a. to further the advancement of:
 - Field trial breeds
 - Hunting test breeds
- b. to do all in its power to protect and advance the interests of:
 - Field trials
 - Hunting tests

and to encourage sportsmanlike conduct at such events;
- c. to conduct:
 - sanctioned trials
 - field trials
 - hunting tests
 - any other event for which the club is eligible under the Rules and Regulations of the American Kennel Club, United Kennel Club and Hunting Retriever Club.
- d. to disseminate knowledge, conduct classes in and promote the training of purebred dogs.
- e. to encourage the training of judges.

SECTION 3. The Corporation is organized as a standard C Corp. for the purposes of charitable, educational, and public safety work, the fostering of amateur sports competition where national titles are competed for, and the prevention of cruelty to animals.

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 1

Membership

SECTION 1. *Eligibility.* There shall be four types of membership open to all persons 18 years of age and older who are in good standing with The American Kennel Club, United Kennel Club and Hunting Retriever Club and who subscribe to the purposes of this club.

- a. Regular (Individual) - Enjoys all club privileges including the right to vote and hold office.
- b. Household (Family) - Two (2) adult members residing in the same household, each eligible to vote and hold office. The Family membership will also cover all family minors under the age of 18. Minors will not be eligible for voting or to hold office.
- c. Associate - Entitled to all club privileges except, special weekday TRP, Stewardship, voting and holding office. This membership will only be offered to individuals who live outside of the club's immediate area (NYC, Nassau and Suffolk County).
- d. Life - For those individuals who have been members in good standing for a long period of time. Life members pay no dues but are eligible to vote and hold office so long as they remain a member in good standing. To be eligible for this membership an individual must have had 25+ years of membership and has held an office for at least one year. This form of membership may only be awarded to an individual upon a board meeting decision.

There shall be one membership available to those persons under 18 years of age.

- e. Junior- Open to children under 18 years of age: a non-voting/non-office holding membership which may automatically convert to regular membership at age 18.

SECTION 2. *Dues.* Membership dues shall be payable on or before the 1st day of January of each year. No member may vote whose dues are not paid for the current year. During the month of December, the Treasurer and/or Secretary shall send to each member a statement of dues via paper or electronic mail for the ensuing year. Dues are non-refundable.

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 and the rules of The American Kennel Club, United Kennel Club and Hunting Retriever Club. The applicant shall state the name and address 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.

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 (66.6 percent) of the members present and voting by secret ballot at the meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the club may not reapply within six months after such rejection.

SECTION 4. *Maintenance of Membership.* Members will be required:

To remain a member in good standing with the club each active member must attend 1/3 (33.3 percent) of all the scheduled meetings within a calendar year and also work a minimum of 12 hours at any of the scheduled club AKC field trials, AKC/UKC hunt tests, club organized state land clean up days or any club sanctioned educational outreach programs. Club training days and club member only competitions do not count towards the required work hours. These 12 hours must be split at a minimum of 6 hours in the spring events (April-July) and 6 hours in the fall events (August-October). Each active member of a family membership will be required to perform the minimum required work hours to remain a member in good standing. Associate members will not be required to perform any work hour requirements. Failure to uphold to these requirements will result in a member being prohibited from club training events, club TRP's, Stewardship and all club votes until such time that membership can be restored to good standing. In addition to the required attendance at general meetings, board members will also be responsible for attending ½ (50 percent) of all the board meetings within the year to remain a board member in good standing.

SECTION 5. *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 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.* Meetings of the club shall be held no less than six times per year in Suffolk County, NY at such hour and place as may be designated by the Board of Directors, or via an electronic meeting system. These scheduled meetings shall be spaced out evenly throughout the year (bi-monthly). Written notice of each such meeting shall be emailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 25 percent of the membership 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, or 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 Suffolk County, NY at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings or via an electronic meeting system. Written notice of such a meeting shall be emailed by the 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 required for such a meeting shall be 25 percent of the membership in good standing.

SECTION 3. *Board Meetings.* Meetings of the Board of Directors shall be held no less than two times per year in Suffolk County, NY, or at the President's discretion. Upon coordinating the meeting, members may be allowed to attend the meeting via telephone conference call or via video conference. Written notice of each such meeting shall be emailed by the Secretary at least ten business days prior to the date of the meeting. The quorum for such a meeting shall be a majority (60%) of the board.

