

## **CARROLL KENNEL CLUB BYLAWS**

Club Approved  
October 8, 2019

**BYLAWS**  
**ARTICLE I**  
**MEMBERSHIP**

**SECTION 1. Eligibility.** There shall six types of membership open to persons eighteen years of age or older and one to persons younger than eighteen who are in good standing with The American Kennel Club and subscribe to the purposes of this Club.

- a) Regular – Individual adult member with all club privileges including the right to vote and hold office.
- b) Household – Two adult members residing in the same household, each eligible to vote and hold office.
- c) Associate – Member entitled to all Club privileges except voting and office holding, offered to individual former regular members who are no longer active.
- d) Junior – Open to persons under 18 years of age; pay no dues and are not eligible to vote or hold office, may automatically convert to regular membership at age 18.
- e) Honorary – *An individual who has made significant contributions to the Sport or Club; pays no dues and is not eligible to vote and hold office, but can maintain regular or life membership.*
- f) Life – *Individuals who have been active members for 25 years; pay no dues but are eligible to vote and hold office.*

*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 \$60.00 per year for regular membership, \$100 per year for household, and \$40 for associate. Dues shall be payable before the first day of January of each year. Amount of dues shall be recommended by the Board of Directors and approved by the Club members. No member may vote whose dues are not paid for the current year. During the month of November the Treasurer shall send to each member a statement of dues for the ensuing year.

**SECTION 3. Membership Election.** *Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Club's constitution and bylaws and the rules of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.*

*All applications are to be filed with the Secretary and each application is to be read at the first meeting of the club following its receipt. At the next Club meeting the application will be voted on and affirmative votes of 2/3 of the members present and voting by secret ballot 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 such rejection.

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

- a) By 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. Obligations other than dues are considered a debt to the Club and must be paid in full prior to resignation
- b) By Lapsing – Any membership shall 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 60 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 at the date of that meeting.
- c) By Expulsion – Any membership may be terminated by expulsion as provided in Article VI of these bylaws.

**ARTICLE II**  
**MEETINGS AND VOTING**

**SECTION 1. Club Meetings.** Meetings of the Club shall be held monthly within the greater Westminister, Maryland area at such time and place as may be designated by the Board of Directors. The Secretary shall provide each member with written or electronic notice of each such meeting at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members eligible to vote and 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 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 Westminister, Maryland area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. The Secretary shall provide each member with written or electronic notice of such a meeting 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 eligible to vote and in good standing.

**SECTION 3. Board Meetings.** Meetings of the Board of Directors shall be held monthly within the greater Westminister, Maryland area or via telephone conference call or via video conference at such hour and place as may be designated by the Board. Written or electronic notice of such meeting shall be made 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.

**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 (3) members of the Board. Such special meetings may be held electronically or be held at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written or electronic notice of such meeting shall be made by the Secretary at least 5 days and not more than 10 days. 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 the member is present. Proxy voting will not be permitted at any club meeting or election.

**ARTICLE III**  
**DIRECTORS AND OFFICERS**

**SECTION 1. Board of Directors.** *The Board shall be comprised of the officers and four other persons, all of whom shall be members in good standing and all of whom, except Delegate, shall be elected for one-year terms at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected..*

**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, Treasurer and Delegate, shall serve in their respective capacities both with regard to the Club and its meetings and 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 bylaws.

b) The Vice-President shall have the duties and exercise the powers of the President in case of the Presidents death, absence or incapacity.

c) The Secretary shall keep a record of all meetings of the Club and Board and of all matters of which a record shall be ordered by the Club; 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, which shall be sent to any member in good standing, upon written request, not more than once every club year, and carry out such other duties as are required by these bylaws

d) The Treasurer shall collect and receive all moneys due or belonging to the Club. Moneys shall be deposited in a bank designated by the Board, in the name of the Club. The books shall at all times be open for inspection by the Board. A report shall be given at every meeting on the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amounts as the board shall determine.

e) The Delegate shall make presentations to the Board and Club on future delegate meeting actions/issues, represent the Club at quarterly delegate meetings, vote as directed by the Club, and report on actions taken at delegate meetings. The Delegate shall serve a five 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 meeting by a majority vote of the 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 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 end on the last day of December. The Club's official year shall begin on the first day of January and end 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, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office at the beginning of the new year 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 3. Elections.** The nominated candidate receiving the greatest number of votes of each office shall be declared elected. The four nominated candidates for directors on the Board who receive the greatest number of votes shall be declared elected.

**SECTION 4. Nominations.** No person may be a candidate in a club election who has not been nominated. During the month of April, the Board shall select a *Nominating Committee consisting of three members, not more than one of which may be a member of the Board, and two alternates.* The Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a chair for the committee and it shall be such person's duty to call a committee meeting which shall be held on or before July 31.

- 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 report the nominations to the Board in writing at the August board meeting.
- b) Upon receipt of the Nominating Committee's report the Secretary shall, at least two weeks before the September meeting, notify each club member in writing or electronic notice 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 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 meeting or in any manner other than as provided in this Section.

**ARTICLE V**  
**COMMITTEES**

**SECTION 1.** The Board may each year appoint standing committees to advance the work of the Club in such matters as coformation shows, performance 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 created by the Board to aid it on particular projects.

**SECTION 2.** Any committee apointment 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.** An individual member may prefer charges against another 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 \$100.00, 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 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 for a hearing by the Board not less than three weeks or more than six weeks thereafter. The Secretary shall promptly send one copy of the charges and the specifications 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 desired.

**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 the complainant and defendant, the Board may by a majority vote of those present reprimand or suspend the defendant from 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, it's finding 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 within sixty days, but not earlier than thirty days, after the date of the Board's recommendation of expulsion. The President shall read the charges and the Board's findings, and invite the defendant, if present, to speak in the defendant's own behalf if so desired. The members 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 VII** **AMENDMENTS**

**SECTION 1.** Amendments to the constitution and bylaws 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 petition was received by the Secretary.

**SECTION 2.** The constitution and bylaws may be amended by a two-thirds 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 mailed or emailed to each member at least two weeks prior to the date of the meeting.

**SECTION 3.** *No amendment to the constitution bylaws that is adopted the the Cclub shall become effective until it has been approved by the Board of Directors of The American Kennel Club.*

## **ARTICLE VIII** **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 good standing. In the event of the dissolution of the Club for 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 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 by the Board of Directors.

**ARTICLE IX**  
**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, shall be as follows:

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of Officers and Board (at 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 of vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business
- New business
- Adjournment

**ARTICLE X**  
**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.