

SOUTH CENTRAL MISSOURI KENNEL CLUB, INC
CONSTITUTION AND BY-LAWS

NAME AND OBJECTIVES

Section 1. The name of the club is to be the SOUTH CENTRAL MISSOURI KENNEL CLUB, INC

Section 2. The objectives of the Club shall be:

- (a) To further the advancement of all purebred dogs.
- (b) To promote responsible ownership and activities for purebred and mixed breed dogs.
- (c) To conduct obedience classes, obedience trials, and other performance and non-performance events, to include but not limited to: conformation; fun matches; rally; and tracking using rules and guidelines as presented and/or recognized by the American Kennel Club (AKC).
- (d) To devote all profits accruing to the Club to the above purposes or to make specified bequests to such charitable or civic organizations as shall be approved by a majority vote of those in attendance and voting at the club meeting, and under no circumstances to pay a salary, fee, commission or dividend to any member for duties performed in accomplishing the above objectives.
- (e) To become AKC affiliated as an "All Breed" and/or "Training" club.

Section 3. 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 4. The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objectives.

CONSTITUTION AND BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1 – Eligibility

There shall be three types of membership open to all persons who are in good standing with the American Kennel Club and subscribe to the purpose of this Club:

- (a) Regular membership for persons 18 years of age and older.
- (b) Junior membership for persons under 18 years of age. Persons under 18 years of age may not vote, and may not be eligible to hold office of any kind.
- (c) Family membership is for members residing in the same household.

Membership is to be unrestricted as to residence.

Section 2 – Dues

The amount of dues for all categories will be established by a 2/3 majority vote at a regular Club meeting after any proposed change is presented at the November meeting and voted on at the December meeting.

Annual dues are due by January 1st. Any member whose dues are not paid for the current year may not vote.

During the month of February the Membership Chair shall cause each unpaid member to be notified of dues for the current year.

Section 3 – Election to Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors and which 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 shall carry one of the following: 1) the endorsement of one Club member in good standing; or 2) three (3) dates that the applicant attended club events and/or regularly scheduled meetings. Dues payment shall accompany the application.

All applications are to be filed with the Membership Chairperson. Each application is to be read at the first meeting of the Club following its receipt. At the next Club meeting following the applicant's attendance at three of the Club's sponsored events and/or meetings, or the endorsement of one Club member in good standing, the application will be voted upon by secret ballot. An affirmative vote of 2/3 of the members present shall be required to elect the applicant. All applicants will be notified by postal mail of the outcome of the secret ballot and the final decision of the club. Applicant will receive a letter of acceptance or declination from the Secretary.

Applicants for membership who have been rejected by the Club may not reapply within six months after such rejection.

Section 4 – Termination of Membership

Membership may be terminated as follows:

- (a) By resignation. Any member may resign from the Club upon written notice to the Secretary. Any debts to the Club by the resigning member must be paid.
- (b) By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the first of the fiscal year. In no case may a person be entitled to vote at any Club meeting if his/her dues are unpaid as of the date of that meeting.
- (c) By expulsion. A membership may be terminated by the expulsion as provided in Article VI of the Constitution and By-Laws.

Section 5 – Reinstatement

Any individual, whose membership lapsed, or who resigned without duress, may be reinstated at any time by payment of dues.

ARTICLE II – MEETINGS AND VOTING

Section 1 – Club Meetings

Meetings of the Club shall be held in, or within fifty (50) miles of the city of West Plains, Missouri. There will be at least six (6) Club meetings per year, the date, hour and place may be designated by the Board of Directors.

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 five members of the Club who are in good standing. Such special meetings shall be held in, or within fifty (50) miles of the city of West Plains, Missouri at such an hour, date and place as may be designated by the person or persons authorized herein to call such meetings, but in no case may the meeting be scheduled in excess of thirty (30) days from the date of the request.

Written or electronic notice of such meetings shall be sent by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other Club business than that for which the meeting was called may be transacted.

