**CONSTITUTION**

**ARTICLE 1**

**Name and Objectives**

**SECTION 1** The name of this club shall the Quad – Cities Dog Obedience Club Inc., hereafter referred to as the Club.

**SECTION 2** The Club is organized as an educational, social, and dog improvement club, the objectives of which are:

* 1. to promote the training of dogs
	2. to further the advancement of all breeds of purebred dogs
	3. to encourage sportsmanlike competition at dog shows and obedience trials
	4. to conduct obedience matches and trials, and
	5. to foster good fellowship among dog owners.

**SECTION 3** The Club shall not be conducted or operated for profit, nor shall any part of any monies generated by the Club inure to the benefit of any member.

**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, as stated in Section 2 above.

**BY-LAWS**

**ARTICLE I**

**Membership**

**SECTION 1 Eligibility** There shall be six (6) types of membership open to all persons eighteen years of age or older, who are in good standing with the American Kennel Club, and who subscribe to the purposes of this Club.

1. Regular (Individual) – Enjoys all club privileges including the right to vote and hold office. Membership dues for this type of membership may not exceed $100 annually. Membership dues will be set by the Board of Directors at the beginning of each fiscal year.
2. Household (2 members and their minor children 18 years of age or younger) – Enjoys all club privileges including the right to vote and hold office. Membership dues for this type of membership may not exceed $100 annually. Membership dues will be set by the Board of Directors at the beginning of each fiscal year.
3. Organization Membership – is given at the direction of the Board of Directors and approved by a vote of the General Membership. This is a voting membership with one vote per volunteer organization. This membership is by invitation only and will be voted on yearly by the general membership and the Board of Directors. Each organization will have one vote and shall appoint annually their representative. Written notice (mail or email) must be given to the Board of Directors of continuation or discontinuation of membership on or before October 1 of each year.
4. Life – at the discretion of the Board of Directors and approved by a vote of the General Membership, long-time members can be nominated for a Life membership. Life members will have their membership dues waived. Life members enjoy all club privileges including the right to vote and hold office. Training fees for life members are not waived.
5. Social (individual) Enjoys limited club privileges, including the right to vote. A social member cannot hold office, does not pay training fees, and is not eligible to be given the entrance code to the Club. Membership dues for this type of membership may not exceed $100 annually. Membership dues will be set by the Board of Directors at the beginning of each fiscal year.
6. Trainer’s Membership: If an applicant for membership is an experienced dog trainer who wishes to join the Club, he or she either needs to take a 6-week class session before applying or agree to teach 3 classes / seminars per year. Of these classes / seminars taught, one will be a 6-week long session. The Board of Directors will determine whether or not the applicant is qualified to teach classes and seminars. The dues for trainer’s memberships will be set by the Board of Directors at the beginning of each fiscal year.

**SECTION 2 Dues:** Membership dues shall not exceed $100 for each type of membership per year, payable on or before October 1 of each year. No member may vote whose dues are not paid for the current year. During the month of August, the Treasurer shall send to each member (mail or email) a statement of dues for the ensuing year.

**SECTION 3 Election to Membership:** Each applicant for membership in the club shall have attended one complete training session offered by the Club before applying on a form approved by the Board of Directors of the Club. This form shall provide that the applicant agrees to abide by the Constitution and By-Laws of the Club, and the rules of the American Kennel Club. Accompanying his/her application for membership in the Club, the prospective member shall submit dues payment for the current dues period. Training fees for new members will be pro-rated after the beginning of the new fiscal year. Training fees for new members who join in August or September will be waived.

All applicants for membership in the club are to be filed with the Secretary of the Club and each application shall be voted upon, and affirmative votes of 10% of the members present and voting is required to elect the applicant to the Club.

New member applicants must attend the meeting at which their application is considered unless their attendance is waived by the Board of Directors.

**SECTION 4 Termination of Membership:** Membership may be terminated by:

1. **Resignation**: Any member in good standing may resign from the Club upon written notice to the Secretary; no member may resign from the Club when in debt to the Club.
2. **Dues**: Obligations and training fees are considered to be a debt to the Club and become incurred as such on the first day of each fiscal year of the Club. Class fees are considered to be a debt to the Club.
3. **Lapsing**: A membership shall be considered to have lapsed and to have been automatically terminated if the member’s dues remain unpaid for sixty (60) days after the first day of the fiscal year of the Club. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid on the date of that meeting.
4. **Expulsion**: A membership may be terminated by expulsion as provided by Article 6 of these By-Laws, below.

