

# **MT NITTANY DOG TRAINING CLUB**

Founded September 10, 1975

## **Constitution and Bylaws**

Adopted January 23, 1975

### **Revised**

March 5, 1996

April 14, 1998

November 14, 2000

July 9, 2002

November 11, 2003

November 5, 2005

January 10, 2006

September 12, 2006

June 28, 2012

September 10, 2013

March 11, 2014

November 14, 2017

# CONSTITUTION

## Article I. NAME AND OBJECTS

Section 1.01 The name of the Club shall be MT. NITTANY DOG TRAINING CLUB, per a letter of approval from the American Kennel Club dated November 6, 1975.

Section 1.02 The objects of the Club shall be:

- (a) To promote an interest in and a public appreciation of obedience trained dogs.
- (b) To promote an active interest in the study, owning, showing, and obedience training of purebred dogs.
- (c) To educate the public in all phases of dog ownership.
- (d) To conduct and support, in our section of Pennsylvania, obedience matches, trials, tracking tests, exhibitions and any other events for which the club is eligible under the rules and regulations of the American Kennel Club.
- (e) To provide the facilities for and make possible the training of dogs under the supervision of a qualified trainer or trainers.
- (f) To promote a better acquaintance and sportsmanlike attitude among those interested in dog training.

Section 1.03 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 the benefit of any member or individual.

Section 1.04 The members of the Club shall adopt and may from time to time revise such Bylaws as may be required to carry out these objects.

# BY-LAWS

## Article I. MEMBERSHIP

Section 1.01 Eligibility - There shall be 5 types of membership:

- a. Regular - Regular membership shall be open to persons 18 years of age or older, in good standing with the American Kennel Club, who subscribe to the purposes of this Club and have an interest in canine training. A regular member is entitled to vote and hold office.
- b. Household - membership shall be open to two Regular members residing at the same address. Any Regular member, in good standing with the Club, may request a household membership, to include another-Regular member residing at the same address.
- c. Associate - Associate membership shall be open to persons 18 years of age or older, in good standing with the American Kennel Club, who subscribe to the purposes of this Club and have an interest in canine training; but who are not active in the club. An Associate member is not entitled to vote and hold office. An associate member may apply for regular membership at any time, to take effect on the 1<sup>st</sup> day of the next fiscal year, upon payment of Regular membership dues.
- d. Junior - Junior membership shall be open to all persons between the ages of 9 and 17 years of age. This is a non-voting/non-office holding membership which, upon request, may automatically convert to a regular membership at age 18-
- e. Honorary - Honorary membership shall be open to persons 18 years of age or older who have contributed some outstanding service to the Club. Honorary members shall be such persons who are named by the Board of Directors and approved by 2/3 of the membership present and voting at the next meeting. They shall have all the rights and privileges of an associate member. An Honorary member may maintain Regular membership upon payment of dues.

Section 1.02 Dues - Membership dues shall be:

- a. Regular Membership - Dues for a Regular membership shall not exceed \$60 per year, payable on or before February 1 of each year.
- b. Household Membership - Dues for a Household membership shall not exceed \$90 per year, payable on or before February 1 of each year.
- c. Associate Membership - Dues for an Associate Membership shall not exceed \$30 per year, payable on or before February 1 of each year.
- d. Junior Membership - Dues for a Jr Membership shall not exceed \$15 per year, payable on or before February 1 of each year.
- e. Dues for the following year shall be set by the Board of Directors at the September board meeting each year.
- f. Applicants acknowledged between November 1 and February 1 do not need to pay dues for the next fiscal year.
- g. No member may vote whose dues are not paid for the current year.
- h. During the month of December, the Treasurer shall send to each member a statement of the dues for the ensuing year.

Section 1.03 Method of Communication - Each member is required to select the method to receive all club communication. This will be done on a form approved by the board of directors. The form will contain a choice of USPS (snail mail) or the currently accepted method of electronic communication and must be dated and signed by the member or applicant. This may be changed at any time by filling out a new form.

Section 1.04 Election to Membership - Each applicant for membership shall apply on a form as approved by the Board of Directors and 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. The application shall state the name and address of the applicant and it shall carry the endorsement of 2 Club members in good standing. Each sponsor should be certain of the qualifications of each applicant before signing the membership form.

