

AC-Me

Agility Central of Maine

Bylaws

Article I. General Provisions

Section 1- Identification: The name of this organization is Agility Central of Maine (AC-Me).

Section 2- Address: The business address of the Club shall be that of the current Secretary.

Section 3- Non Profit Status: The Club shall not be conducted or operated for profit. No part of any profit or remainder or residue from dues or donations to the Club shall inure to the benefit of any member.

Section 4 – Permitted Related Transactions: The Club may purchase services and/or products from Club members. If the Club purchases services and/or products from Club members, it may do so only with the approval of the Board of Directors. Any such purchases must be at or below market rates. If the proposed purchase of services and/or products should benefit a Board member, then that Board member must abstain from voting.

Section 5 - Objectives: The objectives of the Club are:

- A. To protect and advance the interest of all dogs, to encourage participation in dog-related events, promote good sportsmanship in the training and exhibition of dogs, to enhance the natural abilities of dogs and their handlers, and to nurture the bond between people and their dogs.
- B. To promote and further public interest in the training of all dogs, of all breeds - whether pet, companion or show, and to support and encourage responsible dog ownership.
- C. To support and encourage the participation and sportsmanlike competition at all dog events.
- D. To demonstrate the philosophy of positive reinforcement dog training, and to associate with other organizations with similar ideals to advance common goals.
- E. To provide educational opportunities on topics such as training, handling, health and nutrition for members and community through demonstrations, classes, seminars, guest speakers, meetings, run throughs, trials and matches.

F. To provide a social forum for those who share a common interest in dogs and dog sports

G. To develop and promote a junior program for members under 18 years of age for agility and other dog sports.

Article II. Membership

Section 1- Eligibility: Membership shall be open to all persons, regardless of what breed of dog they own, that agree to abide by these bylaws and who shall subscribe and adhere to the principles and objectives of this Club.

Section 2- Application: Each applicant for membership shall apply on the approved Club membership application. The form shall provide that the applicant agrees to abide by the Constitution, Bylaws, Regulations, Policies, and Rules of the Club.

Section 3- Types of Membership

A) Regular- shall be open to any adult individual, over 18 years of age, that meets the eligibility requirements. This member shall have one vote.

B) Family Membership Shall be open to 2 adults plus junior handler(s) under 18, all living at the same residence and who meet eligibility requirements. Voting memberships shall be household adults who are 18 years or older and each adult shall be entitled to one vote.

C) Associate-Any person desiring membership for the sole purpose of receiving mailings and correspondence of the club. This membership has no voting rights and no sponsor is required.

D) Junior Non-Voting Membership- Which shall be open to anyone under age 18 and not living with a club member. Dues shall be at a discount of Regular membership dues.

Section 4- Dues: Annual dues of an amount determined by the board shall be payable by Jan 1st of each year. Dues shall be determined by the financial needs of the Club and will be changed upon reasonable notification of the members. Dues paid by new members after October 1st will be applied to the following year.

Section 5- Election to Membership: Each applicant for membership shall apply on a form provided by the Club. The application shall provide the contact information for the proposed member(s) and an agreement to abide by these bylaws. Each new member will have a sponsoring member in good standing *for at least one year* that agrees to guide the new member in Club activities. All applications are to be filed with the Secretary along with the dues payment for the current year. The Secretary will confirm the applicant's information and sponsor then present the application to the *Board* at the next scheduled meeting *via email or direct*. An affirmative vote of 2/3 the *Board* shall be required for approval to membership.

- A) *If the applicant is not approved by the Board, due to lack of knowledge of the applicant, sponsor, or otherwise, it will be presented to the membership for vote. The club may elect such applicant by an affirmative 2/3 vote of the membership.*
- B) *If the applicant is new to the area and again not approved due to lack of knowledge by the membership; Invite applicant to member practice to introduce team to members and our club offered functions.*

Section 6- Termination of Membership

A) By Resignation-Any member in good standing may resign from the Club upon written notice to the Secretary. No member may resign when in debt to the Club. No dues will be refunded.

