

**BUTLER DOG TRAINING ASSOCIATION
CONSTITUTION AND BYLAWS**

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CONSTITUTION
ARTICLE I
CORPORATE NAME AND OBJECTS

SECTION 1

The name of the Association shall be the “Butler Dog Training Association”.

SECTION 2

The objectives of the Association shall be: to promote the training of dogs; dispersion of knowledge regarding obedience, agility, and various types of dog training offered by Butler Dog Training Association; to conduct classes for the training of dogs and their handlers; to encourage the training of judges; to encourage and cooperate with individuals and other groups with similar purposes; to hold and support obedience, agility and other American Kennel Club sanctioned trials, tracking tests, exhibitions and matches and Canine Good Citizen/Therapy Dog testing under the rules and regulations of the American Kennel Club; to promote cooperation and good sportsmanship among its members in the training and exhibition of dogs; to acquire and own real estate for the purpose of establishing training and show quarters.

SECTION 3

The Association shall not be conducted or operated for profit and no part of any profit or remainder or residue from dues or donations to the Association shall inure to the benefit of any member or individual. No member may conduct (independent of Butler Dog Training Association) any form of dog training offered by Butler Dog Training Association, for profit or financial gain, within the County of Butler. Pennsylvania

SECTION 4

The members of the Association shall adopt and from time to time revise such Bylaws as may be required to carry out these objectives. Any changes or revisions to the Bylaws must be rewritten immediately. Notice to the membership may be by mail, phone, posting at the Association’s quarters or by notice in the newsletter.

BYLAWS
ARTICLE I

MEMBERSHIP

SECTION 1

Eligibility: There shall be six types of membership as follows:

- a. Full membership shall be open to all persons who are eighteen years of age and older, are in good standing with the American Kennel Club, and who subscribe to the purpose of this Association. Dues are required. Full members are required to fulfill membership requirements. Full members shall enjoy all the privileges of the Association. Full members privileges include voting, half price classes, being able to hold office, reservation of the building and Member classes. If requirements as defined in Section 3 are not met, Full membership reverts back to an Associate Membership for the following year.
- b. Junior membership shall be open to all persons who are ten to seventeen years of age, are in good standing with the American Kennel Club, and subscribe to the purpose of this Association. Dues are required, Junior members are required to fulfill membership requirements. Junior members shall enjoy limited privileges. Junior member privileges include half price classes and Member classes. Junior members are not able to vote or hold office.
- c. Senior membership shall be open to all persons who are seventy years of age and older, are in good standing with the American Kennel Club, and subscribe to the purpose of this Association. Dues are required. Senior members are NOT required to fulfill membership requirements. Senior members shall enjoy all the privileges of the Association. Senior members privileges include Voting, half price classes, being able to hold office, reservation of the building and Member classes.
- d. Lifetime membership shall be open to all persons who have maintained Club membership for twenty-five consecutive years or more, are in good standing with the American Kennel Club, and subscribe to the purpose of this Association. Dues are NOT required. Lifetime members are required to fulfill membership requirements. Lifetime members shall enjoy all the privileges of the Association. Lifetime members privileges include Voting, half price classes, able to hold office, reservation of the building and Member classes.
- e. Associate membership shall be open to all persons who are eighteen years of age and older, are in good standing with the American Kennel Club, and subscribe to the purpose of this Association. Dues are required. Associate members are NOT required to fulfill membership requirements. Associate members shall have limited privileges. Associate member privileges include Member classes and attending events. Associate members must pay full price for classes, are not able to vote, hold office or reservation of the building.
- f. Affiliate membership shall be open to all persons 18 years of age and older, are in good standing with the American Kennel Club and subscribe to the purpose of this Association, who are employed in an allied profession or have interest in or supports the dog training profession or other related professions. Affiliate members have no privileges.

While membership is unrestricted as to residence, the Association's primary purpose is to be representative of the handlers, instructors, breeders and exhibitors in the immediate area. No individual will be discriminated against because of his or her race, color, religion, national origin, ancestry, age, sex, handicap or disability.

