

# **RIO GRANDE OBEDIENCE DOG CLUB, INC.**

## **CONSTITUTION AND BY-LAWS**

### ARTICLE I: NAME AND OBJECTS

SECTION 1. The name of the club shall be the Rio Grande Obedience Dog Club, Inc.

SECTION 2. The Objects of the Club shall be to

- promote the training of purebred dogs;
- disseminate knowledge regarding obedience training and training in other performance events such as agility and tracking;
- conduct classes for the training of dogs and their handlers;
- encourage the training of judges;
- hold and support obedience trials, agility trials, and tracking tests under the rules and regulations of the American Kennel Club; and
- promote cooperation and good sportsmanship among its members in the training and exhibiting of dogs.

SECTION 3. The Rio Grande Obedience Dog Club, Inc., is a non-profit organization. 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. However, this shall not impair or prevent contract rights between the Club and any individual concerned.

SECTION 4. 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.

### ARTICLE II. MEMBERSHIP

SECTION 1.

a. There shall be two (2) classes of membership: active and associate:

b. There shall be three (3) types of active membership:

(1) Individual Membership. Any person eighteen (18) years of age or over who has satisfactorily completed a recognized course of primary or equivalent training of a dog may be admitted to active membership in accordance with Section 1c and 1d of this Article.

(2) Family Membership. A family may be admitted to membership in accordance with Section 1c and 1d of this Article, provided that at least one adult member of the family has met the training requirements set forth above. All adult members of the family household shall be entitled to full privileges of membership. Minor members of the household (under eighteen [18] years of age) shall be entitled to all privileges of membership except the right to vote or hold office.

- (3) Life Membership. Life membership shall be afforded in accordance with Section 2 of this Article. A person may not be nominated more than twice in any twelve (12) month period and the second nomination may not be made less than three (3) months after the first nomination.
- c. There shall be three (3) types of Associate Membership:
- (1) Trainees. All persons not otherwise members of the Club shall, upon enrolling and paying the established training fee, automatically become associate members of the Club and shall remain as associate members for a period of four (4) months, unless any such person specifically declines membership. Such members shall be deemed to agree to abide by this Constitution and By-Laws and the rules and regulations of the American Kennel Club. At the expiration of the four (4) month period, application may be made for active membership. Associate members enjoy all the privileges of the Club except the right to vote or hold office.
- (2) Junior Membership. Any person under the age of eighteen (18) who meets the training requirements set forth above in Section 1b(1) may be admitted to Junior Membership upon payment of the prescribed membership fee. Junior Membership entitles the member to all privileges of the club except the right to vote or hold office.
- (3) Supporting. Individuals or families who wish to support the Club, but who for any reason (for example, residence in another city, work commitments, or health) cannot regularly attend meetings nor volunteer as workers, may apply as Supporting members. Active members may change their status to Supporting by so indicating at the time of renewing annual dues. Supporting members may change their status to Active by notifying the Secretary; the change will take effect at the next Club meeting following payment of the prorated difference in dues payable for the change in membership. Supporting members enjoy all the privileges of the Club except the right to vote or hold office.
- d. Each applicant for membership shall apply on a form approved by the Board of Directors which shall provide that the applicant agrees to abide by this Constitution and By-Laws and the rules and regulations of the American Kennel Club, except for trainee associate memberships. The application shall set forth the name, address, and occupation of the adult family member meeting the prescribed training requirements in the case of a family membership. All applications shall carry the endorsement of two active members of the Club of which one shall be a member of the training staff. All applications for Junior Membership shall bear a waiver of liability, in a form to be prescribed by the Board of Directors, signed by a parent or legal guardian. In addition, any minor member of a family holding a family membership shall bear a waiver in order for such minor family members to be considered part of the family membership.
- e. All applications are to be filed with the Secretary. The Secretary shall communicate to the membership at least two weeks before the next General Meeting, either by mailing or through the Club newsletter, the names of prospective new members. Those unable to attend the next General Meeting may send signed, written comments to the Secretary by mail or fax. Consistent with the two week publication timeframe, each application is to be presented at the first meeting of the Club following its receipt at which time the applicant will be voted upon. The affirmative vote of  $\frac{3}{4}$  of the active members present and voting by secret written ballot at the meeting shall be required to elect the applicant. Applications for

membership which have been rejected by the Club may not be resubmitted within twelve (12) months after such rejection.

