

**RICHMOND DOG OBEDIENCE CLUB, INC.
BY-LAWS.**

(Updated and Accepted March 2007)

**ARTICLE I
NAME AND OBJECTIVES**

SECTION 1. NAME

The name of the club shall be Richmond Dog Obedience Club, Inc.

SECTION 2. OBJECTIVES

- (a) To maintain an association of people interested in furthering the advancement of purebred dogs by encouraging and promoting interest in the training of all dogs.
- (b) To stimulate an interest in public exhibition of purebred dogs by the holding of obedience trials, tracking tests, sanctioned matches, and other events for which the club is eligible under the Rules and Regulations of the American Kennel Club.
- (c) To devote all monies accruing to the Club to the above purposes or to make specific bequests to such charitable or civic organizations as shall be approved by a majority vote of those in attendance and voting at a Club meeting. Under no circumstances shall the Club pay a salary, fee, commission, or dividend to any member for teaching training classes. The Board of Directors shall, however, have the power to authorize the reimbursement of members for expenses accrued while involved in activities of the Club, according to procedures contained in such authorization. The Club may purchase other goods or services from Club members with the approval of the Board. Officers, Board Members, and Committee chairmen shall not be paid by the Club for services related to the offices they hold.
- (d) The club shall not be conducted or operated for profit and no parts of any profits or remainder or residue from dues or donations to the club shall inure to the benefit of any member.
- (e) The members of the club shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

ARTICLE II MEMBERSHIP

SECTION 1. ELIGIBILITY

Membership shall be open to all reputable persons who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders, trainers and exhibitors of the Richmond area.

- (a) **VOTING MEMBER.** Any person at least eighteen years of age who has been endorsed by two Club members in good standing, and who has met the requirements established by the Membership. This person shall be entitled to full voting privileges while in good standing as a member.
- (b) **HOUSEHOLD MEMBER.** Any adult member in a Voting Member's immediate family. Household members shall be entitled to full voting privileges. Household members are limited to a maximum of two votes.
- (c) **JUNIOR MEMBER.** Any person under eighteen years of age who has been endorsed by two Club members in good standing, and met the requirements established by the Membership. A Junior Member has no voting privileges, and may not hold office.
- (d) **HONORARY MEMBER.** Honorary Membership may be bestowed upon any person in recognition of extraordinary services to the Club. Honorary Members shall have no vote in any meeting of the Club, may not be eligible for, or hold any elective office of the Club, and shall be exempt from payment of dues. No active member shall be eligible for Honorary Membership.

SECTION 2. ELECTION TO MEMBERSHIP

Each applicant for membership shall apply on the appropriate form as approved by the Board of Directors and shall agree to abide by the Club's By-Laws and the rules of the American Kennel Club.

- (a) **VOTING MEMBER.** Any adult desiring membership shall secure the endorsement by written letter of two Club members in good standing. The application accompanied by the applicable dues shall be filed with the Recording Secretary for approval by the Board of Directors for presentation to the membership at a duly constituted membership meeting. Each applicant approved by the Board shall be voted on by secret ballot and shall be elected by a vote of two-thirds of the Voting Members present and voting.
- (b) **HOUSEHOLD MEMBER.** Same as Voting Member.
- (c) **JUNIOR MEMBER.** Same as Voting Member.
- (d) **HONORARY MEMBER.** All Honorary Members shall be elected at a regular meeting by receiving an affirmative two-thirds vote of the Voting Members present and voting.
- (e) Former club members who left the club in good standing may be reinstated by action of the Board of Directors.

SECTION 3. DUES

The amounts of all dues shall be established by the Voting Membership in time for the Treasurer to include the new amount in the annual dues notice and in time for publication in the newsletter.

- (a) **VOTING MEMBERS.** During the month of January, the Treasurer shall send to each member a statement of his dues which shall be due February 28, for the ensuing year.

Any member whose dues are not paid by March 1 shall automatically be dropped from the roster, unless other action is taken by the Board of Directors. Applications approved by the membership on or after July 1 of the current year shall be accompanied by one-half (1/2) of the regular dues. Membership applications presented after the October Board meeting must be accompanied by full dues for the coming year. Members whose dues are not paid for the current year may not vote.

- (b) **HOUSEHOLD MEMBER.** Same as Voting Member.
- (c) **JUNIOR MEMBER.** Same as Voting Member.
- (d) **HONORARY MEMBER.** None required.

SECTION 4. TERMINATION OF MEMBERSHIP

Any membership may be properly terminated as follows:

- (a) **VOTING MEMBER.** Upon written notice of resignation to the Recording Secretary, failure to pay dues, or by expulsion as provided by Article VII of these By-Laws. Membership is automatically terminated if dues remain unpaid as stated in Section 3(a). However, upon application of the delinquent member, the Board may grant an additional thirty days of grace in meritorious cases. In no case may a person whose dues are unpaid be entitled to any Club privileges.
- (b) **HOUSEHOLD MEMBER.** Same as Voting Member.
- (c) **JUNIOR MEMBER.** Same as Voting Member.
- (d) **HONORARY MEMBER.** Upon written notice of resignation to the Recording Secretary, and if for cause by the Voting Membership in accordance with the procedures outlined in Article VII of these By-Laws.

