

RICHLAND KENNEL CLUB

CONSTITUTION

and

BY-LAWS

Revised
January 2023

Ratified by AKC
July 2023

RICHLAND KENNEL CLUB
CONSTITUTION

ARTICLE 1
NAME AND OBJECTS

Section 1

The name of the Club shall be Richland Kennel Club, Inc.

Section 2

The objects of the Club shall be:

- a. to further the advancement of all breeds of pure-bred dogs;
- b. to do all in its power to protect and advance the interests of all dogs and to encourage sportsman-like competition at dog shows, obedience trials, and other events;
- c. to conduct sanctioned matches, dog shows, obedience trials, and other events under the rules and regulations of the American Kennel Club.

Section 3

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

Section 4

The members of the Club shall adopt and may from time to time revise such bylaws such as may be required to carry out these objects.

BYLAWS

ARTICLE I MEMBERSHIP

Section 1

Eligibility. There shall be three types of memberships, open to all persons who are in good standing with the American Kennel Club and who subscribe to the purpose of this Club.

These memberships are:

1. Regular (Individual) membership—Those 18 years of age or over eligible for all club privileges including the right to vote and hold office,
2. Household membership—Two (2) adult members residing in the same household, each eligible to vote and hold office,
3. Junior membership-- for those under 18 years of age with no voting rights or right to hold office. Junior members upon reaching the age of 18 shall automatically become regular members.

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

Section 2

Dues. Membership dues shall not exceed \$75.00 for any membership payable on or before the first day of January of each year. No regular member may vote whose dues are not paid for the current year. During the month of November, the Secretary shall notify each member of their dues for the ensuing year.

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 this constitution and bylaws and the rules and regulations of the American Kennel Club. The application shall carry the endorsement of two members. Accompanying the application, the prospective member shall submit dues payment for the current year.

Each application is to be filed with the Secretary and shall be read at the first general membership meeting following its receipt. Any objections are to be submitted to the Secretary in writing before the next Board Meeting. Based on the application and any written comments received by the Secretary, the recommendation of the Board to accept or reject the applicant will be published in the Board Meeting minutes. At the next general meeting, a secret vote on the application will take place and an affirmative vote of 3/4 of the members in good standing present and voting 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.

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. Dues obligations are considered a debt to the club and they become incurred on the first day of each fiscal year.
- b. by lapsing. A membership will be lapsed and automatically terminated if such member's dues remain unpaid after March 1. However, the Board may grant an additional 90 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 the meeting.
- c. by expulsion. A membership may be terminated by expulsion as provided in Article VI of these bylaws.

ARTICLE II

MEETING AND VOTING

Section 1

Club Meetings. Meetings of the Club shall be held within a 25 mile radius of the City of Richland, Washington, or via a teleconference/videoconference meeting platform. on the first Thursday of each month except August and December, at such hour and place as may be designated by the Board. In the case of the first Thursday conflicting with a holiday, the meeting date shall be sent to members at least 5 days prior to the date of the meeting. The quorum for meeting shall 20% of the members in good standing.

Section 2

Special Club Meetings. Special Club meetings may be called by the President, or by a majority vote of the Board who are present and voting at any regular meeting or special meeting of the Board, or by the Secretary upon receipt of a petition signed by 5 members of the Club who are in good standing. Such special meetings shall be held within a 25 mile radius of the City of Richland, or via a teleconference/videoconference meeting platform. and at such hour and place as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meeting shall be sent to members 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% of the members in good standing.

Section 3

Board Meetings. Meetings of the Board shall be held within a 25 mile radius of the City of Richland, or via a teleconference/videoconference meeting platform 14 days prior to each regular Club meeting, at such hour and place as may be designated by the Secretary.

Written notice of each such meeting shall be sent to members at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

Section 4

Special Board Meetings. Special meetings of the Board may be call by the President or by the Secretary upon receipt of a written request signed by at least 3 members of the Board. Such special meeting shall be held within a 25 mile radius of the Richland, or via a teleconference/videoconference meeting platform and at such hour and place as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be sent 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. 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 or she is present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III

DIRECTORS AND OFFICERS

Section 1

Board of Directors. The Board shall be comprised of the President, Vice President, Secretary, Treasurer, Immediate Past President, Show Chairman, and 2 other persons designated as Governors all of whom shall be members in good standing and all of whom (with the exception of the Immediate Past President, and Show Chairman) 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. The Show Chairman shall be appointed by the President at the first meeting of the new board subject to the approval by a majority of all the then members of the Board. 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.