## SECTION 2. Life Membership

When it has been determined by the Board of Directors that a member has served in the best interest of the Club in an exemplary manner for a period of not less than ten (10) years, the Board may nominate the member for Life Membership. Approval of such a nomination shall require concurrence of not less than 90% of the active members present and voting at a Club meeting. A plaque commemorating the occasion shall be presented to the Life Member at an appropriate time to be determined by the Board of Directors. Life Members shall be entitled to all privileges of the Club including the right to vote and hold office and shall be exempt from all membership and training fees.

## SECTION 3. Dues and Training Fees

- a. Individual membership dues shall be established by the membership, upon the recommendation of the Board of Directors, on a yearly basis but shall not exceed \$40.00 per year.
- b. Family membership dues shall be established by the membership, upon the recommendation of the Board of Directors, on a yearly basis but shall not exceed \$50.00 per year.
- c. Supporting membership dues for individuals and families shall be one-half the rate for Active memberships.
- d. Junior Membership dues shall be established by the membership, upon the recommendation of the Board of Directors, on a yearly basis but shall not exceed \$15.00 per year.
- e. Dues payable for a change in membership during the Club's fiscal year shall be prorated for the remainder of that fiscal year.
- f. Not later than thirty (30) days prior to the beginning of each fiscal year the Treasurer shall notify each member, in writing, of the dues for the coming fiscal year and the date on which dues must be paid for continued membership.
- g. Dues may be paid in advance of notice from the Treasurer. However, any member paying dues prior to receipt of the notice required by 3e (above) shall be liable for any increase in dues approved subsequent to such advanced payment.
- h. Training fees. Training fees shall be charged each person entering the field for that month. The training fees shall be subject to review by the Board at the beginning of each fiscal year and approved by the membership.

## SECTION 4. Termination of Membership. Members may be terminated as follows:

- a. By resignation. Any member may resign from the Club by giving written notice to the Secretary.

- b. By lapsing. A membership will be considered as lapsed and automatically terminated if dues are more than ninety (90) days delinquent. In meritorious cases the Board of Directors may grant additional time before termination of membership due to delinquent dues; however, in no case may a person whose dues are more than ninety (90) days delinquent be entitled to vote at any Club meeting where such dues remain unpaid.
- c. By expulsion. A membership may be terminated in accordance with the procedures set forth in Article VIII of this Constitution and By-Laws for conduct prejudicial to the best interests of the Club. Such conduct shall include but not be limited to unsportsmanlike conduct at obedience trials or sanctioned matches.

### ARTICLE III—MEETINGS

SECTION 1. Club Meetings. Monthly meetings of the Club shall be held in El Paso County, Texas on such dates and at such times and places as designated by the Board of Directors. Written notice of each monthly meeting shall be sent by the Secretary via U.S. Mail at least seven (7) days prior to the date of each Club meeting. Such notice shall state the date, time and place of the meeting. A quorum for such meetings shall be 20 percent of the current active membership.

SECTION 2. Special Club Meetings. Special Club meetings may be called by the President; by a majority vote of a quorum of the Board; or by the Secretary upon receipt of a petition signed by 20 percent (20%) of the active members of the Club in good standing. Such special meetings shall be held in the City of El Paso on such date and at such hour and place as designated by the person or persons authorized to call such meetings. Notice of such meetings shall be sent by the Secretary via U.S. Mail at least five (5) days and not more than fifteen (15) days prior to the date of such a meeting. Said notice shall state the purpose of the meeting and no other Club business shall be considered or transacted at such meetings. A quorum for such meetings shall be 30 percent of the current active membership.

