

LINN COUNTY KENNEL CLUB CONSTITUTION AND BY-LAWS

Article 1 Name and Objective

Section 1 The name of the club shall be the Linn County Kennel Club

Section 2 The objective of this 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 interest of all breeds of purebred dogs and to encourage sportsmanlike competition at dog shows and obedience trials, rally trials, and agility trials.
- c) To conduct dogs shows, obedience and rally trials and sanctioned matches and any other eligible events under the rules of The American Kennel Club.

Section 3 The Club shall not be conducted or operated for profit and no part of any Profits or remainder or residue from dues or donations to the Club shall inure to 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 1

Membership

Section 1 Eligibility: There shall be two types of membership, individual and associate.

1a) Individual: open to all persons, eighteen years of age or older, who are in good standings with The American Kennel Club and who subscribe to the purpose of this club. Individual members must be actively involved in the club.

1b) Associate: Open to any person who subscribes to the purpose of the club but is under 18 or unable to attend regular meetings. An associate member entitled to all club privileges except voting or holding office. An associate member can convert to regular membership at the start of new year on Board approval.

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.

Application for membership will be accepted after applicant's attendance at two regular meetings.

Section 2 Election to Membership: Each application 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 applicant shall receive a copy of the constitution and by-laws upon

application. The application shall state name, address, and occupation of the applicant and it shall carry the endorsement of two members in good standing, who are known to said applicant. Accompanying the application, the prospective member shall submit dues payment for the current year.

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. (3rd meeting) Then the application is turned over to the Board for their discussion. The Board members make recommendations to the club. At the next Clun (4th meeting) the application will be voted upon, by secret ballot, and affirmative vote of $\frac{3}{4}$ of the members present and voting at the meeting shall be required to elect the applicant. Applicants shall not be present at the meeting when their application is voted upon. Applicants will be notified by mail of their acceptance or rejection. The Club reserves the right to refuse membership to anyone.

Applicants for membership who have been rejected by the Club may not re-apply within six months after such rejection.

Section 3 **Dues:** Sues shall be recommended by the Board of Directors, not to exceed \$20 per person. No member may vote whose dues are not paid for the current year. During the month of November each member shall be notified of their dues for the ensuing year. Dues are due Jan 1st.

Section 4 **Termination of Membership:** Members may be terminated:

- a) by resignation. Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Obligations other than dues are considered a debt to the Club and must be paid prior to resignation.
- b) by lapsing. A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid by February 1st, 31 days after the first day of the fiscal year. However, the Board may grant an additional 30 days 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) by expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

Article II

Meeting and Voting

Section 1 **Club Meetings:** Meetings of the Club shall be held in the greater Albany, Oregon area, on the first Thursday of each month, except for the month of December when the annual awards banquet will be considered the regular meeting, as such hour and place may be designated by the Board of Directors.

Section 2 **Special Club Meeting:** 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, or 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 in the greater Albany, Oregon 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 at least 5 days and not more than 15 days prior to the date of the meeting and said notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing.

Section 3 **Board Meetings:** Meetings of the Board of Directors shall be held in the greater Albany, Oregon area. The board shall meet not less than once every other month. Written notice of each such meeting shall be mailed by the Secretary at least 5 days prior to the date of the meeting. The quorum for such meeting shall be a majority of the Board.

Section 4 **Special Board Meetings:** Special meeting 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 in the greater Albany, Oregon area, at such place, date, and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such meeting shall be mailed by the Secretary at least 5 days and no more than 10 days prior to date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the Board.

Section 5 **Voting:** Each individual 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 they are present. Proxy voting will not be permitted at any club meeting or election.

Article III Directors and Officers

Section 1 **Board of Directors:** The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and three other persons all of whom shall be elected for one-year terms at the Club's annual meeting as provided by Article IV and shall serve until their successors are elected. General Management of the Club's affairs shall be entrusted to the Board of directors. No person can serve more than 2 successive terms in one office.

The outgoing President shall serve a one-year term as a non-voting advisor to the Board to provide for continuity.

Section 2 **Officers:** The Club's officers, consisting of the President, Vice-President, Secretary, and Treasurer shall serve in their respective capacities both with regard to the club and its meetings and the Board and its meetings.

- a) The President shall preside at all meetings of the club and of the board, and shall have the duties and powers normally appurtenant to 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. The Vice-President shall be in charge of educational programs.
- c) The Secretary shall keep a record of all meetings of the club and of the Board and all matters of which a record shall be ordered by the Club. He or she shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll book of the members of the club with their acceptance into membership date, attendance record, and their addresses, and to carry out such other duties as are prescribed in these by-laws.
- d) The Treasurer shall collect and receive all monies due or belonging to the Club. He or she shall deposit the sum in a bank designated by the Board, in the name of the Club. The Club's financial records shall be kept in a generally accepted accounting program. His or her books shall be at all times open to inspection of the Board and he or 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 or she shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine. The Club's books shall be audited by the 3 Board Members in the month of July.