SECTION 2

Dues: All dues are payable in June of the fiscal year with a thirty-day grace period. The Association's fiscal year shall be divided into the (2) six-month sections commencing in June and January. All dues are payable on or before the first day of June each year. If dues are received by June 15th, there will be a discount. If dues are received between June 16th-July 15th, full payment is due. If dues are received between July 16th-August 15th, there will be a late fee. After August 15th, you will be asked to re-apply for membership.

No member may vote whose dues are not paid for the current year. During the month of March, the Treasurer shall send to each member a statement of his or her dues for the ensuing year. The appropriate rates will appear on the membership applications. All new members to the Association shall pay a \$10.00 initiation fee when applying, along with the regular membership fee. If a member has provisional status on June 1st, they will not be charged annual dues until the next year.

SECTION 3

Election to membership: Each applicant for membership shall apply on a form approved by the Board of Directors and shall provide that the applicant agrees to abide by this Constitution and Bylaws and the rules of the American Kennel Club. The application shall state the name and address of the applicant. Accompanying the application, the prospective member shall submit dues for the current year and the initiation fee. The Butler Dog Training Association's Code of Ethics will also accompany the application and must be signed and dated by the prospective member and witnessed by an Association member. All applications are to be filed with the Secretary and each application is to be read at the next meeting of the Association following its receipt. Applicants will then be entitled to provisional membership of seven months, with all privileges other than voting and instructing a class. The prospective member's application will be read at the sixth month and voted on at the seventh month, at which time voting will be done by secret ballot. Affirmative votes of $\frac{3}{4}$ of the membership present are required to elect the applicant to membership. Under no condition shall any voting ballot be signed. Applicants for membership who have been rejected by the Association may not reapply within six months after rejection.

Requirements for Provisional membership:

1. When applying for membership, the applicant must attend the meeting when that application is to be first read. The Secretary will notify the applicant by e-mail (or phone) of the date when their membership application will be read. If the applicant is unable to attend on that date, the reading of the application will be held until the following month's meeting.
2. The applicant must have a sponsor who already has full membership of BDTA. The Sponsor must sign and date the application where indicated.
3. The new applicant must attend a minimum of three Friday Members' Classes during his/her Provisional status.
4. The new applicant must also attend at least one additional Members' meeting during his/her Provisional status.
5. Provisional members may only use BDTA's training building for private time when accompanied by a full-time member.
6. Provisional members are responsible for reading and understanding BDTA's Bylaws (which are available online).

With Full, Lifetime and Junior membership in BDTA comes individual responsibility of fulfillment for each member. The following are the expectations that must be met by those defined memberships during the year.

beginning in June 2023, with paid dues. Members must donate at least Eight (8) hours of time through any or a combination of any of the following:

1. Instruct and/or assisting a class.
2. Serve on a committee.
3. Serve as an Officer or on the Board
4. Help with a CGC/TDI Test
5. Help with events such as: BDTA Trials, Workshops, Seminars and Presentations.
6. Help with clean up days at the building.

Requirements must be completed during the BDTA year, which is June 15th of the current year to June 15th of the next year. The requirement list will be available on the Member's portion of the website for reference. When any requirement hours are met, they will be reported to a designated member who will track those hours. The member in charge of classes and/or specified events and activities will be responsible for reporting those member's hours to the person who is tracking the hours throughout the year.

Each member will be issued a membership card that can be picked up at the building in June, once dues are received.

SECTION 4

Termination of membership: Membership may be terminated:

- a. by resignation. Any member in good standing may resign from the Association upon submitting written notice to the Secretary.
- b. by lapsing. Membership will be considered as lapsed and automatically terminated if such a member's dues remain unpaid 30 days after the Treasurer's second notice. After that 30-day period, a new membership application must be filed in accordance with Section 3.
- c. by expulsion. Membership may be terminated by expulsion as provided in Article VI of the Bylaws.

