

IOWA CITY DOG OBEDIENCE CLUB

Founded November, 1978

Constitution and By-Laws

Valid as of March, 2014

Constitution

Article I

Name and Objectives

Section 1. The name of the Club shall be IOWA CITY DOG OBEDIENCE CLUB.

Section 2. The objectives of the Club shall be:

- (a) to promote the training of dogs;
- (b) to disseminate knowledge regarding obedience and agility training;
- (c) to conduct classes for the training of dogs and their handlers;
- (d) to encourage the training of judges;
- (e) to hold and support obedience and agility trials and matches, and any other AKC-approved events for which the Club may become eligible, under the rules and regulations of the American Kennel Club; and
- (f) to promote cooperation and good sportsmanship among its members 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 of 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 by-laws as may be required to carry out these objectives.

By-Laws

Article I

Membership

Section 1. Eligibility. There shall be two types of membership open to persons who are in good standing with the American Kennel Club and who subscribe to the purposes of the Club. 1) A regular membership is open to adults eighteen years of age (as of the annual meeting) and older. This member may exercise one vote. 2) A junior (non-voting, non-office holding) membership is open to persons younger than eighteen years.

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

Section 2. Dues. Membership dues shall be not more than \$30.00 per year, payable on or before the 1st day of January of each year. The amount of dues is proposed by the Board and must be approved by a majority of the members present and voting at the next meeting following at least two weeks notification of the membership, that a change is proposed. During the month of December, the Treasurer shall notify each member of his/her dues for the ensuing year. An initiation fee will be paid by all new members joining the Club after the constitution and by-laws are approved by the charter members. After September 1st of the current year dues are considered paid for the following 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 these constitution and by-laws and the rules of the American Kennel Club. The application shall state the name and address of the applicant and it shall carry the endorsement of two members in good standing. A member in good standing is defined as a person whose dues are paid for the current year. Accompanying the application, the prospective member shall submit dues payment for the current year and any applicable initiation fees.

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 which the applicant is present. At the next Club meeting the application will be voted upon and affirmative

votes of 2/3 of the members present at that 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 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 90 days after the first day of the fiscal year; 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 that meeting.
- (c) Expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

Article II

Meetings and Voting

Section 1. Club Meetings. Meetings of the Club shall be held within the greater Iowa City area on the first Monday of each month, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed by the Secretary at least ten days prior to the date of the meeting. In lieu of written notice, e-mail notification of Club meetings (as well as dues notices; minutes and newsletters) may be sent to members who have signed an authorization agreeing to this method of communication. The quorum for such meetings shall be 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 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 within the greater Iowa City 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 mailed by the Secretary at least five days and not more than sixteen 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. In lieu of written notice, e-mail notification of special Club meetings may be sent to members who have signed an authorization agreeing to this method of communication. The quorum for such a meeting shall be 20% of the members in good standing.

Section 3. Board Meetings. Meetings of the Board of Directors shall be held as necessary at the end of each regular club meeting after the regular meeting has adjourned. Written notice of each such meeting shall be mailed by the Secretary at least five days prior to the date of the meeting. In lieu of written notice, e-mail notification of board meetings may be sent to members who have signed an authorization agreeing to this method of communication. 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 called by the President, and 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 within the greater Iowa City area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed by the Secretary at least five days and not more than ten 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. In lieu of written notice, e-mail notification of special board meetings may be sent to members who have signed an authorization agreeing to this method of communication. 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/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 of Directors shall consist of nine persons, all of whom shall be members in good standing, and who shall serve until their successors are elected. Board members shall be elected for three-year terms by electing three at each annual meeting as provided

in Article IV. Officers are elected by the Board from among the nine Board members. 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. Officers shall be elected for one-year terms.

- (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 by-laws.
- (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. He/she shall have charge of the correspondence, notify members of meetings, notify members of their election to membership, notify officers and directors 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 prescribed in these by-laws.
- (d) The Treasurer shall collect and receive all moneys due or belonging to the Club. He/she shall deposit the same in a bank designated by the Board, in the name of the Club. The Treasurer's books shall at all times be open to inspection of the Board and he/she shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting he/she shall render an account of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in an amount determined by the Board.

Section 3. 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 all the then members of the Board at its first regular meeting following the creation of such vacancy, or at a Special Board Meeting called for the 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 Meetings, 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 November at which time three Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election. The annual meeting shall be followed immediately by a Board meeting at which the members of the Board shall elect the Club officers from among their number. The new officers shall take office immediately and each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within 30 days after the election.

Section 3. Elections. In the general election, the three nominated candidates receiving the greatest number of votes shall be declared elected to the Board. At the Board election following, the nominated candidate for each position receiving the greatest number of votes shall be declared elected to that position. No person may be elected to more than one office.

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 and two alternates, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the Committee members and alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be his/her duty to call a committee meeting which shall be held on or before September 1.

- (a) There are three classes of directors, each class consisting of three directors. Each class serves for three years. The Committee shall nominate at least one candidate for each of the three vacant positions on the Board. After securing the consent of each person so nominated, the Nominating Committee Chairperson shall immediately report their nominations to the Secretary in writing.
- (b) Upon receipt of the Nominating Committee's report, the Secretary shall, before September 15, notify each member in writing 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 his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate.
- (d) Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.
- (e) The new Board will elect the officers for the coming year from among their number, at a Board meeting immediately following the general meeting. No person may be elected to more than one office.

ARTICLE V

Committees

Section 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as obedience and agility trials and tracking tests, 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. Special committees may also be appointed by the Board to assist with 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 automatically shall be suspended from 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 interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00 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. If the Board considers that the charges do not allege conduct 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 of a hearing by the Board not less than three weeks or more than six 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, 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 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 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 recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. Those present at the meeting 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 VII

Amendments

Section 1. Amendments to the constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% 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 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, 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. In lieu of written notice, e-mail notification of proposed amendments may be sent to members who have signed an authorization agreeing to this method of communication.

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 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 Board members (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 a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of officers (at the annual meeting)
- 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.