- 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 the constitution and bylaws.
- b. The Vice-President shall have the powers and exercise the duties of the President in case if the President's death, absence or incapacity.
- c. The Secretary shall keep a record of all meeting of the Club and Board and of all matters of which a record shall be ordered by the Club. He shall have charge of

correspondence, notify members of meeting, notify new members of their election to membership, notify officers and governors of their election to office, keep a roll of the members of the Club with their addresses and carry out such other duties as are prescribe in the constitution and bylaws.

- d. The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore. The Treasurer shall deposit the same in a bank satisfactory to the Board, in the name of the Club. The books shall at all times be open to inspection of the Board and the Treasurer shall report to them at every meeting the conditions of the Club's finances and on request every item of receipt or payment, not before reported; and at the annual meeting he shall render an account of all monies 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 AKC Delegate, among other duties, shall report to the club all actions and matters discussed at AKC's Quarterly Delegate Meetings. The AKC Delegate, a non-voting Board Member, is an appointed position that is affirmed by a 2/3 vote of those so voting and is unlimited to the number of terms permitted.

Section 3

Vacancies. Any vacancies occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board at its first regular meeting following the creations of such vacancy.

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 November 1st and end October 31st.

Section 2

Annual Meeting. The annual meeting shall be held in the month of November at which Director and Officers for the ensuing year shall be elected by secret vote, from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the adjournment of the annual meeting, and each retiring officer shall turn over to this successor in office all properties and records relating to the office within 30 days after the election.

Section 3

Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The two nominated candidates for directors who receive the greatest number of votes for such position shall be declared elected.

Section 4

Nominations. No person may be a candidate in a Club election who has not been nominated. At the July Board meeting, the Board shall select a nominating committee consisting of three members and two alternates, not more than one of whom shall be a member of the Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chairman for the Committee and it shall be their duty to call a committee meeting, which shall be held on or before August 15th.

- a. The committee shall nominate one or more candidates for each office and two or more for the other two positions on the Board designated as Directors and, after securing the consent of each person so nominated, shall report their nominations to the Secretary in writing by September 10th.
- b. Upon receipt of the Nominating Committee's report, the Secretary shall at least 10 days prior to the October meeting notify each member of the candidates so nominated.
- c. Additional nominations may be made at the October 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, their proposer shall present the Secretary a written statement from the proposed candidate signifying their willingness to be a candidate. No person may be a candidate for more than one position.
- d. The Secretary shall at least two weeks prior to the annual meeting notify each member of the final nominations.
- e. Nominations cannot be made at the annual meeting or in any manner other than as provided in this section.
- f. Absentee ballots, if required, may be obtained by written request from the Secretary and must be returned by mail to the Secretary prior to the annual meeting.
- g. In the event that an in-person annual meeting can not be held the membership that is in good standing will be provided ballots that will be returned to the Club's Secretary on or before the annual meeting date. These ballots will be opened and counted by a committee appointed by the Board on the date of the annual meeting.

ARTICLE V COMMITTEES

Section 1

The Board shall each year appoint a Rules Committee and other Standing Committees to advance the work of the Club in such matters as dog shows, obedience trials, trophies, annual awards, membership, 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 aid it on particular projects.

Section 2

The Rules Committee shall consist of a chairman and at least 3 members and shall maintain an accurate account of Club policies and ethics as adopted by the Board or the general membership of the Club.

Section 3

Any committee 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 service has been terminated.

ARTICLE VI DISCIPLINE

Section 1

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

Section 2

Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$25 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 to 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 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 a 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 their own defense and bring witnesses if they wished.

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 six months from the date of the hearing. And, if it deems that punishment insufficient, it may also

recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its 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 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 their 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 invite the defendant, if present, to speak in their own behalf if they wish. The meeting shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those 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 or by written petition addressed to the Secretary signed by 20% of the membership in good standing. Amendments proposed by such petitions shall be promptly considered by the Board and must be submitted to the members with recommendations of the Board by the Secretary for a vote within 3 months of the date the petition was received by the Secretary.

Section 2

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

Section 3

No amendment to the constitution and bylaws adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

ARTICLE VIII 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 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 organizations for the benefit of dogs selected by the Board.

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
- Report of Committees
- Election of Officers & Board (at annual meeting)
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

Section 2

At meeting 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 Board Meeting
- Report of Secretary
- Report of Treasurer
- Report 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.