

**FOND DU LAC COUNTY KENNEL CLUB, INC.
CONSTITUTION AND BYLAWS**

MARCH 13, 2016

CONSTITUTION

ARTICLE I

Name and Objects

SECTION 1. The name of the club shall be: Fond du Lac County Kennel Club, Inc. (FdLCKC).

SECTION 2. The objective of the club shall be:

- a) to further the advancement of all breeds of purebred dogs.
- b) to do all in its power to protect and advance the interests of
 - Dog Shows
 - Obedience Trials
 - Tracking Tests
 - Agility Trials
 - Rally Trials

and to encourage sportsmanlike competition at such events; and to conduct

- Sanctioned Matches
- Dog Shows
- Obedience Trials
- Tracking Tests
- Agility Trials
- Rally Trials

and any other event for which FdLCKC is eligible under the Rules and Regulations of The American Kennel Club.

- c) include non-purebred dogs in events as AKC allows

SECTION 3. FdLCKC shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to FdLCKC shall inure to the benefit of any member or individual.

SECTION 4. The members of FdLCKC shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

BYLAWS

ARTICLE I Membership

SECTION 1. Eligibility. There shall be (see Definitions on page ten) three types of membership, one vote single membership and two vote family, open to all persons eighteen years of age and older, and one type of membership to persons under eighteen years of age who are in good standing with The American Kennel Club and who subscribe to the purpose of FdLCKC.

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

SECTION 2. Dues. Membership dues shall be payable on or before the first day of July of each year. The Board by a majority vote will review and adjust the membership fee at its' April meeting. No member may vote whose dues are not paid for the current year. During the month of May the Treasurer shall send to each member a statement of dues for the ensuing year.

SECTION 3. Election to Membership. Each applicant for membership shall apply on a form as approved by the Board and which shall provide that the applicant agrees to abide by the constitution and bylaws of FdLCKC 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 non-refundable dues payment for the current year.

All applications are to be filed with the Membership Chair and each application is to be read at the first meeting of FdLCKC following its receipt. At the next FdLCKC meeting the application will be read for the second time and voted upon and affirmation votes of two thirds of the members present and voting by secret ballot at that meeting shall be required to elect the applicant. The applicant must be present at one of these readings.

Applicants for membership who have been rejected by FdLCKC 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 FdLCKC upon written notice to the Corresponding Secretary, but no FdLCKC member may resign when in debt to FdLCKC. Obligations, other than dues, are considered a debt to FdLCKC and must be paid in full prior to resignation.

(b) *by lapsing.* A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid by the date of the July meeting, however the board may grant an additional ninety days of grace to such delinquent members in meritorious cases. In no case may

a person be entitled to vote at any FdLCKC 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. *FdLCKC Meetings.* Meetings of the FdLCKC shall be held on the first Tuesday of each month at the FdLCKC's Club Building at such hour as may be designated by the Board. Any change from this date shall have notice sent by the Corresponding Secretary at least ten days prior to the date of the meeting. The quorum for such meetings shall be twenty percent of the members in good standing.

SECTION 2. *Special FdLCKC Meetings.* Special FdLCKC 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 Corresponding Secretary upon receipt of a petition signed by five members of FdLCKC who are in good standing. Such special meetings shall be held at the FdLCKC's Club Building, date and hour as may be designated by the person or persons authorized herein to call such meetings. Notice of such a meeting shall be sent by the Corresponding Secretary at least five days and not more than fifteen days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other FdLCKC business may be transacted thereat. The quorum for such a meeting shall be twenty percent of the members in good standing.

SECTION 3. *Board Meetings.* Meetings of the Board shall be held on the first Tuesday of each month at the FdLCKC's Club Building at such hour as may be designated by the Board. Notice of each such meeting shall be sent by the Corresponding Secretary at least five 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 called by the President; and shall be called by the Corresponding Secretary upon receipt of a written request signed by at least three members of the board. Such special meetings shall be held at FdLCKC's Club Building, date and hour as may be designated by the person authorized herein to call such meeting. Notice of such meeting shall be sent by the Corresponding 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. The 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 vote, according to membership, at any meeting of FdLCKC at which he is present. Proxy voting will not be permitted at any FdLCKC meeting or election.

ARTICLE III
Directors and Officers

SECTION 1. *Board of Directors.* The board shall be comprised of the officers and 4 other persons, all of whom shall be members in good standing and all of whom shall be elected for one and two year terms at the club's annual meeting as provided in Article IV and shall serve until their successors are elected. **General management of FdLCKC's affairs shall be entrusted to the Board of Directors.**

SECTION 2. *Officers.* The club's officers, consisting of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, and shall serve in their respective capacities both with regard to FdLCKC and its meetings and the Board and its meetings.

(a) The President shall preside at all meetings of FdLCKC 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. Duties include appointment of annual committees for board approval.

(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. Duties to include program planning for meetings.

