



# **Monroe Kennel Club, Inc.**

## **Constitution**

### **ARTICLE I**

#### **Name and Objectives**

##### **SECTION I**

The name of this club shall be the Monroe Kennel Club, Inc., a non-profit organization, organized and existing under the laws of the state of Michigan.

##### **SECTION II**

The objectives of this club shall be:

- A.** To advance the principles and scientific practices in the breeding of pure-bred dogs; promote and conduct licensed dog shows, sanctioned matches and obedience trials under the rules and regulations of the AMERICAN KENNEL CLUB; and to promote social and recreational activities in connection with dog breeding and exhibition.
- B.** To urge members and all breeders to accept the standard of their respective breeds as approved by the American Kennel Club as the only standard by which their respective breeds shall be judged and to further the science of breeding pure-bred dogs through financial support.
- C.** To support other worthy causes within Monroe County as may be proposed by the club's Board of Directors and approved by the club membership.

##### **SECTION III**

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

##### **SECTION IV**

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.

# BYLAWS

## ARTICLE I

### Membership

#### SECTION I ELIGIBILITY

There shall be three (3) types of membership open to qualified persons:

- A. Who are at least 10 years of age and older who are in good standing with the American Kennel Club and who subscribes to the purposes of this club. While membership is to be unrestricted as to member's residence, the club's purpose is to be representative of the breeders and exhibitors in its immediate area.
- B. These three (3) types of membership are as follows;
  - 1. **Adult Member.** Any individual at least 18 years of age and fulfilling the above requirement A. adult members enjoy all club privileges including the right to vote and hold office.
  - 2. **Junior Member.** Any individual at least 10 years of age but not greater than 17 years of age and fulfilling the above requirement A. Junior members are non-voting / non-office holding members which may automatically convert to adult member at age 18. Junior members must have an Adult member as a guardian and sponsor.
  - 3. **Lifetime Member.** Any individual who has been an adult member for 25 consecutive years will have the honor of being a lifetime member. Lifetime member pay no annual dues but are eligible to vote and hold office.

#### SECTION II DUES

Membership dues shall not exceed \$25.00 per year. Dues for the ensuing year shall be determined by the Board of Directors subject to approval by the majority, two-thirds of the members present and voting at any regular meeting, payable on or before the 1<sup>st</sup> day of January of each year. Any proposed change in membership dues shall be presented to the membership by the board at a regular meeting, and notice sent to members at least ten days prior to the next meeting at which time a vote will be taken. No member may vote whose dues are not paid for the current year. The treasurer shall mail notice of payable dues; post marked at least ten days but not more than thirty days prior to January 1<sup>st</sup>.

#### SECTION III ELECTION TO MEMBERSHIP

- A. Each applicant for membership shall make application on a form approved by the Board of Directors. Said application shall provide for the following: Applicant's name, address, phone number, occupation. Application forms shall state that the applicant agrees to abide by the constitution and by-laws and the rules of the American Kennel Club; will carry the endorsement of two members in good standing; and shall be accompanied by payment of dues for the current year.

- B. All applications are to be filed with the secretary and read for approval at the first meeting following its receipt by the secretary. At the next meeting the application will be read for approval a second time and shall be voted upon at that meeting. An affirmative vote of three-fourths of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.
- C. Applicants for membership who have been rejected by the club may not re-apply for six months after such rejection. The rejected applicant's dues payment for the current year shall be returned in full.

## **SECTION IV TERMINATION OF MEMBERSHIP**

Memberships may be terminated by:

### **A. Resignation**

Any member in good standing may resign from the club upon written notice to the secretary. However, no member may resign when in debt to the club. Dues obligations are considered a debt to the club and they become incurred on the first day of each year.

### **B. Lapsing**

Any membership will be considered as having lapsed and automatically be terminated if such member's dues remain unpaid sixty days after the first day of the club year; however, the board may grant an additional sixty days of grace to such delinquent members, in meritorious cases. In no case may a person be entitled to vote at any club meeting whose dues for the ensuing year remain unpaid as of the date of that meeting.

### **C. Expulsion**

A membership may be terminated by expulsion as provided in ARTICLE VI, SECTION 4 of this Constitution and By-Laws.