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 written request signed by at least three members of the board. Such special meetings shall be held in Suffolk County, NY at such place, date, and hour as maybe designated by the person authorized herein to call such meeting. Written notice of such meeting shall be emailed by the 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 majority (60%) of the board.

SECTION 5. *Voting.* Each member in good standing as defined within Article 1 Section 3 of the Bylaws shall be entitled to one (1) vote at any meeting of the club at which he is present. Family memberships will be allowed a maximum of two (2) votes. An absentee ballot may be provided to a member in good standing for the annual election of Officers and Directors. Proxy voting is permitted under extenuating circumstances if a member is, for some reason, in a location for an extended period of time where long term communication is greatly inhibited or absent. The President of the club will not vote in any membership elections or board votes unless there is a tie in a vote.

ARTICLE III

Directors and Officers

SECTION 1. *Board of Directors.* The board shall be comprised of a maximum of four (4) officers and eight (8) other persons, all of whom shall be members in good standing and all of whom shall be elected annually 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.**

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 and its meetings. The four (4) officers are all required to be current members in the HRC prior to the January election meeting.

- 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 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; shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, which shall be sent to any member in good standing, upon

written request, not more than once every club year, keep an annual record of all meetings attended and work hours for each member of the club, 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, 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 of 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.

SECTION 3. *Vacancies.* Any vacancies occurring on the board or among the offices during the year shall not be filled until the next annual election, or at a special board meeting called for that purpose at the discretion of the President. In the event that the vacancy is within the office of President it shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the board during a special board meeting.

ARTICLE IV

The Club Year, Annual Meeting, Elections

SECTION 1. *Club Year.* The club's fiscal year shall begin on the 1st day of January and end on the 31st 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 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.**

SECTION 3. *Elections.* The nominated candidate receiving the greatest number of votes for each office annually shall be declared elected. The eight (8) nominated candidates for other positions on the board who receive the greatest number of votes for such positions shall be declared elected. The votes shall be collected and tallied by a member in good standing present at the election meeting who is not a candidate for an elected position, and the voting shall be verified by a second member in good standing present at the election meeting who is not a candidate for an elected position.

SECTION 4. *Nominations.* No person may be a candidate in a club election who has not been documented as a member in good standing for the previous year,

- a. Any member wishing to enter the election process for an officer position, or a board position must notify the club Secretary in writing no later than December 15th. After the December 15th deadline, a notification of candidates will be sent out via email to the general membership, and any changes can be made for 24 hours after which the candidates for election are then finalized. No additional nominations at all will be accepted after this 24 hour period.

- b. The Secretary shall create an official ballot for the January meeting which calls out each position (officer and/or board member) that is up for a vote with the prospected member's names.
- c. Nominations **cannot** be made at the annual meeting or in any manner other than as provided in this Section.
- d. If a member in good standing is in need of an absentee ballot, they must contact the Secretary at least two weeks prior to the January meeting to request the ballot. This ballot must be sent back to the Secretary one week prior to the January annual meeting via electronic or paper mail. Absentee ballots will only be accepted and entered into the official vote if the member is current on all dues prior the election meeting.
- e. At the January meeting prior to the election ballots being distributed, each prospective member up for election will be given a maximum of 3 minutes to address the membership and introduce themselves and their history with the club.

ARTICLE V

Committees

SECTION 1. The board 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 be well served by committees. All proposed committee members must be active members in good standing of the club prior to the nomination of the desired committee. Such committees shall always be subject to the final authority of the board. Special committees may also be appointed by the board to aid it on particular projects.

SECTION 2. Any committee appointment may be terminated by a majority vote of the full membership of the board upon written 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 / United Kennel Club Suspension.* Any member who is suspended from all the privileges of The American Kennel Club or United Kennel Club automatically shall be suspended from the privileges of this club for a like period.

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, 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 interest 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.

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 the 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's recommendations. 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'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 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 findings 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's suspension shall stand.

ARTICLE VII

Amendments

SECTION 1. Amendments to the constitution and bylaws may be proposed by the board of directors or by a written petition addressed to the Secretary and signed by 25 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 for a vote within three months of the date when the petition was received by the Secretary.

SECTION 2. The constitution and bylaws may be amended by a 2/3 (66.6 percent) secret vote of the members present and voting at a regular or special board 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 two 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 (66.6 percent) 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

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
- 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
- Adjournment

SECTION 2. At meetings of the board, the order of business, unless otherwise directed by 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. 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.