(c) The Recording Secretary shall keep a record of all meetings of FdLCKC and of the Board and of all matters of which a record shall be ordered by FdLCKC; keep a roll of the members of FdLCKC with their addresses, which shall be sent to any member in good standing, upon written request, not more than once every FdLCKC year, and carry out such other duties as are prescribed in these bylaws.

(d) The Corresponding Secretary shall have charge of the correspondence including Sunshine committee duties.

(e) The Treasurer shall collect and receive all moneys due or belonging to FdLCKC. Moneys shall be deposited in a bank designated by the board, in the name of FdLCKC. The books shall at all times be open to inspection by the Board and a report shall be given at every Board and membership meeting on the condition of FdLCKC'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 keep record of all paid members and notify the membership when dues re due. 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 be filled until the next annual election by a majority vote of the remaining members of the Board at its first regular meeting following the creation of such vacancy, or at a special board

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.

ARTICLE IV

FdLCKC's Year, Annual Meeting, Elections

SECTION 1. *FdLCKC Year.* FdLCKC's fiscal year shall begin on the first day of July and end on the last day of June. FdLCKC'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 April, 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 May first and **each retiring officer shall turn over to the successor in office all properties and records relating to that office by May first.**

SECTION 3. *Elections.* The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for other positions on the Board who receive the greatest number of votes for such positions shall be declared elected.

SECTION 4. *Nominations.* No person may be a candidate in an election who has not been nominated. During the month of December, 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 Corresponding Secretary shall immediately notify the nominating committee persons and alternates of their selection. The Board shall name a chairperson for the committee and it shall be such person's duty to call a committee meeting on or before January fifteenth.

(a) The committee shall nominate one candidate for each office and two positions on the Board (two Board members rotate off each year) and, after securing the consent of each person so nominated, shall immediately report their nominations to the Corresponding Secretary in writing by February first.

(b) Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall, before February fifteenth, notify each member of the candidates so nominated.

(c) Additional nominations may be made at the March 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 Corresponding 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.

(d) No person may be eligible to hold office until they have been a FdLCKC member in good standing for one year.

(e) Nominations **cannot** be made at the annual meeting or in any manner other than as provided in this Section.

ARTICLE V Committees

SECTION 1. The President with approval of the Board shall each year appoint standing committees to advance the work of FdLCKC in such matters as dog shows, obedience trials, annual awards, and other fields which may well be served by committees. Such committee 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 Suspension.* Any member who is suspended from **all** the privileges of The American Kennel Club automatically shall be suspended from the FdLCKC for a like period.

SECTION 2. *Charges.* An individual member in good standing may bring charges against another individual member for alleged misconduct prejudicial to the best interests of FdLCKC. Written charges must be filed in duplicate with the Corresponding Secretary together with a deposit of twenty dollars, which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding 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 FdLCKC. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of FdLCKC, 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 not more than six weeks thereafter. The Corresponding 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 own defense and bring witnesses if he wishes.

SECTION 3. *Board of Directors 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 FdLCKC 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 FdLCKC meeting which considers the Board's recommendation. Immediately after the board has reached a decision, its finding shall be put in written form and filed with the Corresponding Secretary. The Corresponding 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 FdLCKC may be accomplished only at a meeting of FdLCKC following a Board hearing and upon the Board's recommendation as provided in Section Three of this Article. Such proceedings may occur at a regular or special meeting of FdLCKC to be held within sixty days but not earlier than thirty days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his 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 own behalf if he wishes. The members shall then vote by secret ballot on the proposed expulsion. A two thirds 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 or by written petition addressed to the Corresponding Secretary signed by twenty percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

SECTION 2. The constitution and bylaws may be amended by a two thirds 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 sent to each member at least two weeks prior to the date of the meeting.

SECTION 3. No amendment to the constitution bylaws that is adopted by FdLCKC shall become effective until it has been approved by the Board of The American Kennel Club.

ARTICLE VIII
Dissolution

SECTION 1. FdLCKC may be dissolved at any time by the written consent of not less than two thirds of the members in good standing. In the event of the dissolution of FdLCKC other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of FdLCKC nor any proceeds thereof nor any assets of FdLCKC shall be distributed to any members of FdLCKC, but after payment of the debts of FdLCKC its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board.

ARTICLE IX
Order of Business

SECTION 1. At meetings of FdLCKC, 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 Recording Secretary
- Report of Corresponding 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 Recording Secretary
- Report of Corresponding 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 FdLCKC may adopt.

DEFINITIONS

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

Types of Membership:

Single (Individual) – Enjoys all FdLCKC privileges including the right to vote and hold office.

Family – Two adult members residing in the same household, each eligible to vote and hold office.

Junior – Open to children under eighteen years of age; a non-voting/non office holding membership which may automatically convert to regular membership at age eighteen.

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 FdLCKC notices must be sent either via the US Postal Service or e-mail in accordance with current AKC policy.

Votes on Bylaw Amendments – after amendments are voted upon, FdLCKC 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.

Fiscal Year – From July first to June thirty.