

CONSTITUTION

SECTION Name. The name of the club shall be the Mount Pleasant Michigan Kennel Club.

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SECTION Objectives. The objective of the Club shall be:

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(a) to further the advancement of all breeds of purebred dogs;

(b) to do all in its power to protect and advance the interests of all dogs and to encourage sportsmanlike competition at dog shows, obedience trials and other dog-related events;

(c) to conduct sanctioned matches, dog shows, obedience trials, and any other event for which the club is eligible, under the Rules and Regulations of The American Kennel Club.

(d) to educate the public on responsible dog ownership and the benefits of dog/human interactions.

SECTION Not for Profit. 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.

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SECTION By-laws. The members of the Club shall adopt and may, from time to time, revise such by-laws as may be required to carry out the objectives.

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BY-LAWS

ARTICLE I

Membership

SECTION 1. ELIGIBILITY. There shall be three types of regular membership open to all persons eighteen years and older who are in good standing with The American Kennel Club and subscribe to the purposes of this Club. These membership types are described in the Glossary. Two limited, non-voting memberships will be open to youth and others, as described in the Glossary. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the dog owners in its immediate area.

SECTION 2. DUES. Membership dues shall be set by the membership and shall not exceed \$40 per year for individual membership or \$60 per year for a family membership. Dues are payable on or before January 1 of each year. No member may vote whose dues are not paid for the current year. During the month of November the Secretary shall send to each member a statement of dues for the ensuing year.

Dues received with a new membership application on or after September 1 will be applied to the following year.

SECTION 3. APPLICATION FOR 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 and the rules of The Mt. Pleasant Michigan Kennel Club and The American Kennel Club. The application shall state the name, address, and the occupation of the applicant, and it shall carry the endorsement of two members in good standing. Accompanying the application shall be applicable dues for the current fiscal year. All applications are to be filed with the Secretary.

SECTION 4. ELECTION OF MEMBERSHIP Each applicant for regular membership must attend one general meeting before presenting an application for first reading. Each application will be read to the membership at the next two meetings at which the applicant is present. The application shall be voted upon by secret ballot immediately after the second reading. Affirmative votes of 3/4 of the regular members present and voting at the meeting shall be required to elect the applicant.

The Board of Directors will vote upon each application for non-voting membership. Affirmative votes of 3/4 of the Board members present at the meeting shall be required to elect the applicant.

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

- SECTION TERMINATION OF MEMBERSHIP. Membership may be terminated by:
5. a. resignation. Any member in good standing may resign from the Club upon written notice to the Secretary, but 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 the fiscal year. There will be no refunding of dues upon resignation.
- b. lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. However, the Board may grant an additional 30 days of grace' to such delinquent members in meritorious cases. No person may vote at any Club meeting whose dues are not paid as of the date of that meeting.
- c. Expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

ARTICLE II

Meetings and Voting

- SECTION CLUB MEETINGS. Meetings of the Club shall be held within the greater Mount Pleasant area on the first Wednesday of the month, at such hour and place as may be designated by the Board of Directors.
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Written notice of each such meeting shall be mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the regular members in good standing.

- SECTION SPECIAL CLUB MEETINGS. Special Club meetings may be called by the Club 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 and shall be called 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 within the greater Mount Pleasant area at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be 20% of the regular members in good standing.
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- SECTION BOARD MEETINGS. Meetings of the Board of Directors shall be held within the greater Mount Pleasant area at least six times per year at such place, date and hour as may be designated by the Board. Written notice of each meeting shall be mailed by the Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Board meetings will normally be open to attendance by the general membership, but all or part of a meeting may be closed at the option of the President. Non-board members who want to bring a matter before the Board must put a request in writing to the Secretary at least 2 days prior to the scheduled Board meeting. The request
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should include a summary of the matter to be discussed. The matter will be placed on the agenda for discussion if time permits.

To handle a time-sensitive issue, the President, at his/her discretion, may conduct Board business via electronic communication. The Secretary shall mail written notice of any decisions resulting from electronic communication to the membership within 5 days following the decision.