Section 3 - Board Meetings

Meetings of the Board of Directors shall be held in, or within fifty (50) miles of the city of West Plains, Missouri, the date, hour and place may be designated by the Board. There will be at least one (1) Board meeting per year. A quorum for all Board meetings will consist of the

President and four (4) Directors. If any Officer or Director misses three (3) Board meetings in a club calendar year, that individual will be removed from the Board, and they will be replaced as specified in the By-Laws. Any member in good standing may attend a Board meeting unless a special closed meeting is called. Members may contact the President to be placed on the agenda if they wish to speak to the Board.

Section 4 – Special Board Meetings

Special meetings of the Board may be called by the President and shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held in or within fifty (50) miles of the city of West Plains, Missouri, at such place, date and hour as may be designated by the person authorized to call such meeting.

Written notice of such meetings shall be sent by the Secretary at least five (5) days and not more than ten (10) days prior to the date of the meeting, or electronic notice shall be filed at least three (30) days and not more than five (5) days prior to the date of the meeting. Said notice shall state the purpose of the meeting. No other Club business than that for which the meeting was called may be transacted. The 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 on any matter. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III – DIRECTORS AND OFFICERS

Section 1 – Board of Directors

General management of the Club's affairs shall be entrusted to the Board of Directors. The Board shall be comprised of the officers and five (5) Directors, all of whom shall be members in good standing, and all of whom shall be elected for a one year term at the Club's Annual Meeting as provided in Article IV, and shall serve for not more than three consecutive terms, in any one position, or until their successors are elected.

Section 2 – 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) 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 the President and in addition to those particularly specified in these By-Laws.
- (b) The **Vice-President** shall have the powers and exercise the duties of the President in the event of the President's absence, death, or incapacity.
- (c) The **Secretary** shall keep a record of all meetings of the club and of the board and of all matters of which a record shall be ordered by the Club; have charge of the correspondence, notify members of meetings, keep copies of letters notifying 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 in the By-Laws.
- (d) The **Treasurer** shall collect and receive all monies due the Club, or belonging to the Club, and shall receipt thereof. The Treasurer shall deposit the same in a bank satisfactory to the Board, in the name of the Club. The books shall, at all times be open to inspection by the Board, and the Treasurer shall report to them at each meeting the condition of the Club's finances, including all balances. At the annual meeting of the Club, the Treasurer shall render an account of all monies received and expended during the previous fiscal year.
- (e) The office of Secretary and Treasure may be held by the same person, in which case the board shall be comprised of five (5) persons.
- (f) **AKC Delegate** (when the club is elected as a member club of the AKC).

Section 3 – Vacancies

Any vacancies occurring on the Board or among the officers during the year shall be filled until the term of that position has expired, by a majority vote of all the members 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 a Board member.

ARTICLE IV- THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

Section 1 – Club Year

The Club's fiscal year shall begin on the first day of January and ends on the last day of December.

Section 2 – Annual Meeting

The annual meeting shall be held in the month of December, at which officers and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. They shall take office on January 1st of the following year. Each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

Section 3 – Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for other positions on the board who receive the greatest number of votes for such position shall be declared elected. Voting shall be by secret ballot.

Section 4 – Nominations

No person may be a candidate in a Club election who has not been nominated. During the month of September, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. At the October meeting, the Nominating Committee will solicit input from the club members regarding potential candidates. The Secretary shall immediately notify the committeemen of their selection. The Board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting which shall be held before the November meeting.

- (a) The committee shall nominate one candidate for each office and positions of the Board and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing or electronically.
- (b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the November meeting, notify each member in writing or electronically of the candidates so nominated.
- (c) Additional nominations may be made at the November meeting by any 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, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.
- (d) Nominations **cannot** be made at the annual December meeting or in any manner other than as provided in this Section.