## **ARTICLE II**

### **Meetings and Voting**

## **SECTION I CLUB MEETINGS**

Meetings of the club shall be held in the County of Monroe, Michigan, on the Second Tuesday of each month, weather permitting. The Board of Directors shall designate the hour and place. The secretary shall mail notice of each meeting at least ten days prior to the date of that meeting. The quorum for meeting shall be twenty percent of the membership, including officers.

## **SECTION II SPECIAL MEETINGS**

Special club meetings shall be called by the president or by a majority vote of the members of the Board of Directors 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 twenty percent of the members of the club who are in good standing. Such special meetings shall be held in the County of Monroe, Michigan. Any authorized person or

persons may decide the hour and place. The secretary shall mail written notices; post marked at least five days but not more than thirty days prior to the decided date. Such notice shall state the purpose for the meeting and no other club business may be transacted at that time. The quorum for such special meetings shall be twenty percent of the members.

### **SECTION III BOARD OF DIRECTORS MEETINGS**

Meetings of the Board of Directors shall be held in the County of Monroe, Michigan, on the second Tuesday of each month, weather permitting. The president may designate the hour and place. The secretary shall mail notice of each meeting at least ten days prior to the date of that meeting. The quorum for board meetings shall be the majority of the existing board.

### **SECTION IV SPECIAL BOARD MEETINGS**

Special meetings of the board may be called by the president; or by the secretary upon receipt of a written request signed by the majority of the existing board. Such requests must state the purpose or purposes of said meeting and no other club business may be transacted at that time. The hour and place may be designated by the president or secretary and must be in the County of Monroe, Michigan. The secretary shall mail written notices; post marked at least five days but not more than thirty days prior to the decided date. Such notice shall state the purpose for the meeting and no other club business may be transacted at that time. The quorum for special board meetings shall be the majority of the existing board.

### **SECTION V VOTING**

Each member 18 years of age and in good standing whose dues are paid for the current year shall be entitled to one vote at any regular or special meeting of the club at which the member is present. Proxy voting will not be permitted at any club meeting or election.

## **ARTICLE III**

### **Directors and Officers**

#### **SECTION I BOARD OF DIRECTORS**

The Board of Directors shall be comprised of the president, vice president, secretary, treasurer, and seven other members. All must be members in good standing, and those elected shall serve for one-year terms until their successors are elected. General management of the club's affairs shall be entrusted to the board.

#### **SECTION II OFFICERS**

The club's officers, consisting of the president, vice president, secretary, and treasurer shall serve in their respective capacities with regard to the club and Board of Director's meetings for their entire elected terms.

## **A. President**

The president shall preside at and conduct all the meetings of the club and the Board of Directors. He shall have powers and duties normally assigned to that office in addition to those particularly specified in this constitution and by-laws.

## **B. Vice President**

The Vice President shall have the powers and exercise the duties of the president in case of death, absence, or any incapacity of the president.

## **C. Secretary**

The Secretary shall:

- 1) Keep a record of all meetings of the club and Board of Directors and of all matters of which a record shall be ordered by the club.
- 2) Shall be in charge of the correspondence.
- 3) Notify members, at their provided addresses, of meetings.
- 4) Notify prospective new applicants of their election or rejection to membership.
- 5) Notify officers and directors of their election to office.
- 6) Keep a roll of the membership at each club and board meeting.
- 7) Read all correspondence sent or received at the next regular meeting.

## **D. Treasurer**

The Treasurer shall:

- 1) Collect and receive all moneys due or belonging to the club, giving and/or show receipts therefore.
- 2) Make deposits in the name of the club satisfactory to the Board of Directors.
- 3) Shall mail notice of payable dues.
- 4) Be authorized, along with the president, vice president and secretary, to sign checks in the name of the club. Two signatures, of the four so authorized, shall be required on any or all checks made in the name of the club.
- 5) Be required to maintain current and satisfactory books regarding club receipts and expenditures, which shall be open to inspection by the Board of Directors at any time.

- 6) Report to the board at every meeting as to the condition of the club's finances, stating those items not previously mentioned
- 7) Render a complete account, at the annual meeting, of all the moneys received expended during the year and turn over a detailed statement, together with all the records, to the auditing committee.

### **SECTION III VACANCIES**

Any vacancies occurring on the board during the year shall be filled for the un-expired term of office by a majority vote of all the existing members of the board present at its first regular meeting following the creation of such 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.