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 3 members or the Board. Such special meetings shall be held within the greater Mount Pleasant area at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such meetings shall be mailed 5 days but not more than 12 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting, and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the Board. Special Board meetings shall be closed unless announced otherwise by the President.

SECTION 5. VOTING. Each regular member in good standing whose dues are paid for the current year shall be entitled to one vote for each motion at any meeting of the Club at which he is present. Proxy voting will not be permitted at any Club meeting or election. Unless otherwise specified in these by-laws, a simple majority of votes is required to pass any motion.

ARTICLE III

Directors and Officers

SECTION 1. BOARD OF DIRECTORS. The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and five other persons all of whom shall be regular members in good standing. Elections shall take place at the Club's annual meeting as provided in Article IV and shall serve for the official year(s) following their election. The officers of the club shall be elected for one-year terms. The non-officer board members shall be elected for two-year terms. They shall be elected in a "staggered" fashion so that two members are elected in one year and three members elected the following year. General management of the Club's affairs shall be entrusted to the Board of Directors.

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 President in addition to those particularly specified in these by-laws.

(b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence 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. He or she shall have charge of the correspondence, 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 in these by-laws.

(d) The Treasurer shall collect and receive all monies due or belonging to the Club. He or she shall deposit the same in a bank designated by the Board in the name of the Club. His or her books shall be at all times open to the inspection of the board, and he or she shall report to them at every meeting the condition of the club's finances and every item of receipt or payment not before reported, and, at the annual meeting, he or she shall render an account of all monies received during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of the officers and six other members.

SECTION 3. VACANCIES. Any vacancies occurring on the Board or among the officers during the year shall be filled for the remainder of the term of the office vacated, 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 the President shall be filled automatically by the Vice President, and the resulting vacancy in the office of Vice President shall be filled by a member of the Board appointed by a majority of all the then members of the Board.

ARTICLE IV

The Club Year, Annual Meeting, Elections

SECTION 1. CLUB YEAR. The Club's fiscal and official year shall begin on the 1st day of January and end on the 31st day of December.

SECTION 2. ANNUAL MEETING. The annual meeting shall be held in the month of November at which Officers and Directors for the ensuing year shall be elected by secret ballot from those nominated in accordance with Section 4 of this Article. They shall take office January 1st, and each retiring officer shall turn over to his or her 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 open 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 a Club election who has not been nominated. During the September meeting, the Board shall establish a Nominating Committee consisting of four members, exactly one of whom shall be a member of the Board who is not up for re-election. The Secretary shall immediately notify the Committee members of their selection. The Committee shall choose a chairperson, whose duty shall be to call a committee meeting, which shall be held on or before September 20. No member of the Committee may be nominated by the Committee to run for the Board of Directors.

(a) The Committee shall nominate one candidate for each office and one candidate for each of the other open positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary. The Secretary shall report the nominations to the Board of Directors prior to the October meeting.

(b) Additional nominations may be made at the October meeting by any regular member in good standing in attendance, provided that the person so nominated accepts when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his or her nominator shall present to the Secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate. No person may be a candidate for more than one position, except as provided in Article III, Section 2.

(c) The Secretary shall, at least two weeks before the annual meeting, notify each club member in writing of the candidates so nominated. Nominations may not be made at the annual meeting or in any manner other than as provided in this Section.

ARTICLE V

Committees

SECTION 1. RESPONSIBILITIES. The Board may each year appoint standing committees to advance the work of the Club in such matters as shows, obedience trials, trophies, annual prizes, membership and other fields which may be well served by a Committee. 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. Each Committee shall meet a minimum of one time per year. The Chairperson of the Committee will be responsible for maintaining a written record of any Committee meetings and submitting progress reports to the Board at least annually.