ARTICLE V – COMMITTEES

Section 1 – Appointments

The Board may each year appoint standing committees to advance the work of the club in such matters as dog shows, obedience trials, trophies, annual prizes, membership, and other fields which may well be served by committees. 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.

Section 2 – Committee Terminations

Any committee 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 VI – DISCIPLINE

Section 1 – American Kennel Club Suspension

Any member who is suspended from **all** 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 a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications are filed in duplicate with the Secretary together with a deposit of ten dollars (\$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 interests of the Club. If the Board considers that the charges do not allege conduct, which would be prejudicial to the best interests of the Club, it must 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 and no more than six (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 wished.

In the event the \$10.00 is forfeited under this section, the person whose alleged misconduct has been cleared shall have no further recourse.

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 treated equally in this regard. Should the charges be

sustained after the hearing of all the evidence and testimony presented by the 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. If the Board deems that punishment insufficient, it may also recommend to the membership that the penalty is expulsion. In such case, however, 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 who, in turn, shall notify each of the parties of the Board's decision and the 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 in 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 wished. The members in good standing present at the meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds 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. The period of expulsion must be stated in the Board's recommendation.

ARTICLE VII – AMENDMENTS

Section 1

Amendments of the Constitution and By-Laws may be proposed by the Board of Directors 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 be 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 3 months of the date when the Secretary receives the petition.

Section 2

The Constitution and By-Laws may be amended by a two-thirds secret vote of the members present and voting at any regular or special meeting called for this purpose. The proposed amendments must be presented at one (1) monthly meeting prior to the vote.

Section 3

Once the Club is recognized by the American Kennel Club, no amendment to the constitution 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 (since the By-Laws of The American Kennel Club require such approval.)

ARTICLE VIII – DISSOLUTION

Section 1

The Club may be dissolved at any time by the written consent of not less than two-thirds 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 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 1

At meeting 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

Introduction of guests

Minutes of the last meeting

Report of the President

Report of the Secretary

Report of the Treasurer

Report of the Committees

Election of Officers and Board (at the Annual Meeting)

Election of new members

Unfinished business

New business

Adjournment

Section 2

At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follow:

Reading of minutes of the last meeting

Report of Secretary

Report of Treasurer

Report of Committees

Unfinished business

New business

Adjournment

ARTICLE X – PARLIMENTARY AUTHORITY

Section 1

Anything not covered in the Constitution and By-Laws shall be covered by “Robert’s Rules of Order, Newly Revised.” Interpretation of the Constitution and By-Laws shall be made by the Board of Directors.

(The By-Laws of a club that is a member of The American Kennel Club should include, without parentheses, the references to Delegate, which appear in parentheses.)

GLOSSARY

Member in good standing – An individual who is not suspended by the American Kennel Club or their Club and whose dues for the year are already paid.

Types of Membership (must be defined in Article I, Section 1):

- **Regular (Individual)** – Enjoys all club privileges including the right to vote and hold office
- **Household** – Two (2) adult members residing in the same household, each eligible to vote and hold office.
- **Junior** – Open to children under 18 years of age; a non-voting/non-office holding membership which may automatically convert to regular membership at age 18.

Uppermost limits for dues – In order to avoid frequent By-Law amendment, an uppermost limit of dues shall not exceed \$25.00. Dues should be included for each type of membership, in addition to when and by whom the dues are set each year.

Reprimand – A written warning to a member after charges have been filed in accordance with the By-Laws, and it is determined that the member’s conduct was not severe enough to warrant a suspension or a recommendation for expulsion.

Notices – All Club notices must be sent either via the US postal Service or e-mail in accordance with current AKC policy.

Delegate duties - For AKC member clubs only, the general duties of the Delegate must be listed.

Votes on By-Law Amendments – After amendments are voted upon, the Club must provide AKC with the number of members in good standing as well as the date of the vote, and the number who voted for and against. A copy of the revised document must be submitted to AKC as soon as it is printed.

Created May 2009. Revised August 2012.