ARTICLE III MEETINGS

SECTION 1. CLUB MEETINGS

The regular meetings of the Club shall be held in or around the City of Richmond, Virginia. The Club shall hold at least six regular meetings each year at a time and place as established in the Standing Rules established by the membership of the club. Notice of each such meeting shall be provided by publication in the newsletter to be sent by via First Class Mail, on the website, or by other means approved by the Board. The quorum for a business meeting shall be twenty percent of the paid voting membership. A majority vote of the members present is necessary to transact business.

SECTION 2. SPECIAL CLUB MEETINGS

Special Club meetings may be called by the President, or by a majority 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 Recording 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 or around the City of Richmond, Virginia. Written notice by mail of such meetings shall be provided by the Corresponding Secretary to all Voting Members at least seven days prior to the date of the meeting. Said notice shall state the purpose of the meeting, and no other Club business may be transacted. The quorum for a special meeting shall be thirty percent of the Club members in good standing.

SECTION 3. BOARD MEETINGS

Meetings of the Board of Directors shall be held in or around the City of Richmond, Virginia, at least twice each year at such hour and place as may be designated by the Board. Notice of each such meeting shall be provided to all members of the Board by publication in the newsletter, on the website, or by other means approved by the Board. The quorum for such a meeting shall be a majority of the Board.

SECTION 4. SPECIAL BOARD MEETINGS

Special Board meetings shall be called by the President or the Recording Secretary upon receipt of a written request signed by at least three members of the Board. Such Special Board Meetings shall be held in or around the City of Richmond, Virginia. A 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 club at which he is present. Proxy voting will not be permitted at any club meeting or election.

ARTICLE IV DIRECTORS AND OFFICERS

SECTION I. BOARD OF DIRECTORS

The Board shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, two Training Directors and four other persons, all of whom shall be members in good standing.

General management of the Club's affairs shall be entrusted to the Board of Directors, subject to the approval of the membership.

SECTION 2. OFFICERS

The Club's officers, consisting of the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, shall serve in their respective capacities for their elected term of office. All officers shall be elected for one year terms as provided in Article V of these By-Laws; one-half of the Directors and one-half of the Training Directors shall be elected each year to serve a two-year term.

- (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 the Office of President as stated in Roberts' Rules of Order. The President shall be an ex-officio, non-voting member of all committees except the Nominating Committee.

- (b) The Vice President shall have the powers and exercise the duties of the President in case of the President's absence. The Vice President shall represent the Board on AKC Event Committees, and shall serve as the Program Chairman.
- (c) The Recording 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. The Recording Secretary shall keep a roll of the members of the Club and their addresses.
- (d) The Corresponding Secretary shall have charge of the correspondence of the Club, notify the members of meetings, notify new members of election to membership and directors of their election to office, and carry out such other duties as are prescribed by these By-Laws.
- (e) The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefor. He shall deposit the same in a bank satisfactory to the Board, in the name of the Club. His books shall be open at all times to inspection by the Board. He shall give a report of the Club's finances to the Board at each meeting, and at each Club business meeting. At the annual meeting, he shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded at the Club's expense. During the month of January, he shall send to each member a statement of his dues for the ensuing year.

SECTION 3. TRAINING DIRECTORS

All activities of the Training Directors shall be subject to approval by the Board. The Training Directors shall serve as Chairmen of the Training Committee; further:

- (a) They shall organize an obedience training program incorporating approved methods of training, keeping informed of as many phases of training as possible, and shall set up a schedule of training classes.
- (b) They shall select such other assistants as they deem necessary who shall then comprise the Training Committee. They shall hold meetings of the Training Committee to keep its members informed of the newest methods of training.
- (c) They shall be responsible for having the necessary supplies on hand for the conduct of training classes.
- (d) They shall maintain a file on all training activities and shall periodically review these records.
- (e) They shall submit a report of training activities for each Board meeting.

SECTION 4. VACANCIES

Any vacancies on the Board or among the officers during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of the President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by a majority vote of all the then members of the Board.

ARTICLE V CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION 1. CLUB YEAR

The Club's fiscal and annual year shall begin on the first day of January and end on the 31st day of December.

SECTION 2. ANNUAL MEETING

The annual meeting shall be held in the month of November; at which time directors and officers for the ensuing year shall be elected by secret, written ballot, from among those nominated in accordance with Section 5 of this Article. They shall take office January 1. Each retiring officer shall turn over to his successor in office all properties and records relating to that office by January 7 of the new year.

