

Carroll Kennel Club, Inc.  
By-Laws

Revised May 28, 1994

**Carroll Kennel Club, Inc.  
By-Laws**

Article I

NAME AND OBJECTIVES

SECTION 1. The name of the club shall be the Carroll Kennel Club, Inc.

SECTION 2. The objectives of the club shall be:

- a. To advance the best interest of pure bred dogs; and to encourage and educate the public in their value.
- b. To conduct sanctioned matches, dog shows and obedience trials under the rules of the American Kennel Club.
- c. To foster and maintain among ourselves a warm friendship and the highest degree of sportsmanship and integrity.

SECTION 3. The Club shall not be conducted or operated for profit and in 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.

## Article II

### MEMBERSHIP

SECTION 1. Eligibility. Membership shall be open to persons eighteen years of age or older who are in good standing with the American Kennel Club, and who subscribe to the purposes of the club as set forth in Article I.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

SECTION 2. Dues. Membership dues shall not exceed \$20.00 per year, per person, payable before January 1st of each year. Amount of dues shall be set by the Board of Directors.

No member shall vote unless his dues are paid for the current year. During the first week of November, the Treasurer shall send to each member a statement of his dues for the ensuing year. Dues on any application for membership after the first of July shall be one-half of annual dues.

SECTION 3. Election to Membership. Each applicant for membership shall attend two regular meetings prior to submitting a membership application of a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Carroll Kennel Club Constitution and By-Laws and the rules of the American Kennel Club. This form shall be signed by the applicant and include signatures of two member sponsors in good standing.

The application for membership, with dues, shall be submitted to the Membership Committee, which will read it aloud at the next membership meeting. After the application is read at the meeting, the Membership Committee shall evaluate it and shall report on the application at the next regular membership meeting. The Corresponding Secretary shall receive the application, dues, and Membership Committee report, and shall read the application and recommendation at this meeting. The application will then be voted upon and affirmative votes of 3/4 of the membership present at that meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the Club may not reapply within six (6) months of rejection.

SECTION 4. Termination of Membership. Memberships may be terminated:

- a. by resignation. Any member may resign from the Club upon written notice to the Corresponding 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 each fiscal year.
- b. by lapsing. Any membership may be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the first day of the fiscal year; however, the Board may grant an additional 90 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 are unpaid as of the date of that meeting.
- c. by expulsion. A membership may be terminated by expulsion as provided in Article VII (Sec. 4) of this Constitution and By-Laws.

SECTION 5. Reinstatement of Membership. Any person, whose membership has terminated as set forth in Article II, Section 4, in order to be reinstated must apply for reinstatement of membership in accordance with the procedure as set forth in Article II Section 3 - Election to Membership.

## Article III

### MEETINGS AND VOTING

SECTION 1. Club Meetings. Meetings of the Club shall be held in the vicinity of the City of Westminster on the fourth Wednesday of each month, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed by the Corresponding Secretary at least ten days prior to the date of the meeting. The quorum for such meeting shall be 20% of the members in good standing.

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; and shall be called by the Corresponding 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 the greater Westminster area at such place, date, and hours 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 Corresponding Secretary at least 5 days and not more than 15 days prior to the date of the meeting, and said 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 members in good standing.

SECTION 3. Board Meetings. Meetings of the Board of Directors shall be held each month in which a regular meeting is held, in or within the greater Westminster area a date and at such hour and place as may be designated by the Board. Written notice of each such meeting shall be made by the Corresponding 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.

SECTION 4. Special Board Meetings. Special meetings of the Board may be called by the President; and shall be called by the Corresponding Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings shall be held in or within the greater Westminster area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed by the Corresponding Secretary at least 5 days and not more than 10 days prior to the date of the meeting, or telegraphic notice shall be filed at least 3 days and not more than 5 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.

SECTION 5. Voting. Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he is present. Proxy voting will not be permitted at any Club meeting or election.

## Article IV

### 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 President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, the retiring President, who shall automatically become a member of the Board and four other persons elected by the Club all of whom shall be members in good standing. The retiring President shall be a voting member of the Board. At each annual meeting two persons shall be elected to the Board of Directors for a two year term, thus keeping two experienced members on the Board.

SECTION 2. Officers. The Club's officers shall consist of the President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary. These officers shall be elected for a one year term at the Club's annual meeting.

a. The President shall preside at all meetings of the Club and the Board of Directors, and shall have the power to appoint all committees subject to approval of the Board except those standing committees which shall be appointed by the Board of Directors. The President may also appoint a Parliamentarian. The President shall also do such things as are in accordance with his position.

b. The Vice-President shall assist the President in the performance of his duties, preside in his absence or resignation.