All applications and dues are to be filed with the Secretary. Applications for membership will be received and acknowledged at a regular Club meeting. Upon receipt and acknowledgement of the application and payment of dues, the Secretary shall send prospective members a letter of acknowledgement with instructions on how to access to the members' area of the club website. The applicant has 1 year to complete all membership requirements as stated on the membership application. During this period, prospective members must be introduced, preferably by 1 of their sponsors, at a general meeting. Subject to Board approval, those prospective members who cannot meet this requirement may be introduced by one of their sponsors to at least 10 members, 5 of whom must be board members, at any club function. This must be documented on a form which has been approved by the Board of Directors.

Each applicant will be read and voted on at the first meeting of the Club following completion of those requirements. It will require affirmative votes of  $\frac{3}{4}$  of the members present and voting at that meeting to elect the applicant to membership.

New members will be sent a welcome letter informing them of their acceptance into the Club.

Only Regular and Junior members receive discounts for classes and any other club activities.

Applicants for membership who have been rejected by the Club may not re-apply within 6 months after such rejection. After such rejection, any dues paid shall be refunded.

Section 1.05 Termination of Membership - Memberships 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 in full prior to resignation.
- b. By lapsing - A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. The Board may grant an additional period of grace to delinquent members in meritorious cases. In no case may a person whose dues are unpaid as of the date of that meeting be entitled to vote at any Club 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 2.01 Club Meetings - Meeting of the Club shall be held the second week of the months of January, March, May, July, September and November at a time and place (within the greater Centre Hall, PA area) as designated by the Board of Directors. Written notice of such meeting shall be sent by the Secretary at least 5 days prior to the date of the meeting. A quorum of such meetings shall be 20% of the

members in good standing.

Section 2.02 Special Club Meetings - Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, and shall be called by the Secretary upon receipt of a petition signed by five (5) members of the Club who are in good standing. Such special meetings shall be held within the greater Centre Hall, PA 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 sent by the Secretary at least 5 days and not more than 15 days prior to the date 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 2.03 Board Meetings - Meeting of the Board of Directors shall be held the greater Centre Hall, PA area in the first week of each month, at such hour and place as may be designated by the Board. Written notice of each meeting shall be sent by the Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

Section 2.04 Special Board Meetings - Special meetings of the Board may be called by the President, or by the Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meeting shall be held within-the greater Centre Hall, PA 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 sent by the Secretary at least 5 days and not more than 10 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. A quorum for such a meeting shall be a majority of the Board.

Section 2.05 Meeting Postponements - The 5 day notification requirement will be waived when the meeting needs to be rescheduled due to circumstances beyond the club's control.

Section 2.06 Voting - Each Regular member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he/she is present. Proxy voting will not be permitted at a Club meeting or election.

### **Article III. DIRECTORS AND OFFICERS**

Section 3.01 Board of Directors - The Board shall be composed of the President, Vice-President, Secretary, Treasurer, and 4 other persons, all of whom shall be in good standing and all of whom shall be elected at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. Officers shall be elected for 1 year terms while Directors shall be elected for 2 year terms, 2 Directors being elected each year. General management of the Club's affairs shall be entrusted to the Board of Directors. The officers shall not serve more than 2 consecutive terms in the same office with the exception of the treasurer, who shall not serve more than 4 consecutive terms. A Director may not succeed himself/herself in office. Upon the absence of a Board member from three (3) consecutive board meetings, their position will be vacated and filled according to Article III, Section 3.03 of these by-laws.

Section 3.02 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. President shall preside at all meetings of the Club and of the Board, and shall have the duties and

powers normally appurtenant to the office of President in addition to those particularly specified in these By-laws.

- b. Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- c. The Secretary shall keep a record of all meetings of the Club and the Board and of all matters of which a record shall be ordered by the Club. The secretary 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 of the members of the Club with their addresses, and carry out such other duties as are prescribed by these By-laws.
- d. The Treasurer shall collect and receive all monies due or belonging to the Club and shall deposit the same in a bank designated by the Board, in the name of the Club. A report shall be made at every meeting on the condition of the Club's finances which shall include items of receipt or payment not before reported; and shall keep books on the Club's finances that shall at all times be open to inspection by the Board. At the annual meeting, the treasurer shall submit a written account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount a determined by the Board of Directors. No financial obligation may be incurred for the Club by any member or members without authorization by the Board of Directors.