B) By Lapsing- A membership will be considered lapsed and automatically terminated if their dues are unpaid as of March 1st of that year. Written notice, by mail or email will be sent to members whose dues are unpaid by February 1st.

C) Expulsion: A member may be expelled from the Club per results of a disciplinary hearing in accordance with Section III.

Article III. Discipline

Section 1: Any member who is suspended from the privileges of membership in any local or national dog organization for violations of standards that apply to sportsmanship, handling, ethics, or personal behavior will be subject to a review of the charges by this Club in order to determine whether the infraction(s) may require disciplinary action by this Club.

Section 2: Any member in good standing may bring charges against another member for alleged misconduct prejudicial to the best interests of this Club. Written charges with specifications must be sent to the member so charged by registered or certified mail, return receipt requested, at least 30 days prior to the meeting where the charges will be presented. The charges should then be presented at a regular Club meeting with enough copies for all those present. The member submitting the charges should be prepared to answer questions from the members present and elaborate on the charges if necessary. If the member so charged contests the allegations, that member will be permitted to submit a written rebuttal at the same meeting, with enough copies for all those present, and should be prepared to answer question from the members present.

Both the member making the charges and the member who is charged may bring witnesses, documents, tapes, or other recognized forms of evidence to support their presentations. At the conclusion of the presentations, the members involved shall be excused. The members present at the meeting will determine the merit of the charges and reach a decision either by consensus or, if that is not achievable, by a majority vote of those present. The members present will then compose a decision letter detailing the grounds on which the final determination was made and the disciplinary action required by this Club. The recording secretary for that meeting will send copies of that letter to

both parties and include the written charges, the written rebuttal and the letter in the minutes for that meeting.

Disciplinary action may range from a warning to a suspension to expulsion.

Article IV- Club Meetings

Section 1- Club Meetings: Meetings of the Club shall be held at such an hour and place as designated by the officers, except for the annual meeting as provided in Article IX, Section 2, of these bylaws. Written notice of each said meeting shall be published to the members at least 7 days prior to the date of such meeting. The quorum for such meetings shall be twenty percent of the voting members in good standing.

Section 2 - Special Club Meetings: Special Club meetings may be called by the President, majority vote of the Officers, or by written petition to the Secretary from at least 5 Club members in good standing. Such special meetings shall be held at such a place, date, and hour as may be designated by the person or persons authorized to call such meetings. Notice of such meetings shall be published at least 5 days prior to the meeting, and no other Club business may be transacted at this meeting. The quorum for such meeting shall be twenty percent of the voting members in good standing.

Section 3- Board Meetings: The Board of Directors shall convene at least 2 times per year. The Board shall designate the time, date, and place, with notice published at least 7 days prior to the date of such meeting to members. Any member may attend a board meeting to observe. The quorum for such meetings shall be the majority of Board members present. Consideration will be given to Electronic Board Meetings and/or Conference Call Board Meetings.

Section 4- Voting: Each Regular member in good standing, whose dues are paid, shall be entitled to one vote at any business meeting of the Club at which they are present. Proxy voting will not be permitted.

Article V. The Board

The Club shall retain operational and financial control of all Club sponsored events. The affairs of the club shall be managed by the Board of Directors. The officers of the Board (Executive Board Members) shall consist of the President, Vice President, Secretary, and Treasurer. All officers must be members in good standing with the Club.

Section 1: The Board shall consist of four Officers of the Club, considered the Executive Board Members, and up to 3 additional board members elected from the general membership. Members of the Board shall serve a 1 year term of office, except the Officers of the Board, who shall serve two-year terms. To be eligible for nomination for a Board seat, club members, other than the founding Board members, must have been members in good standing for at least one (1) year prior to nomination. Board members shall be expected to attend a majority of meetings of the Board to affect the duties of their office.

Section 2: The new Board shall assume office immediately after the meeting at which they were elected. In the case of disputed elections, the former Board will serve until the dispute is resolved. The new Board will assume office immediately after a dispute is resolved.