**SECTION 5 Reinstatement of Membership:** A membership of a former member, terminated for reason other than expulsion, as provided in Article 5 of these By-Laws, below, may be reinstated into membership.

1. If membership was terminated by lapsing or resignation, the former member may reapply for membership, submitting at the time of such application, payment of all past Club debts plus the payment of dues for the current period. Former members who have been inactive for ninety (90) days or more shall be required to take one (1) six (6) week class before submitting a request for reinstatement.

**ARTICLE II**

**Meeting and Voting**

**SECTION 1 Club Meetings:**Meetings of the Club shall be held in, or within the Greater Quad Cities area (or using a virtual meeting program) during the third week of each month except December, at such hour, date, and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed, posted on the website with notice given or emailed by the SECRETARY at least seven (7) days prior to the date of the meeting. The quorum for such meetings shall be 10% of the membership present and voting.

**SECTION 2 Special Club Meetings:**Special Club Meetings: Special Club meetings may be called by the PRESIDENT, or by a majority of the Board of Directors, who are present at any regular or special meeting of the Board, and shall be called by the SECRETARY upon receipt of  petition signed by five (5) members of the Club in good standing, or notice by the president by phone, text or email. Such meetings shall be held in, or within, the Greater Quad Cities area, (or using a virtual meeting program) as such hour, date, and place as may be designated by the person or persons authorized herein to call such meetings. The quorum for such meetings shall be 10% of the membership present and voting.

**SECTION 3 Board of Director’s Meetings:**Meetings of the Board of Directors of the Club shall be held in, or within the Greater Quad Cities area, (or using a virtual meeting program) during the third week of the month of January, April, July and October, at such hour, place, and date as may be designated by the Board. Written or emailed notice of such meeting shall be sent to the members of the Board of Directors by the SECRETARY, at least seven (7) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the members of the Board of Directors.

**SECTION 4 Special Board of Director’s Meetings:**Special meetings of the Board of Directors may be called by the PRESIDENT or shall be called by the SECRETARY upon receipt of a written or emailed request signed by at least three (3) members of the Board. Such special meetings shall be held in, or within the Greater Quad Cities area, (or using a virtual meeting program) at such hour, date and place as shall be designated by the person authorized, herein, to call such meetings. Written notice of such meetings shall be mailed or emailed to the members of the Board of Directors by the SECRETARY at least five (5) days prior to the date of such meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat.  A quorum for such meeting shall be a majority of the members of the Board of Directors.

**SECTION 5 Voting:** Each member of the Club in good standing whose dues are paid for the current dues period 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 or Board of Directors meeting, or any Club election. See section #1.

**ARTICLE III**

**Directors and Officers**

**SECTION 1 Board of Directors:** The Board of Directors shall be comprised of the PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, and three other members. The immediate past PRESIDENT shall be an adviser to the Board for a period of one year after leaving office. The training director is an adviser to the Board. The PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER shall be elected for one-year terms. The three members first elected to the Board of Directors shall serve staggered terms of office. At the first election, the member receiving the largest number of votes shall serve three (3) years, the member receiving the second largest number of votes shall serve two (2) years, and the member receiving the third largest number of votes shall serve one (1) year. Thereafter, each member elected to the Board of Directors shall serve a three-year term of office. General management of the Club’s affairs shall be entrusted to the Board of Directors as prescribed by the Club.

**SECTION 2 The Officers:** The Club’s officers, consisting of the PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER shall serve in their various capacities with regard to the Club and its meetings, and the Bard of Directors and its meetings.

