

# CONSTITUTION & BYLAWS OF THE YORK KENNEL CLUB, INC.

REVISED 01/2020

## ARTICLE I - NAME AND OBJECTS

Section 1. The name of the club shall be York Kennel Club, Inc.

Section 2. The Objects of the club shall be:

- a) To further the advancement of all breeds of purebred dogs.
- b) To conduct dogs shows, obedience trials, agility trials, and sanctioned matches under the rules of The American Kennel Club.
- c) To do all in its power to protect and advance the interests of all breeds of purebred dogs and to encourage sportsmanlike competition at dog shows, obedience trials, and agility trials.

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

## ARTICLE II - MEMBERSHIP

Section 1. Eligibility. There shall be two types of members, open to all persons eighteen years of age and older, who are in good standing with the American Kennel Club and who subscribe to the purposes of the Club. While membership is not to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in it's immediate area.

Section 2. Dues:

- a) Annual dues for a Regular Membership shall be determined by the Board of Directors.
- b) Annual dues for Associate Membership shall be determined by the Board of Directors. An Associate member is a non-voting member and is ineligible to hold elected office. Nor shall the number of Associate members be included when determining a quorum. They shall be entitled to all other club privileges. Any regular member in good standing may change his or her membership to an Associate member at the time of the dues renewal by stating and submitting the correct fee. Any Associate member may convert to a Regular member in the same manner.
- c) The Secretary shall send out dues notices in early March. Dues are due and payable April 15.

Section 3. Election to membership. Regular or Associate. Each applicant 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 application shall state the name, address and occupation of the applicant and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year. Applicants must be present for one club event (meeting, show, match, trial) before the application can be submitted. The applicant must be introduced at the function. All applications are to be filed with the Secretary. The Secretary must receive the application prior to the Board meeting of the month and it is to be read. At the following general meeting the application will be read and voted on for membership.

Section 4. Termination of Membership – Membership shall be terminated:

- a) Resignation. Any member in good standing may resign from the club upon written notice via mail or email to the Secretary; but no member can resign while still in debt to the club. Dues obligations are considered a debt to the club and they become incurred on the first day of each fiscal year.
- b) Lapsing. A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid for a period of 90 days after the first day of the fiscal year. In no case may a person be entitled to vote at any club meeting whose dues are unpaid as of that meeting.
- c) Expulsion. A membership may be terminated by expulsion as provided in Article 7, Section 4 of these by-laws.

### ARTICLE III - CLUB YEAR, ANNUAL MEETING, ELECTIONS.

Section 1. Club Year. The club's fiscal year shall begin on the first day of April and end on the 31st of March. The Club's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

Section 2. Annual Meeting. The annual meeting shall be held in the month of January at which time the Directors and Officers- for the ensuing year shall be elected in accordance with Section 5 of this Article. They shall take office immediately at the conclusion of the election and each retiring officer shall turn over to his successor in office all properties and records relating to that office within 30 days of the election.

Section 3. Elections. The nominated candidates receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for between two to four 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 the Club election who has not been nominated. During the month of September the Board

shall select a Nominating committee consisting of two regular members and one alternate, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a chairman for the committee and it shall be his duty to call a committee meeting, which shall be held on or before November 1st.

- a) To be eligible to be a candidate for an elected office the nominee must have been a regular member of the York Kennel Club for a period of not less than one year preceding the month in which he/she is nominated. In addition to be eligible to be a candidate for an elected office the nominee must have attended no less than three regular meetings or functions during the calendar year preceding the month in which he/she is nominated. The club role book shall serve as the official register when determining the nominee's eligibility.
- b) The committee shall nominate one candidate for each office and between two to four candidates for the other positions on the board and immediately report their nominations to the Secretary in writing via mail or email. The number of candidates for the other Board positions to be determined by the Board.
- c) Upon receipt of the nominating committee's report, The secretary shall, before November 15th, notify each member in writing via mail or email of the candidates so nomination.
- d) Any person so nominated who refuses to be a candidate for the position to which he has been nominated shall notify the Secretary in writing, via mail or email, within 10 days of the date of the Secretary's letter of notification.
- e) Immediately after the expiration of the period in which nominees may so decline the nomination, the Secretary shall mail or email to each member a notice of all such declines which have been mailed or emailed in.
- f) Additional nominations may be made at the October meeting by any regular member in attendance provided that the person so nominated does not decline when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the nominator 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 regular members who have not accepted a nomination from the nominating committee.
- g) Nominations cannot be made at the annual meeting or in any other manner than provided by Article 3, Section 4.

Section 5. 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 is present. Proxy voting will not be permitted at any club meeting or election.

## ARTICLE IV - MEETINGS

- Section 1. Club meetings. Meetings of the Club shall be held in the County of York quarterly on the third Wednesday of the following months. January, April, July, and October, at such hour and place as designated by the President, subject to Board approval. Written notice of each such meeting shall be mailed at least 10 days or emailed 5 days prior to the date of the meeting. The quorum for such meeting shall be 20% of the members in good standing.
- Section 2. 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, or by the Secretary upon receipt of a petition signed by 5 regular members of the Club, who are in good standing. Such Special meetings shall be held in the County of York and at such an hour and place as may be designated by the person or persons authorized herein to call such meetings. Written notice of each meeting shall be mailed by the Secretary at least 5 days and not more than 15 days or emailed 3 days and not more than 10 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 there at. The quorum for such a meeting is 20% of the regular members in good standing.
- Section 3. Board Meetings. Meetings of the Board of Directors shall be held in the County of York, the first Wednesday of the following months. January, March, May, July, September, and November. The President shall designate the time and place, subject to Board approval. The quorum for such a meeting shall be simple majority. Board meetings will be limited to members of the Board. Board Meetings may be held using electronic meeting technology with the President's approval.
- Section 4. Special Board Meetings. Special meetings of the Board of Directors may be called by the President, or by the Secretary upon receipt of a written request by at least 1/3 of the members of the Board. Such Special Board meetings shall be held in the County of York and at such an hour and place as designated by the person authorized to call such a meeting. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 10 days or emailed 3 days and not more than 5 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be conducted there at. A quorum for such a meeting is simple majority. Special Board Meetings may be held using electronic meeting technology with the President's approval.