Section 3: The Board shall be vested with general management and supervision of all Club business and affairs, and it shall be empowered to appoint such committees as may be deemed necessary to advance the work of the Club. All committees and each of their members shall be subject to the authority of the Board, and may be terminated or replaced by the Board at any time.

Section 4: Votes of the Board of Directors may be taken by any of the following methods: telephone, e-mail, U.S. Mail, fax, or in person.

Article VI. Officers

The officers of the Club (Executive Board Members) shall consist of the President, Vice President, Secretary, and Treasurer. All officers must be members in good standing with the Club.

Section 1- President: Shall preside over all meetings, chair the board, and exercise supervision over all affairs and activities of the Club. He/she shall be a member ex officio of all committees, and shall have all powers and duties normally appropriate to this office. The term of this office is 2 years.

Section 2- Vice President: Shall assume the duties of the President during his/her absence, illness, or incapacity. In the event of resignation or death of the President, the Vice President shall assume the office of President for the remainder of his/her term of office, and a replacement for the Vice President shall be appointed by the Board for a like term of office. The term of this office is 2 years.

Section 3- Secretary: Shall keep all records of the Club, record minutes of all Board and general membership meetings, give notice to all members as may be required, and maintain all correspondence for the Club. The term of this office is 2 years.

A. She/he shall maintain a roll of members with their addresses.

B. The Secretary shall maintain within reach at all meetings, copies of bylaws, special rules of order, and standing rules.

C. The Secretary shall notify officers and Directors of their election to office. .

Section 4- Treasurer: Shall be entrusted with all financial records and monies of the Club, shall collect dues and pay debts of the Club, and keep accurate records of all transactions under his/her supervision. His/her books shall be open to inspection of the Board at all times. And he/she shall render a written report at each general membership meeting. At the closing of the fiscal year, the Treasurer shall render a written report of the previous year's accounts to the general membership at the *Annual meeting*. The term of this office is 2 years.

- A) Expenditures in excess of \$99.00 must be approved by two members of the board.
- B) *Treasurer may be bonded, at the discretion of the Board, for an amount not to exceed the balance of funds in the Club treasury.*
- C) *Expenditure in excess of \$1000.00 must be approved by 2/3 vote of the membership.*
- D) *The Treasurer is responsible for filing the annual Incorporation report between January 1-June 1 of the given year.*
- E) *And process the IRS tax forms and filing by May 15 of the following tax year.*

Section 5- Vacancies: Any vacancies occurring on the Board or among the officers of the Club shall be filled until completion of that term of office by a majority vote of the Board at its next regular meeting following the creation of the vacancy; except for the office of President as provided in these bylaws. Any member of the Board or officer of the Club who is absent from more than half of the Club meetings shall have resigned by reason of absence.

Section 6- Club Records: Each officer is responsible for maintaining records appropriate to the officer's Club business. Records must be maintained in a form easily readable, transportable and maintainable by anyone qualified for the office. All records kept of whatever nature or form the property of the Club. Each officer is responsible for transferring the Club's records to his/her successor within 14 days following an election. Either the outgoing or incoming officer's unexcused failure to affect this transfer automatically removes that person from good standing within the Club. If the incoming officer is the person preventing the transfer, the outgoing officer will continue in office until the transfer is completed.

Section 7 - Removal of a Director: A Director may be removed from office only upon an affirmative vote of 3 of the other Directors or upon two thirds majority vote of the general member. The Director sought to be removed may not vote for this purpose. A Director may be removed from office only for cause.

Article VII. Conflict of Interest

Section 1 -Disclosing Conflict of Interest: Any possible conflict of interest on the part of any member of the Board, Officer, Member or Volunteer of the Club, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the board.

Section 2- Recording Disclosures: The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement to this policy.

Section 3 -State Requirements: The Board will comply with all the requirements of Maine State law in this area and the Maine requirements are incorporated into and made a part of this policy statement.

Article VIII. Liability

Section 1- Personal Liability: Except for payment of dues, no Director, Officer, or member shall be personally liable for any past or present debt or obligations of the club.