1. The President: The PRESIDENT shall preside at all meetings of the Club and of the Board of Directors of the Club and shall have the duties and powers normally appurtenant to the Office of President, in addition to those particularly specified in these By-Laws. No person shall be eligible for election to the office of the President who has not, at some time prior to his / her election, held membership on the Board of Directors. No person shall hold the office of President for more than four (4) consecutive terms. After a one (1) year break, eligibility returns.
2. The Vice-President: The VICE-PRESIDENT shall have the duties and exercise the powers of the PRESIDENT in the case of the PRESIDENT’S absence, incapacity, or death.
3. The Secretary: The SECRETARY shall keep a record of all meetings of the Club and of the Board of Directors of the Club and of matters which record shall be ordered by the Club or its Board of Directors and those records shall be available by the next meeting. He / She shall notify new members of the election to membership in the Club, officers of their election to office in the Club, Directors of their election to office, keep a roll of the members of the Club with their addresses, carry out such duties as are prescribed by these By-Laws.
4. The Treasurer: The TREASURER shall collect and receive all monies due or belonging to the Club. He / she shall deposit the same in a bank, designated by the Board of Directors, in the name of the Club. The TREASURER shall keep a roll of the members of the Club with their addresses, membership dues and training fees history. His / her books shall be open at all times to the inspection of the Board of Directors or members of the Club, and he / she shall report them at every meeting of the Board or Club, as well as the condition of the Club’s finances and every item of receipt or payment not reported previously. At the annual meeting, he / she shall render an account of all monies received an expended during the previous fiscal year.
5. If the Nominating Committee is unable to find a candidate for a board member or officer, and the current board member or officer is willing to continue in that office, the Board of Directors can explain the situation to the Club at a general meeting. If a motion is made and seconded, and the general members in good standing vote with a clear majority to retain the current board member or officer for another year, even if said board member or officer has served several consecutive terms, the current board member or officer may retain the office. The following year, the Nominating Committee must make a concerted effort to find another suitable candidate for this position.

**SECTION 3 Vacancies:** Any vacancies occurring on the Board of Directors, or among the officers during the year shall be filled, until the next annual election, by a majority vote of all the members of the Board of Directors at its first regular meeting following the creation of such vacancy, or at a special meeting of the Board of Directors called for that purpose; exept 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, as provided in this section, above. Any FORMER BOARD MEMBER in good standing shall be able to appoint positions in the event the BOARD resigns.

**SECTION 4 Training Director:** The position of TRAINING DIRECTOR shall be an appointed position by the Board of Directors. The TRAINING DIRECTOR shall be an adviser to the Board of Directors and whose duties shall be to set training session schedules and be Chair of the Training Committee.

**ARTICLE IV**

**Club Year, Annual Election Meeting, and Election**

**SECTION 1 The Club Year:** The fiscal year of the club shall begin on the first day of October and end the last day of September. The official year of the Club shall begin immediately at the conclusion of the election, upon announcement of the election results, at the annual election meeting, and shall continue through the election at the next annual election meeting.

**SECTION 2 Election Meeting:** The annual election meeting shall be held in the month of October at which meeting the Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Article 4 Section 4, below. They shall take office immediately upon conclusion of the election and retiring officers shall turn over to his / her successor in office, all properties and records related to the office within thirty (30) days following the election.

**SECTION 3 Elections:** The candidates, duly nominated for, and receiving the largest number of votes for each office and the Board of Directors, shall be declared elected.

**SECTION 4 Nominations:** No person may be a candidate for office in the Club election who has not been duly nominated as provided here in. During the month of August, the Board of Directors shall select a nominating committee, consisting of three (3) members and two (2) alternates, not more than one of the former shall be a member of the Board. The SECRETARY shall immediately notify the committeemen and alternates of their selection. The Board of Directors shall name a Chairperson for this committee, who shall convene the committee within thirty (30) days.

1. The nominating committee shall nominate at least one candidate for each office and at least one candidate for membership on the Board of Directors; and, after securing consent of each person so nominated, shall report their nominations to the SECRETARY in writing.
2. Upon Receipt of the nominating committee’s report, the SECRETARY shall notify, in writing, each member of the Club of the candidates so nominated.
3. Additional nominations may be made from the floor at the September Club meeting by any member of the Club who is in good standing, and is in attendance and entitled to vote, provided that the person so nominated does not decline when his name is proposed, and provided further that, if the proposed candidate is not in attendance this meeting, his / her proposer shall present to the SECRETARY a written statement from the proposed candidate signifying his willingness to be a candidate, and to serve if elected. No person may be a candidate for more than one office at the same election, and the additional nominates provided for herein may be only from among those members who have not accepted a nomination of the nominating committee.