SECTION 3. PROXIES

Proxy voting will not be permitted.

SECTION 4. ELECTIONS

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The two nominated candidates for Board Members-At-Large who receive the greatest number of votes shall be declared elected.

SECTION 5. NOMINATIONS

During the month of June, the Board shall elect a Nominating Committee consisting of five members and two alternates, not more than one of whom may be a member of the Board. The Corresponding Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name the Chairman of the committee.

- (a) The committee shall nominate one candidate for each office, one candidate for Training Director, and two candidates for the two year positions as Members-At- Large on the Board, obtain their consent, and make a report of all acceptances and declinations to the Board and to the Corresponding Secretary in writing by the August Board meeting.
- (b) During the month of August, the Corresponding Secretary shall mail each nominee notification of his selection.
- (c) Any nominee who accepts or refuses to be a candidate for the position to which he has been nominated shall notify the Corresponding Secretary, in writing, within ten days of

the date of the Secretary's letter of notification.

- (d) A record of acceptances and declinations shall be incorporated in the notice for the October meeting. Those declining a nomination cannot be renominated for the same office but can be nominated for any other office or Member-At-Large of the Board.
- (e) Additional nominations may be made from the floor at the October meeting by any voting member in good standing. All candidates shall confirm their willingness to serve. If a proposed candidate is not in attendance at this meeting, his proposer shall present to the Corresponding Secretary a written statement signifying his willingness to serve.

ARTICLE VI BOARD APPOINTMENTS

SECTION 1. APPOINTMENTS

As soon as possible following the annual election the newly elected officers and Board members shall jointly meet with the current Board of Directors for the purpose of selecting the Chairmen of Standing Committees. The newly designated committees shall take effect on January 1. These shall include but are not restricted to the following:

- (a) **OBEDIENCE TRIAL CHAIRMAN AND/OR TRIAL SECRETARY.** This may be done at least one year prior to the day of the Trial. The Chairman will select a committee of at least five persons subject to Board approval, which committee will be in direct charge of and responsible for all phases of the Club's obedience trials subject, however, to the final authority of the Board.
- (b) **AUDIT COMMITTEE** shall consist of three members who shall examine the CPA's report and report its findings to the Club at the June meeting.
- (c) **FINANCE. WAYS & MEANS COMMITTEE** shall consist of at least three members, one of whom shall be a Board member. This committee shall set income objectives and recommend expenditures.
- (d) Such other committees as are considered, desirable.

SECTION 2. TERMINATION

Any Board 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 VII 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 this Club for a like period.

SECTION 2. CHARGES

Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the club. Written charges must be filed with the Corresponding Secretary together with a deposit of \$1 0.00 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 Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests 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 of a Board hearing not less than three weeks nor more than six weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by certified mail, together with a notice of the hearing, and an assurance that the accused may personally appear in his own defense and bring witnesses if he wishes.

SECTION 3. BOARD HEARING

Should the charges be sustained, after hearing the evidence and testimony presented by complainant and accused, the Board may by a majority vote reprimand or suspend the accused from all privileges of the Club for not more than six months. If the Board 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 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 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 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 sixty days, but not earlier than thirty days after the date of the Board's recommendation of expulsion. The President shall read the charges and the Board's findings and invite the suspended member, 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 at the meeting shall be necessary for expulsion. If expulsion is not approved, the Board's suspension shall stand.

ARTICLE VIII AMENDMENTS

SECTION 1. AMENDMENTS

Amendments to these bylaws may be proposed to the board of directors or by written petition address to the Corresponding Secretary signed by 20 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 Corresponding Secretary for a vote within three months of the date when the petitions was received by the Corresponding Secretary.

The 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 or by special communication to the membership and mailed to each member at least two weeks prior to the date of the meeting.

No amendment to the bylaws that is adopted by the club shall become effective until it has been approved

by the Board of Directors of The American Kennel Club.

ARTICLE IX DISSOLUTION

SECTION I. DISSOLUTION

The Club 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 the club other than for purposes 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. After payment of all the debts of the Club, its properties and assets shall be distributed to such charitable or nonprofit organizations for the benefit of dogs as may be designated by the majority of the members.

ARTICLE X ORDER OF BUSINESS

SECTION 1. CLUB MEETINGS

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:

Minutes of Last Meeting Report of Board
Report of President
Report of Secretaries
Report of Treasurer (Business Meeting)
Report of Committees
Election of Officers and Board (at annual meeting)
Unfinished Business
Election of New Members
New Business
Adjournment

SECTION 2. BOARD MEETINGS

At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows: Minutes of Last Meeting Report of Secretaries Report of Treasurer Report of Committees Unfinished business Presentation of Applications for Membership New Business
Adjournment

ARTICLE XI PARLIAMENTARY PROCEDURE

SECTION 1. RULES OF ORDER

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 the club may adopt.