Section 2- A member may not incur debt for the Club without approval of the Board of Directors. Such a person is personally liable for the debt. However, the Board of Directors may ratify such a debt by a simple majority of those Directors present to vote at any meeting of the Board of Directors.

Article VII. Contracts, Checks, Deposits and Funds

Section 1- All financial accounts shall be in the name and to the credit of Agility Central of Maine (AC-Me) Inc. The accounts shall be maintained in a federally insured financial institution approved by the Board of Directors.

Section 2- All disbursements shall be made by check signed by the Treasurer and/or the President.

Section 3- The Board of Directors may authorize one or more officers of the Club to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Club, and such authority may be general or confined to specific instances.

Section 4- All funds of the Club shall be deposited in a timely manner to the credit of the Club in the accounts specified in section 1 above.

Article IX. Club year, Annual Meeting, Elections

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

Section 2- Annual Meeting: The annual meeting shall be held in the month of April at which officers for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. Absentee ballots,

enclosed in an unmarked envelope and submitted to the Secretary 14 days in advance of the elections will be accepted

Section 3- Elections: The nominated candidate receiving the greatest number of votes for each position shall be declared elected.

Section 4- Nominations: No person may be a candidate in a Club election who has not been nominated. The Board shall select a Nominating Committee by the month of January. The Secretary shall immediately notify the committee of their election. The Board shall name a committee chairperson and it shall be his/her duty to call a committee meeting.

A) The Committee shall meet by February 1st , nominate one candidate for each office and, after securing the consent of each person nominated, shall immediately report their nominations to the Secretary in writing prior to the March meeting.

B) Upon receipt of the Nominating Committee report, the Secretary shall, before April 1st , notify each member in writing. Such notification may be in the Club newsletter, by mail, or by email.

C) Additional nominations may be made at the March meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed. It is provided further that if the proposed candidate is not in attendance at this meeting, his/her proponent shall present to the Secretary a written statement from the proposed candidate signifying his/her 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.

Article X. Committees

Section I- Appointment: The board may appoint standing committees each year to advance the work of the club. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects *and must contain a Board member acting as liaison.*

Section 2- Termination: Any committee appointment may be terminated by a majority vote of the Board upon written notice to the appointee, and the Board may appoint successors to those persons whose services have been terminated.

Section 3- Standing Committees: Standing Committees may be, but not limited to: Finance/Audit Committee, Nomination Committee, Education *and/or Training Committee, Trial Committee, Equipment Committee and Budget Committee.*

Article XI. Amendments

Section 1- Proposing: Amendments to the constitution and bylaws may be proposed by the Board 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 and must be submitted to the members with recommendations of the Officers by the Secretary for a vote within 2 months of the date when the petition was received by the Secretary.

Section 2- Enactment: The constitution and bylaws may be amended by an affirmative vote of two thirds of the members present and voting at any regular meeting or special meeting called for the purpose, provided the prior wording and the proposed amendments have been included in the notice of the meeting and mailed or emailed to each member at least 7 calendar days prior to the date of the meeting.

Article XII. Dissolution

The club may be dissolved at any time by written consent of at least three-fourths of the members in good standing.

Section 1- In the event of dissolution, whether by voluntary means, involuntary means, or by operation of law, none of the property, funds, assets or proceeds thereof shall be distributed to any member of the Club unless such distribution is to discharge an undisputed and properly documented obligation of the Club to the member. All remaining Club property, funds, assets, or proceeds thereof must be donated to a benevolent animal organization.

Section 2- Funds that are subject to dispute involving the Club will be deposited in a Dispute Funds Trust. At the resolution of the dispute, the amount in the dispute will either be disbursed to the appropriate claimant or transferred to the benevolent animal organization chosen in accordance with Section 1 above.

Article XIII. Order of Business

Section 1- Order of Business: 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:

- Roll Call
- Minutes of last meeting
- President's Report
- Secretary's Report
- Treasurer's Report
- Report of Committees
- Election of Officers (at annual meeting)
- Old Business
- New Business
- Schedule the next meeting
- Adjourn

Article XIV. Parliamentary Authority

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 bylaws and any other special rules of order the Club may adopt.