Section 3 **Vacancies:** Any vacancies occurring on the Board or among the officers 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 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.

- a) Attendance. An officer or board member that misses 3 consecutive regular Board meetings may be removed by the Board.

Article IV

The Club Year, Annual Meeting, Elections

Section 1 **Club Year:** The Club's fiscal year shall begin on the 1st day of January and ends the 31st day of December.

The Club's official year shall official year shall begin on the 1st day of January and ends the 31st day of December.

Section 2 **Annual Meeting:** The annual meeting shall be held in the month of November at which time Officers and 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 as of January 1st of the following year and each retiring officer shall turn over his or her successor in office all properties and records relating to the office within 60 days after the election.

Section 3 **Elections:** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The three 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 a Club election who has not been nominated. Nominees must have attended the majority of the general membership meeting in the year prior to nomination. 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 Chairman for the committee and it shall be his or her duty to call a committee meeting which shall be held on or before September 1st.

- a) The committee shall nominate one candidate for each office and three candidates for the three other positions on the Board, and after securing the consent of each person nominated, shall immediately report their nominations to the Secretary in writing.
- b) Upon receipt of the Nominating Committee's report, the Secretary shall, before September 15th, 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 accepts when their name is proposed, and is provided further that if the proposed candidate is not in attendance at this meeting, his or her 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 at the annual meeting or in any manner other than as provided in this section.

Article V Committees

Section 1 The Board may each year appoint standing committees to advance the work on the Club in such matters as shows, obedience trials, rally trials, classes, 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 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 the privileges of the American Kennel Club automatically shall be suspended from the privileges of the Club for a like period.

Section 2 **Sportsmanship:** A member of Linn County Kennel Club shall always conduct himself in a manner which will reflect credit upon himself, the Club, his breed, and the sport of purebred dogs, regardless of the location or the circumstances.

Section 3 **Charges:** Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$100.00 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 interest of the Club or the breed. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board not less than three weeks nor 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 own defense and bring witnesses if he or she wishes. If the Board considers that the charges do not allege conduct prejudicial to the best interest of the Club, it may refuse to entertain jurisdiction.

Section 4 **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 or her fellow members at the ensuing Club meeting which considers the Board's recommendations. 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.

Section 5 **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 recommendations as provided in Section 3 of the 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. The defendant shall have the privilege of appearing in his or her 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 or her own behalf if he or she wishes. 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 the expulsion 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 twenty percent 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 secret ballot of 2/3 vote of members present and voting at any regular or special meeting called for that 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.

Article VIII Dissolution

Section 1 **Dissolution:** The Club may be dissolved at any time by written consent of not less than 2/3 of the members in good standing. In the event of the dissolution of the Club, other than for the purpose 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 divided between Oregon State University's College of Veterinary Medicine and SafeHaven Humane Society or another recognized Humane Society.

Article IX Order of Business

Section 1 At meeting of the Club, 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 Officers and Board (at annual meeting)
- Election of new members**
- Unfinished business
- New business
- Adjournment

(**this should come after the election of Officers and the Board, if taken at an annual meeting.)

Section 2 At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Roll call
- Reading of the minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Report of the Committees
- Unfinished business
- New business
- Adjournment

Article X

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 by-laws and any special rules of order the Club may adopt.

Linn County Kennel Club Standing Rules

1. Members must belong to the Club at least 1 year before being able to serve on the Board or holding office.
2. If at all possible members of the same household should not serve on the Board of Directors at the same time.
3. If no one will accept a nomination to an office, the incumbent may serve more than 2 successive years.
4. Dues are due and payable in January for each and every member, no matter when they become a member.
5. Verbal Roll Call – so people can learn each other’s names.
6. Year Round Committee Chairman’s Duties
Class Chairman:
 1. Make sure equipment is there for each class-tape, disinfectant, paper towels.
 2. Supervise the setup of conformation class, mats, ring standards, rope, ect.
 3. Make sure obedience class has what they need.
 4. Stand in as instructor or find someone to teach if instructor is absent.
 5. Advertise with flyers when new classes are about to start.
 6. Be available by phone for signups prior to start date.
 7. Do actual Obedience registration and take money on sign up night.
Sunshine Chairman:
 1. Keep in touch with individual members who quit coming to meetings.
 2. Send cards to members who are sick or lose a loved one, ect.
 3. Keep record of current member addresses and phone numbers.