ARTICLE II

MEETINGS AND VOTING

SECTION 1

Association meetings: Meetings of the Association shall be held in the greater Butler, Pennsylvania, area on a monthly basis, at such date, hour, and place as may be designated by the Board of Directors. The Secretary will notify the members of each meeting by mail, email, phone, or notice in the newsletter. The quorum for such meetings shall have 20% of the members in good standing.

SECTION 2

Special Association meetings: Special Association 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 meetings of the Board, or by the Secretary upon receipt of a petition signed by five members of the Association who are in good standing. Such special meetings shall be held in the greater Butler, Pennsylvania, area at such date, time and place as may be designated by the person or persons authorized to call such meetings. Notice of such meetings shall be mailed, emailed, or phoned by the Secretary at least five days and not more than ten days prior to the date of the meeting. Said notice shall state the purpose of the meeting and no other business may be transacted therein. The quorum for such a meeting shall have 20% of the

members in good standing.

SECTION 3

Board meetings: Meetings of the Board of Directors shall be held in the greater Butler, Pennsylvania, area on a monthly basis at such date, hour and place as may be designated by the Board and shall precede the Association meeting of that month. The Secretary will notify each member of the Board of each meeting by mail, email, phone, or notice in the newsletter at least ten days prior to 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 or the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held in the greater Butler, Pennsylvania, area at such date, hour and place as may be designated by persons authorized herein to call such meetings. Notice of such meetings shall be mailed, emailed, or phoned by the Secretary at least five days and not more than ten days prior to the date of the meeting. Any notice shall state the purpose of the meeting and no other business shall be transacted. 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 one vote at any meeting of the Association at which he or she is present. Proxy voting will not be permitted at any Association meeting or election. Junior members and Provisional members are not permitted to vote.

ARTICLE III

DIRECTORS AND OFFICERS

SECTION 1

Board of Directors: The Board shall be comprised of the President, Vice President, Secretary, Treasurer, Director of Training and four other persons all of whom shall be in good standing. Those members of the Board who are officers of the Association shall be elected for a one (1) year term. The four other Board members shall serve two (2) year terms. All Board members shall be elected at the Association's annual meeting as provided by Article IV. The President, Vice President, Secretary and Treasurer shall be elected annually. Each officer will serve a term of three (3) years or until their successors are qualified and elected. Past officers may be re-elected after a one (1) year absence. General management of the Association's affairs shall be entrusted to the Board of Directors.

SECTION 2

Officers: The Association's officers, consisting of the President, Vice President, Secretary, Treasurer and Director of Training shall serve in their respective capacities both with regard to the Association and its meetings and the Board and its meetings.

- a. The President shall preside at all meetings of the Association and of the Board and shall have the duties and powers normally applicable 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 power of the President in the case of the President's death, absence, or incapacity.
- c. The Secretary shall keep a record of all meetings of the Association and of the Board, and of all

matters of which a record shall be ordered by the Association. An attendance record shall be kept for all Board, Regular and Special Association meetings. He or she shall have charge of the correspondence, notify members of Regular and Special meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of members of the Association with their addresses and carry out such other duties as are prescribed in these Bylaws.

- d. The Treasurer shall collect and receive all monies due or belonging to the Association. He or she shall deposit the same in a bank satisfactory to the Board, in the name of the Association no later than 30 days after receiving such monies. He or she shall be responsible for payment of all debts of the Association by checks drawn on the Association's account signed by both the President and him or herself. His or her books shall be open at all times for inspection by the Board and he or she shall report to them at every meeting the conditions of the Association's finances and every item of receipt or payment not before reported. He or she shall be responsible for having an audit of the books once a year in preparation for a rendering of an account of all monies received and expended during the previous fiscal year at the annual meeting. The Treasurer shall be bonded for the amount to be determined by the Board of Directors.
- e. The Director of Training shall preside over all training sessions of the Association and shall have the duties and powers normally applicable to the office of the Director of Training. He or she shall have charge of all classes, instructors and trainees and shall make all decisions requiring attention pertaining to training and carry out such other duties as are prescribed in these Bylaws. In an effort to maintain the highest quality of instruction, the Director of Training shall be a member in good standing of N.A.D.O.I. (National Association of Dog Obedience Instructors) or other comparable Organization or Level of Experience. If a member of N.A.D.O.I or other comparable Organization or Level of Experience is not available, the Director of Training shall be selected from the active instructors within the membership.
- f. The Assistant Director of Training shall be appointed by the Director of Training among the active instructors within the membership. He or she shall be a member in good standing and will not become a member of the Board of Directors because of this appointment. He or she, however, may be a member of the Board of Directors if elected by the membership in addition to being appointed as the Assistant Director of Training. He or she shall be responsible for assisting the Director of Training when and in the manner requested by the Director of Training.