SECTION 3. Board Meetings. Monthly meetings of the Board of Directors shall be held in the City of El Paso on such dates and at such hours and places as designated by the Board. A quorum for such meetings shall be a majority of the members of the Board. Notice of each meeting shall be sent to each member of the Board by the Secretary via U.S. Mail at least 5 days prior to the date of such meeting.

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 signed by a majority of the Board. Such meetings shall be held in the City of El Paso, Texas on such date and at such hour and place as may be designated by the person or persons authorized to call such meetings. Notice of such meetings shall be sent by the Secretary to each member via U.S. Mail at least five (5) days and not more than ten (10) days prior to the date of such meeting. Any such notice shall state the purpose of the meeting and no other business shall be considered or transacted. A quorum for such meetings shall be a majority of the Board.

## ARTICLE IV—OFFICERS AND DIRECTORS

### SECTION 1. Board of Directors.

- a. The Board of Directors shall be comprised of the officers, who shall be the President, Vice President, Secretary, and Treasurer; the Immediate Past President; an AKC Delegate; and six others, all of whom shall be elected each year to serve for one (1) year or until a successor is elected, with the exception of the Immediate Past President who shall automatically be a member of the Board. A vacancy on the Board of the Immediate Past President shall not be filled during the Club year. Officers shall be limited to no more than three consecutive one-year terms; an officer who has served three consecutive terms shall be eligible for re-election to the same office after one year. There shall be no limit on the number of terms for the AKC Delegate. The general management of the Club's affairs shall be entrusted to the Board of Directors. Any officer appointed to fill a vacancy under Section 3 of this Article, or the Vice President who succeeds to the Office of President, shall be eligible for election to a full term at the next election of the officers and directors. A partial term shall not be considered in calculating the limit of three consecutive one-year terms. The AKC delegate shall have voting privileges, as directed by the membership, at all AKC meetings.
- b. The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appertaining to the office of President in addition to those specified in this Constitution and By-Laws.
- c. The Vice President shall have the powers and exercise the duties of the President in case of the President's absence or incapacity to serve.
- d. The Secretary shall keep a record of all meetings of the Club and of the Board and matters of which a record shall be ordered by the Board or by the rules and regulations of the American Kennel Club. The Secretary shall have the powers and exercise the duties of the President, in case of the President's and Vice President's absence or incapacity to serve. The Secretary shall have charge of the correspondence of the Club and of the Board, 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 this Constitution and By-Laws. The Secretary shall maintain a list of trial entrants, removing those whose names have not been entered for three (3) years. Whenever the Secretary is absent or otherwise unable to perform his or her duties, the President may designate another member of the Board, or an active member of the Club, to perform the duties of the Secretary on an interim basis.
- e. The Treasurer shall collect and receive all monies due or belonging to the Club and issue receipts therefore. The Treasurer shall deposit the same in the name of the Club in a bank satisfactory to the Board. The Treasurer's books shall at all times be open to inspection by the Board and he or she shall report to them, at every meeting of the Board, the condition of the Club's finances. The Treasurer shall at the annual Club meeting render an account of all monies received and expended during the previous year. The books of the Club shall be reviewed annually by a Committee consisting of at least three members of the Club appointed by the Board, and a report of such review shall be posted at the Clubhouse.

- f. Except as otherwise provided in this Constitution and By-Laws, the proceedings at meetings of the Board of Directors and general membership shall be conducted in accordance with the current edition of Robert's Rules of Order.

SECTION 2. AKC Delegate. An AKC Delegate shall be elected at each annual meeting. The position shall have voting privileges at all AKC meetings as directed by the Club. The AKC Delegate shall be able to succeed himself.