SECTION 2. TERMINATION. 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 the privileges of the American Kennel Club automatically shall be suspended from 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 interests 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 of the Board members or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proved, 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 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 3 weeks or more than 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 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 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 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 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 Board 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 this Article. Such proceedings may occur at a regular or special meeting of the Club to be held with 60 days but not earlier than 30 days after the date of the Board's recommendation. 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 explain the charges and the Board's findings and recommendation, and shall invite the de-

fendant, if present, to speak in his or her own behalf if he or she wishes. The members shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those regular members present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

SECTION 5. LOSS OF CLUB PRIVILEGES. Any member who is suspended or expelled will lose all club privileges for the duration of the action. Loss of privileges means:

- A person may not attend any Club activities, including but not limited to meetings, classes, programs, or demonstrations.
- A person may not use the Club building, grounds, or equipment, even as a guest, and must surrender their building key immediately.

ARTICLE VII

Amendments

SECTION 1. REQUIREMENTS. 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 twenty per cent of the regular 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 3 months of the date when the petition was received by the Secretary.

SECTION 2. VOTING. The Constitution and By-laws may be amended by a 2/3 vote of the regular members present and voting at any Club or Special Club 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 weeks prior to the date of the meeting.

ARTICLE VIII

Dissolution

SECTION 1. DISSOLUTION. The Club may be dissolved at any time by written consent of not less than 2/3 of the membership. In the event of the dissolution of the Club, other than for the purposes of reorganization, whether voluntary or involuntary or by operation of the law, none of the property of the Club nor any of the proceeds thereof nor any assets of the Club shall be distributed to any members of the Club, but after payments 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

Internal Controls

SECTION 1. CLUB FUNDS. The Internal Controls Document as approved by the Board shall govern receipt and dispersal of Club funds.

SECTION 2. BOARD DISCRETION. At the discretion of the Board up to \$500 may be allocated for appropriate club activities. A 2/3 majority of votes of Board members present must be obtained in order to so allocate. Any single allocation greater than \$500 shall be approved by the general membership.

SECTION 3. COMMITTEE BUDGETS. The Board shall allocate budgets to Committees as appropriate. Each Committee Chairperson is responsible for submitting an annual budget report to the Treasurer/Board of Directors with updates provided in the annual progress report or more often as needed.

SECTION 4. FUNDS ALLOCATION. The general membership shall be responsible for allocations greater than \$500. In addition, the general membership may allocate lesser amounts for special projects and activities.

SECTION 5. REIMBURSEMENT FOR EXPENSES. Reimbursement of expenses for club functions shall be pre-approved by the Board. Dispersal of the approved funds will be made upon presentation of appropriate receipts.

SECTION 6. SHOW EXPENSES. Notwithstanding Sections 1 through 4, above, dispersal of funds required to plan and conduct the annual AKC Show will be the responsibility of the Show Chairperson. The Show Chairperson shall report regularly to the Board on the expected budget, funds dispersed, and any expenses that were not expected in the normal conduct of the business of the Show.

ARTICLE X

Order of Business

SECTION 1. At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, unless otherwise directed by majority vote of those present, shall be as follows:

Roll Call
Minutes of the last meeting
Report of the President
Report of the Secretary
Report of the Treasurer
Reports of Committees.
Election of Officers and Board (at Annual Meeting)
Report of new member applications

Unfinished business
New business
Match business
Show 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 follows:

Minutes of the last meeting
Report of Secretary
Report of Treasurer
Reports of Committees
Unfinished business
New business
Match business
Show business
Adjournment

ARTICLE XI

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 the club may adopt.

GLOSSARY

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

Regular Memberships

- Individual membership – Open to any individual 18 years or older. This is a full voting membership.
- Family membership – Open to families, and includes member plus spouse/significant other, and all children under 18 years of age. Family members who are over 18 may be included in the family membership by submitting reduced dues, as set by the general membership. Each family member over 18 years of age who is a member in good standing is entitled to vote on all club issues.
- Life Membership – For those individuals who have been active and contributing members for a minimum of 20 years. Life members are elected by a 2/3 majority vote of the Board of Directors. Life members are eligible to vote and hold office

Non-voting Memberships

- Youth membership – Open to any individual under 18 years of age that is not included in a family membership. This is a non-voting membership with limited privileges, as set by the general membership.
- Associate membership – Open to individuals who are interested in participating in club events, but with limited club privileges. Associate Members may not vote or hold office.

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.

Votes on By-laws 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.