SECTION 3

Vacancies: Any vacancies occurring on the Board of Directors or among the offices during the year shall be filled for the unexpired term of the office by a majority vote of the then members of the Board at its first regular meeting following the creation of such a vacancy. A special Board meeting may be called to fill such vacancies, except that a vacancy in the office of President shall automatically be filled by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

ARTICLE IV

THE ASSOCIATION YEAR, ANNUAL MEETINGS, ELECTIONS

SECTION 1

The Association year: The Association's fiscal year shall begin on the first day of July and end on the 30th day of June. The Association's official year shall begin immediately at the conclusion of the elections at the annual meeting and shall continue through the election at the next annual meeting.

SECTION 2

Elections: At the regular May meeting directors and officers 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 and each retiring officer shall turn over to his or her successor in office all properties and records relating to that office within 15 days after the election. 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 3

Nominations: No person may be a candidate in an Association election who has not been nominated. During the month of February, 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 Board shall name a Chairman of the committee and it shall be his or her duty to call a committee meeting which shall be held on or before March 1st ~.

- a. The committee shall nominate one candidate for each office and two candidates for the two positions on the Board. After securing the consent of each person so nominated, the committee shall immediately report their nominations to the Secretary in writing.
- b. Upon receipt of the Nominating Committee's report, the Secretary shall, before the March regular meeting, notify each member of the Association by mail, email, phone, or notice in the newsletter of the candidates so nominated.
- c. Additional nominations may be made at the April meeting by any member in attendance provided that the person so nominated does not decline when his or her name is proposed, meets all requirements for that particular office and provided further that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate.
- d. Nominations cannot be made in any other manner other than as provided in this section.
- e. No additional nominations may be made at the May (elections) meeting.

ARTICLE V

COMMITTEES

SECTION 1

The Board each year may appoint standing committees to advance the work of the Association in such matters as obedience trials, sanctioned matches, 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 aid in 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 service has been terminated.

ARTICLE VI

DISCIPLINE

SECTION 1

American Kennel Club suspension: Any member who is suspended or expelled from the privileges of the American Kennel Club automatically shall be suspended or expelled from the privileges of this Association for a like period. Also, any member of the Association may be suspended or expelled from the Association if they do not comply with the Bylaws, procedures, rules, regulations, policy or any misconduct prejudicial to the best interests of the Association.

SECTION 2

Charges: Any member may prefer charges against a member for misconduct prejudicial to the best interests of the Association as stated in Section 1 of this Article. 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 Association as stated in Section 1 of this Article. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Association, 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 one week nor more than two weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member(s) by registered or certified mail together with a notice of the hearing and an assurance that the defendant(s) may personally appear in his or her own defense and bring witnesses if he or she wishes.