## ARTICLE V - DIRECTORS AND OFFICERS

- Section 1. The position of Corresponding Secretary and Recording Secretary are

to be combined as one position known as "Secretary".

Section 2. Board of Directors. The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, and between two to four other persons, (number to be determined by the Board), all of whom shall be elected for one year terms at the Club's annual meeting as provided in Article 3. General management of the Club's affairs shall be entrusted to the Board of Directors. The Board may appoint successors to those persons whose service has been terminated.

Section 3. Officers: The Club Officers, consisting of the President, Vice-President, Secretary, and Treasurer shall serve in their respective capacities with regard to the Club and it's meetings and the Board and it's meetings.

- a) The President shall preside at all meetings of the Club and of the Board of Directors and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Constitution and By-Laws.
- b) The Vice-President shall have the powers and exercise the duties of the President in the case of the President's absence, death or incapacity.
- c) The Secretary shall retain all meeting records of the Club and of the Board and of matters of which a record shall be ordered by the Club. The Secretary shall have charge of correspondence ordered by the Club, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of members and their addresses and carry out such duties as prescribed by these Constitution and By-Laws.
- d) The Treasurer shall collect and receive all monies due or belonging to the Club and receipt thereof. He shall deposit the same in a bank satisfactory to the Board, in the name of the Club. His books shall be at all times open to inspection by the Board, and he shall report to them at every meeting the condition of the Club's finances and every item or receipt or payment not before reported. At the annual meeting he shall render an account of all monies received and expended during the previous year. The Treasurer shall be bonded. The Board of Directors must approve expenditures of \$150.00 or more. All checks drawn on any checking account of the Club and all requests for withdrawals from any savings accounts of the Club shall be signed by the Treasurer or in his absence by the President. The Treasurer's books must be audited once a year by a CPA and when a form 990 is required the CPA shall file it.

Section 4. Vacancies. Any vacancies occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all of the then members of the Board at its first regular meeting following the creation of such vacancy, except when the vacancy is that of the President and that vacancy will be immediately filled by the Vice-President and the resulting vacancy of the Vice-President shall be filled by the Board.

## ARTICLE VI - COMMITTEES

- Section 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as Dog Shows, Agility Trials, Field Trials, Trophies, Annual Prizes, membership, and other fields which may be served by committees. Such committees shall always be subject to final authority of the Board. Special committees may also be appointed by the Board to aid with particular projects.
- Section 2. Any committee appointments may be terminated by a majority vote of full membership of the Board upon written notice of the appointee; and the Board may appoint successors to those persons whose service has been terminated.

## ARTICLE VII - DISCIPLINE

- Section 1. AMERICAN KENNEL CLUB suspension. Any Member who is suspended from the privileges of the American Kennel Club will automatically be suspended from the privileges of the York Kennel Club for a like period.
- Section 2. Charges: Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the club. Written charges with specification 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. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the York Kennel Club. If the Board considers that they do not allege conduct which would be prejudicial to the best interests 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 not less than three weeks and not 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 the assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.
- Section 3. Board Hearing: The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treating uniformly in that regard. Should the charges be sustained, after hearing all of the evidence and testimony presented by the complainant and the defendant, the Board may by a majority vote of those present suspend the defendant from all privileges of the Club, for not more than six months from the date of the hearing. If it deems the punishment insufficient it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict

the defendant's right to appear before his fellow members at the ensuing club meeting which considers the Board's recommendation immediately after the Board has reached a decision, it's finding 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 club may be accomplished only at a meeting of the club following a Board hearing and upon the recommendation of the Board 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 on their own behalf, though no evidence will be taken at this meeting. The President shall read the charges and the Board's findings and invite the defendant to speak on their own behalf, if they wish. The meeting shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present at the meeting is necessary for the expulsion. If expulsion is not so voted the Board's suspension will stand.

## ARTICLE VIII - 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 20% of the regular members in good standing, Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the membership with the recommendations of the Board of Directors 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 2/3 vote by the regular members present and voting at any regular meeting 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 or emailed at least one week prior to the date of the meeting.

## ARTICLE IX - DISSOLUTION

Section 1. Dissolution. The Club may be dissolved at any time by written consent of not less than 2/3 of the regular members. In the event of dissolution of the Club, whether voluntary 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 be given to a charitable organization for the benefit of dog's selected by the Board of Directors.

## ARTICLE X - PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules shall govern the Club in all cases to which they are applicable and in which they are no inconsistent with these By-Laws and any special rules of order the Club may adopt.

## ARTICLE XI - ORDER OF BUSINESS

Section 1. At meetings of the Club the order of business as far as the character and nature of the meetings may permit, shall be as follows:

- a) Roll Call
- b) Minutes of the last General meeting
- c) Report of the Board
- d) Report of the President
- e) Report of the Treasurer
- f) Report of Committees
- g) Unfinished business
- h) Election of Officers and Board (annual meeting)
- i) New business
- j) Election of New Members
- k) Show Wins
- l) Adjournment

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

- a) Minutes of the last Board meeting
- b) Minutes of the last General meeting
- c) Report of the Treasurer
- d) Report of Committees
- e) Unfinished business
- f) New business
- g) New Member applications
- h) Adjournment