c. The Treasurer, and any other person having signature authority over Club savings accounts or checking accounts shall be bonded. Bonding expense to be borne by the Club. The Treasurer shall collect the dues and all other moneys due to the Club. He shall deposit these moneys in a bank satisfactory to the Board of Directors. All checks and drafts issued on behalf of the Club shall have two signatures of authorization. At least three elected or appointed officers of the Club shall be authorized to sign checks and/or drafts. These shall be the President, the Treasurer, and any other elected or appointed officer of the Club designated by the Officers and Board of Directors. Club books and records shall be open for inspection by the Board of Directors and by the Auditing Committee at all Club meetings. The Treasurer shall also perform other duties such as pertained to his office.

d. The Recording Secretary shall keep a record of all meetings of the Club and of the Board, and also of all matters of which a record shall be ordered by the Club. He shall also perform such other duties as usually appertain to this office.

e. The Corresponding Secretary shall have charge of the correspondence, notify new members of their election to membership, notify officers and directors of their election to office, and shall perform such other duties as appertain to this office. He shall also be guardian of all records of the Club, except those of the Treasurer.

f. The Board of Directors shall constitute the executive body of the Club, and shall exercise general supervision over the interests and affairs of the Club. The Board shall also be the final authority for the interpretation of the By-Laws in the light of any action taken or contemplated by the Club. All expenses which shall be drawn from the Club's funds, except for ordinary operating expenses, shall first be approved by the Board of Directors. At each annual meeting two persons shall be elected to the Board of Directors for a two year term.

SECTION 3. Vacancies. Any vacancies occurring on the Board or 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 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 the Board.

## Article V

### THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION 1. Club Year. The club's fiscal year shall begin on the first day of January and end on the thirty-first day of December. The Club's official year shall begin immediately at the conclusion of the election at the next annual meeting.

SECTION 2. Annual Meeting. The annual meeting shall be held in the month of October at which Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of the Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his successor in office all properties and records relating to that office within 30 days after the election, except the Treasurer shall turn over his records to the Auditing Committee, which on completion of audits, shall turn same over to the new Treasurer.

SECTION 3. Election. The nominated candidate receiving the greatest number of votes of each office shall be declared elected. The two nominated candidates for other positions on the Board who receive the greatest number of votes shall be declared elected.

SECTION 4. Nomination. No person may be a candidate in a Club election who has not been nominated. Any candidate must be a member in good standing. During the month of July, 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 Corresponding Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a chairman for the committee and it shall be his duty to call a committee meeting which shall be held on or before August 10th.

a. The Committee shall nominate one candidate for each office and two candidates for the expiring terms on the Board, and after securing the consent of each person so nominated shall immediately report their nominations to the Corresponding Secretary in writing.

b. Upon receipt of the Nominating Committee's report the Secretary shall at least two weeks before the September meeting notify each member in writing of the candidates so nominated.

c. Additional nominations may be made at the September meeting by any member in attendance provided that the person so nominated does not decline when his name is proposed and provided further that if the proposed candidate is not in attendance at this meeting his proposer shall present to the Corresponding Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position.

d. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

All duly elected officers of the Club shall serve for a period of one year, unless otherwise specified and/or their successors are duly elected or appointed. All officers may succeed themselves in office.

## Article VI

### COMMITTEES

SECTION 1. 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. 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.

SECTION 3. The Board of Directors shall also appoint the Chairman of all standing committees and shall have the authority to disband any committee which in their opinion is not functioning in the best interests of the Club, and shall appoint a new committee in its place.

## 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 interests of the Club. Written charges with specifications must be filed in duplicate with the Corresponding 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 Corresponding 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 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 for the hearing not less than three weeks or more than six weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by certified, return receipt requested, mail; together with a notice of the hearing and an assurance that the defendant may be personally appear in his own defense and bring witnesses if he wishes.

SECTION 3. Board Hearing. The Board may have complete authority to decide whether counsel may attend the hearing, but both complaint and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by the complaint 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 months from the date of the hearing. If it deems that punishment is 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 finding shall be put in written form, and filed with the Corresponding Secretary. The Corresponding 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 held within sixty days, but not earlier than thirty days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of recommendation of expulsion. The defendant shall have the privilege of appearing on 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 if he wishes. The meeting shall then vote by secret ballot on the proposed expulsion. A two-third vote of those present at the meeting shall be necessary for the expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## Article VIII

### 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 Corresponding Secretary signed by twenty 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 Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

SECTION 2. The Constitution and By-Laws may be amended by a two-thirds 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 weeks prior to the date of the meeting.

## Article IX

### DISSOLUTION

SECTION 1. Dissolution. 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 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 X

ORDER OF BUSINESS

SECTION 1. At a 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  
Minutes of last meeting  
Report of President  
Report of Recording Secretary  
Report of Corresponding Secretary  
Report of Treasurer  
Reports of Committees  
Election of Officers and Board  
(at annual meeting)  
Election of new members  
Unfinished business  
New business (program if scheduled)  
Adjournment

SECTION 2. At meetings of the Board, the order of business, unless otherwise directed by majority of vote of those present, shall be as follows:

Reading of minutes of last meeting  
Report of Recording Secretary  
Report of Corresponding Secretary  
Report of Treasurer  
Reports of Committees  
Unfinished business  
New 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 by-laws and special rules of order the club may adopt.