### **SECTION IV ATTENDANCE**

The unexcused absence of an officer or a member of the board from three consecutive Board of Directors meetings or special board meetings may result in recommendation for removal.

## **ARTICLE IV**

### **Club Year, Annual Meeting, Elections**

#### **SECTION I CLUB YEAR**

The club's fiscal year shall begin on the 1<sup>st</sup> day of January and end on the last 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 the election at the next annual meeting.

#### **SECTION II ANNUAL MEETINGS**

The annual meeting shall be held in Monroe County, Michigan, in the month of December, at which time the directors and officers for the following year shall be elected by secret, written ballot from among those nominated in accordance with Section 5 of this article. They shall take office immediately upon the conclusion of the election and 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 III ELECTIONS**

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The seven (7) nominated candidates for other positions on the Board of Directors who receive the greatest number of votes of such position shall be declared elected. No one member may hold more than one directorship at a time.

## **SECTION IV ELECTION QUALIFICATIONS**

In order to be eligible to hold office or directorship, any member must be 18 years of age and have been a member in good standing for a period of one (1) year immediately prior to the elections and have attended fifty percent (50%) of stated meetings during the year.

## **SECTION V 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 and two alternates, 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 such person's duty to call a committee meeting, which shall be held on or before the October meeting.

- A.** The committee shall nominate one candidate for each office and position on the board and, after securing the consent of each person so nominated, shall immediately report his or her nomination to the secretary in writing.
- 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 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 member 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.** Nomination cannot be made at the annual meeting or in any manner other than as provided in this Section.

## **ARTICLE V**

### **Committees**

## **SECTION I**

The Board of Directors 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 II**

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 I AKC 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 II CHARGES**

Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the club or their respective breed. Written charges with specifications must be filed in duplicate with the secretary, together with a deposit of \$25.00, which shall be forfeited if the Board of Directors, following a board meeting, does not sustain such charges. 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 or their respective breed. If the board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board, not less than three weeks nor more than six weeks thereafter. The secretary shall promptly send one copy of the charges to the accused member by registered/certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he so desires.

#### **SECTION III BOARD HEARING**

The Board of Directors shall have complete authority to decide whether counsel may attend the hearing, but complainant and defendant 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, reprimand or suspend the defendant from all privileges of the club for not more than six 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 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, its findings shall be put in writing and filed with the secretary, who in turn, shall notify each of the parties of the decision and penalty, if any, via registered/certified mail.

#### **SECTION IV EXPULSION**

Expulsion of a member from the club may be accomplished only at a regular general membership meeting of the club following a board hearing and upon the Board's recommendation for expulsion, as provided in SECTION III of this Article. The defendant shall have the opportunity to appear in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and invite the defendant, if present, to speak in his own behalf. The meeting shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those then present at the meeting shall be required for expulsion. If the expulsion is not so voted, the suspension shall stand.

## **ARTICLE VII**

### **Amendments**

#### **SECTION I AMENDMENTS**

- A.** Amendments to these constitution and by-laws may be proposed by the board of directors or by written petition addressed to the 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 secretary for a vote within three months of the date when the secretary received the petition.
- B.** The constitution and bylaws may be amended by a 2/3 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 and mailed to each member at least 2 weeks prior to the date of the meeting.

## **ARTICLE VIII**

### **Dissolution**

#### **SECTION I DISSOLUTION**

The club may be dissolved at any time by the written consent of not less than 2/3 of the members in good standings. 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 I ORDER OF BUSINESS**

##### **A. Regular Club Meeting**

The order of business at meetings, so far as the character and nature of meetings may permit, shall be as follows.

1. Call to Order
2. Roll Call
3. Minutes of the last meeting
4. Report of the last meeting of the Board of Directors
5. Report of the Secretary and correspondence
6. Report of the Treasurer
7. Report of the President
8. Report of the Committees
9. Election of Officers and Board (at annual meeting)
10. Election of new members
11. Unfinished business
12. New business
13. Adjournment

##### **B. Board of Directors Meeting**

The order of business at board meetings, unless otherwise directed by a majority vote of those present, shall be as follows.

1. Reading of the minutes of the last regular meeting
2. Report of the Secretary
3. Report of the Treasurer
4. Report of the Committees
5. Unfinished business
6. New business
7. Adjournment

## **ARTICLE X**

### **Parliamentary Authority**

#### **SECTION I 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.