**ARTICLE V**

**Committees**

**SECTION 1 The** Board of Directors may, each year, appoint committees to advance the work of the Club in such matters as specialty shows, obedience matches, obedience trials, trophies, annual prizes, membership, and other fields which well may be served by committees. Such committees may also be appointed by the Board of Directors to assist in certain, specific projects. Such committees shall always be subject to the final authority of the Board of Directors.

**SECTION 2** Any committee appointment may be terminated by the Board of Directors by a majority vote 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 by such action.

**ARTICLE VI**

**Discipline**

**SECTION 1 American Kennel Club Suspension:** Any member wh o is suspended from the privileges of the American Kennel Club shall be suspended from the privileges of this Club for the like period.

**SECTION 2 Charges:** Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club or the sport. Written charges within thirty (30) days of the incident must be filed in duplicate with the SECRETARY, together with a deposit of fifty ($50) dollars 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, and the Board of Directors shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club or the sport. If the Board of Directors entertains jurisdiction of the charges, it shall fix a hearing by the Board of Directors not less than three (3) weeks, or more than six (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 my personally appear in his / her own defense and bring witnesses if he / she wishes.

**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 the testimony presented by the complainant and defendant, the Board of Directors may, by a majority vote of those present, suspend the defendant from all privileges of the Club for six (6) months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership of the Club that the penalty be expulsion. In such a 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 of Directors recommendation. Immediately after the Board of Directors has reached a decision, its findings shall be put in written form and filed with the SECREATRY. The SECRETARY shall, in turn, notify each of the parties of the Board of Directors 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 hearing by the Board of Directors, and upon the Board of Directors’ recommendation, as provided in Section 3, this article, above. Such proceedings may occur at a regular, or a special, meeting of the Club to be held within sixty (60) days, but not earlier than thirty (30) days, after the date of the Board of Directors’ recommendations of expulsion. The defendant shall have the privilege of appearing on his/ her own behalf, though no evidence will be taken at this meeting. The PRESIDENT shall read the charges, and the Board of Directors’ findings and recommendations, and shall invite the defendant, if present, to speak in his / her own behalf if he / she so wishes. The meeting shall vote by secret, written ballot on the proposed expulsion. A two thirds (2/3) vote of those eligible voters present at the meeting shall be necessary for expulsion. In accordance with the aggressive dog policy, Section 4 – Expulsion may be invoked. If the expulsion is not so voted, the Board of Directors suspension shall stand.

**ARTICLE VII**

**Amendments**

**SECTION 1 Proposal of Amendment:** Amendments to the Constitution and the By-Laws may be proposed by the Board of Directors or by written petition addressed to the SECRETARY and signed by twenty (20) percent of the membership of the Club in good standing. Amendments proposed by such petition shall be considered promptly by the Board of Directors and must be submitted to the members with the recommendation of the Board of Directors by the SECRETARY for a vote within three (3) months of the date when the petition was received by the SECRETARY.

**SECTION 2 Adoption of Amendments:** The Constitution and By-Laws may be amended by a 10% vote of the eligible voters 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 mailed, posted online with notice given, or emailed at least two (2) weeks prior to the date of the meeting.

**ARTICLE VIII**

**Dissolution**

**Section 1 Dissolution:** The Club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members in good standing of the Club. In the event of dissolution of the Club, whether voluntary, or involuntary, or by operation of the law, none of the property of the Club, or 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 Club Meetings:** At meetings of the Club, the order of business, so far as the character and natures of the meetings shall permit, shall be as follows:

1. Roll Call
2. Minutes of the Last Meeting
3. Reports of the PRESIDENT, SECRETARY, TREASURER, COMMITTEE(S)
4. Election of Officers and Board Members (at annual election meeting only)
5. Election of New Members
6. Unfinished Business
7. New Business
8. Adjournment

**SECTION 2 Board of Directors meetings:** At meetings of the Board of Directors, the order of business, unless otherwise decided by a majority vote of those present, shall be as follows:

1. Reading of the Minutes of the Last Meeting
2. Reports of the SECRETARY, TREASURER, COMMITTEE(S)
3. Unfinished Business
4. New Business
5. Adjournment

**ARTICLE X**

**Order of Business**

**SECTION 1 Conduct of Business:** The rules contained in the current edition of “Roberts Rules of Order, Newly Revised”, shall govern the Club in all cases wo which they are applicable and in which they are not consistent with these By-Laws and any other special rules of order the Club may adopt.