Section 3.03 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 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. THE CLUB YEAR, ANNUAL MEETING, ELECTIONS, NOMINATIONS**

Section 4.01 Club Year - The Club's fiscal year shall begin on the first day of February and end on the 31<sup>st</sup> day of January. The Club's official year shall begin immediately at the conclusion of the annual meeting and shall continue through the next annual meeting.

Section 4.02 Annual Meeting - The annual meeting shall be held in the month of November at which the officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated, in accordance with Section 4.04 of this ARTICLE. They shall take office immediately upon the conclusion of the annual meeting and each retiring officer shall turn over to their successor in office all properties and records relating to that office within 30 days after the election.

Section 4.03 Elections - The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The 2 nominated candidates for the other positions on the Board who receive the greatest number of votes for such position shall be declared elected.

Section 4.04 Nominations - No person may be a candidate in the Club election who has not been nominated. During the month of June, the Board shall select a Nominating Committee consisting of 3 members and 2 alternates, not more than one of whom shall be a member of the Board. The Secretary shall immediately notify the committee members and the alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be the chairman's duty to call a committee meeting which shall be held on or before July 1.

- a. The Committee shall nominate 1 candidate, who has been a regular member for no less than 2 years, for each office and 2 candidates, who have been a regular member for no less than 1 year,

for the 2 other 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 within not less than 5 days prior to the July Club meeting, notify each member in writing of the candidates so nominated.
- c. Additional nominations may be made at the September meeting by any regular 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, their proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.
- d. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

## **Article V. COMMITTEES & TRAINING DIRECTORS**

Section 5.01 The Board may each year, at any regular board meeting, appoint standing committees, special committees and/or training directors to advance the work of the Club in such matters as obedience trials, trophies, annual awards, membership, auditing and other fields which may be served by committees. Such committees shall always be subjected to the final authority of the Board.

Section 5.02 Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. Board may appoint successors to those persons whose services have been terminated.

## **Article VI. DISCIPLINE**

Section 6.01 American Kennel Club Suspension - Any member who is suspended from any of the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 6.02 Charges - Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at the 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. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the Club, 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 no less than 3 weeks nor more than 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 may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 6.03 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, suspend the defendant from all the

privileges of the Club for not more than 6 months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

Section 6.04 Expulsion - Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this ARTICLE. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **Article VII. AMENDMENTS**

Section 7.01 Amendments to the Constitution and By-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary, and signed by 20% of the membership in good standing. Amendments proposed by such petition must be considered promptly by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within 3 months of the date when the petition was received by the Secretary.

Section 7.02 The Constitution and By-laws may be amended by a 2/3 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 2 weeks prior to the date of the meeting.

## **Article VIII. DISSOLUTION**

Section 8.01 The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club whether voluntarily or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the Club, shall be distributed to any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization, for the benefit of dogs, selected by the Board of Directors.

## **Article IX. ORDER OF BUSINESS**

Section 9.01 At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- a. Roll Call
- b. Minutes of the last meeting
- c. Report of the President
- d. Report of the Secretary
- e. Report of the Treasurer
- f. Report of Committees
- g. Election of Officers and Board (at annual meeting)
- h. Election of new members



- i. Unfinished business
- j. New business
- k. Adjournment

Section 9.02 At meetings of the board, the order of business, unless otherwise directed by majority vote of those Board members present, shall be:

- a. Reading of the minutes of the last meeting
- b. Report of the Secretary
- c. Report of the Treasurer
- d. Reports of the committees
- e. Unfinished business
- f. New business
- g. Adjournment

#### **Article X. PARLIAMENTARY AUTHORITY**

Section 10.01 The rules of Parliamentary Procedure contained in Roberts Rules of Order (Revised) shall be the authority governing all meetings of the Club and the Board of Directors in all cases not covered by these By-laws and any special rules which may any time be adopted.