SECTION 3

Board hearing: The Board shall have complete authority over the rules of procedure for such a hearing and whether the council may attend the hearing. Attendance of council will only be able to advise the defendant(s) and not make any presentation or question the members of the Board or the complainant(s). The complainant(s) and the defendant(s) shall be treated uniformly. Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and defendant, the Board may by a majority vote of those present suspend the defendant(s) from all privileges of the Association for not more than six months from the date of the hearing. And if it deems that punishment to be insufficient, it may also recommend to the membership that the penalty be expulsion. In such a case, the suspension shall not restrict the defendant(s)'s right to appear before his or her fellow members at the ensuing Association 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 Association may be accomplished only at a meeting of the Association 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 Association to be held within 30 days but not earlier than 14 days after the date of the Board's recommendation of expulsion. The defendant(s) shall have the privilege of appearing on his or her own behalf, though no evidence shall be taken, and no council shall be present at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant(s), if present, to speak in his or her own behalf if he or she wishes. The members attending this 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 of six months 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 signed by 20% of the membership in good standing. Amendments proposed by such petitions 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 one month of the date when the petition was received by the Secretary.

SECTION 2

The Constitution and Bylaws may be amended by a 2/3 vote of the members present and voting at any regular special meeting called for such purpose, provided the proposed amendments have been included in the notice of the meeting. Each member is to be notified by mail, email, phone, or notice in the newsletter at least two weeks prior to the date of the meeting.

ARTICLE VIII

DISSOLUTION

SECTION 1

Dissolution: This Association may be dissolved at any time with written consent of not less than 2/3 of the members. In the event of the dissolution of the Association other than for the purpose of reorganization, none of the property of the Association nor any proceeds thereof nor any assets of the Association shall be distributed to any members of the Association but after payment of the debts of the Association, its property and assets shall be given to a charitable organization for the benefit of dogs as selected by the Board of Directors.

ARTICLE IX

ORDER OF BUSINESS

SECTION 1

Procedures and rules: The rules contained in Robert's Rules of Order, latest edition, shall govern all meetings of the Association, in all cases where they are applicable and in which they are not inconsistent with the Constitution and Bylaws, and the rules of the Association.

SECTION 2

At meetings of the Association, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Record of Attendance
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Report of the Director of Training
- Election of Officers and Board (at May meeting)
- Election of new members
- Unfinished business
- New business
- Adjournment

SECTION 3

At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the Secretary
- Report of the Treasurer
- Report of Committees
- Report of the Director of Training
- Unfinished business
- New business
- Adjournment

ARTICLE X

ADDITIONAL PROVISIONS

SECTION 1

Subject matters that may be discussed at Board or Regular meetings and are voted on and passed will become part of the Policy Statement wherever applicable. These will be written in the above at the appropriate time by the Secretary.

No club member(s) will be permitted to perform the objectives of the Association as outlined in Article I, Section 2 and 3 of the Constitution for a fee or be in direct competition with the Association, within the County of Butler, Pennsylvania. The scope of this area would be all inclusive.

No club member may use the Association's name for personal gain of any nature.

No club member will harass another member in any form, such as: letters, cards, phone calls, conversation, etc.

Any club member who has a request of such a nature that might affect his membership, the club's name, or any factor that may involve the Association's Constitution or Bylaws, rules, regulations, or procedures, must submit the request to the Board of Directors through the Secretary for approval.

Stealing or defacing the Association's property is grounds for expulsion.

No Board member will authorize or approve any matters that are contrary to the Constitution, Bylaws, rules, regulations, or procedures of the Butler Dog Training Association.

Any member who wishes to discuss a serious complaint, problem or change with the general membership should submit it in writing to the Secretary. In turn, the Secretary will advise the Board of Directors, who in turn, will submit the same to the general membership.

Whenever a Director, Officer or Member has a Conflict of Interest in any matter coming before the Board of Directors, the affected person shall:

- a. Fully disclose the nature of the interest and
- b. Withdraw from the discussion, lobbying and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Association to do so.

Payments to the interested Director, Officer or Member shall be reasonable and shall not exceed fair market value.

The minutes of the meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE X

ADDITIONAL PROVISIONS

SECTION 1 (continued)

Butler Dog Training Association does not permit the possession or consumption of alcoholic beverages or possession or use of controlled substances on Club leased/owned or operated properties. In addition, the Club does not permit the possession or consumption of alcoholic beverages or possession or use of controlled substances at events held under the Club's jurisdiction or sponsorship.