SECTION 3. Vacancies. Any vacancy occurring on the Board 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 a 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 V

SECTION 1. Club Year. The Club's fiscal year shall begin on the first day of October and end the last day of September. The Club's official year shall begin immediately at the conclusion of the installation meeting each year and shall continue through the installation meeting of the following year. The annual installation meeting shall take place during the last week of June on a day and at a place designated by the Board.

SECTION 2. Annual Meeting. The annual election meeting shall be held during the month of May, 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.

SECTION 3. Elections. The nominated candidate who receives the greatest number of votes for each office shall be declared elected. The six (6) nominated candidates for the positions of member-at-large on the Board who receive the greatest number of votes for such position shall be declared elected.

SECTION 4. Nominations.

- a. No person may be a candidate in a Club election who has not been nominated. During the month of March, the Board shall select a nominating committee chairperson and two (2) members, with two (2) alternates, all of whom shall be active members in good standing. Not more than two (2) of the members of the nominating committee, including alternates, shall be eligible for office. The Secretary shall, with the least practicable delay, notify the committee members and alternates of their selection. It shall be the duty of the chairperson to call a committee meeting within one (1) week after the committee is notified of its selection.
- b. The committee shall nominate one (1) candidate for each office, an AKC Delegate and six (6) candidates for positions as members-at-large of the Board. The Chairperson shall forthwith notify the candidates of their nomination and after securing the consent of such person nominated, shall report the nominations in writing to the Secretary by April 1. At least two weeks prior to the April General Meeting, the Secretary shall notify each member, in writing, of the candidates so nominated. All persons nominated must be active members in good standing.

- c. Additional nominations may be made from the floor by active members in good standing at the April General Meeting, the last Club meeting prior to the annual election meeting, provided that the person making the nomination has obtained a declaration of consent to serve from the nominee, prior to such meeting. The nomination, when properly seconded, shall be entered immediately upon the nominated slate of officers and directors and voted upon at the election meeting. No person shall be a candidate for more than one (1) office. No person who has declined any nomination may be nominated for the same office under this Section.

## ARTICLE VI—COMMITTEES

SECTION 1. General Committees. The Board may appoint standing committees to advance the objectives of the Club in such matters as obedience trials, trophies, entertainment, publicity, membership and such other areas of endeavor as may be well served by a committee.

SECTION 2. Dissolution of Committees. Any committee appointed by the Board may be dissolved by a majority vote of the full membership of the Board and such dissolution shall become effective upon the giving of written notice to the appointee or appointees.

## 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 the Club for a like period.

SECTION 2. Charges: Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest 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 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. 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 hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one (1) 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 or her own defense and bring witnesses if he or she so wishes.

SECTION 3. Board Hearings: The Board shall have complete authority to decide whether counsel may attend the hearing, but both defendant and complainant 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 privileges of the Club for not more than six (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 a 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 recommendation. Immediately after the Club 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 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 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 of expulsion. The defendant shall have the privilege of appearing on his or her 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 or her own behalf if he or she so wishes. The members shall then vote by written ballot on the proposed expulsion. A 2/3 vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

#### ARTICLE XIII-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 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 (3) 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 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 mailed to each member at least two (2) weeks prior to the date of the meeting.

SECTION 3. No amendment to the Constitution and By-Laws 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 1. 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, 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 member 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 X—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 meetings may permit, shall be as follows:



1. Roll Call
2. Minutes of last meeting
3. Report of President
4. Report of Secretary
5. Report of Treasurer
6. Report of Training Director
7. Report of Committees
8. Election of Officers and Directors at Large (at Annual Meeting)
9. Election of New Members
10. Unfinished Business
11. New Business
12. Adjournment

#### SECTION 2. Order of Business at Board Meetings

1. Reading of minutes of last meeting
2. Report of President
3. Report of Secretary
4. Report of Treasurer
5. Report of Training Director
6. Report of Committees
7. Unfinished Business
8. New Business
9. Adjournment

Approved by AKC, November 7, 2000