

## **Dayton Dog Training Club, Inc. Constitution and Bylaws**

The Dayton Dog Training Club was incorporated, nonprofit, under the provisions of Title XVII Ohio Revised Code, in Dayton, Ohio, County of Montgomery on September 24, 1951, the number of incorporation being 224734.

### **CONSTITUTION**

#### **ARTICLE I - Name And Purpose**

**Section 1:** The name of the Club shall be the Dayton Dog Training Club, Incorporated.

**Section 2:** The Mission of the Club shall be:

- a) To further the advancement of all dogs, purebred and mixed breed, and to do all in its power to protect and advance the interests of the American Kennel Club and its companion and performance events.
- b) To conduct obedience, rally, and agility trials, tracking tests, sanctioned matches, and other events under the rules and regulations of the AKC.
- c) To promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.
- d) To sponsor and conduct affordable dog training classes for the general public, where dogs are trained by their owners.
- e) To educate the public on responsible dog ownership.
- f) To work with charitable organizations to assist in the rehabilitation, training, and placement of abandoned and rescued dogs.

**Section 3:** The Club, registered in Ohio as a nonprofit corporation, shall not be conducted nor operated for profit. No part of any remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual. The Club may, however, pay compensation in a reasonable amount to members for services rendered to the club.

**Section 4:** DDTC shall not engage in any activities inconsistent with maintenance of such Federal Income Tax exempt status, which it may be granted under Title 26, United States Code, Section 501, or any applicable successor statutes.

**Section 5:** Club members shall adopt and may, from time-to-time, revise by-laws as required to carry out these objectives.

# BY-LAWS

## ARTICLE I - Membership

### Section 1: MEMBERSHIP ELIGIBILITY

Membership shall be open to persons subscribing to the purpose of the Club, 18 years of age and older, who are in good standing with the American Kennel Club. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the trainers, exhibitors, and breeders in its immediate area.

### Section 2: REGULAR MEMBERSHIP APPLICATION

- a) A person may apply at any time to become a Regular Member. The application to become a Regular Member must include documentation of the individual satisfactorily completing the requirements listed in this section. The application shall be filed with the Financial Secretary and voted upon at the first meeting of the Board following receipt. The Financial Secretary shall notify the candidate of the results of the Board recommendation within ten (10) days after the Board vote.
- b) If the Board approves an application for Regular Membership, the application shall be read at the first Regular Membership meeting following the Board vote. An affirmative vote of two-thirds (2/3) of the Regular Members in good standing present at the meeting shall be required to elect a candidate to Regular Membership. Voting shall be by secret written ballot. Unless a candidate has made prior arrangement with the Board for an excused absence, the candidate must be present at the meeting at which their Regular Membership is to be voted.
- c) A person applying for Regular Membership must provide documentation of the following:
  - 1) Attendance at two (2) Regular Membership meetings.
  - 2) An AKC Conformation, Companion or Performance Event title on a dog OR satisfactory attendance at Dayton Dog Training Classes during at least two (2) sessions.
  - 3) At least 25 hours of service to the Club.

### Section 3: REGULAR MEMBERSHIP

- a) Regular Members in good standing enjoy all the club privileges including the right to vote and hold office and take classes at reduced fees as established by the Board of Directors.
- b) Regular Members in good standing are entitled to a building key under terms established by the Board of Directors.

#### **Section 4: ASSOCIATE MEMBERSHIP**

For Associate Membership, a person must have met the requirements for Regular Membership for three (3) or more consecutive years. At that time, such a member can request to become an Associate Member. Associate Members can take part in all Club activities except training a dog in the DDTC building, voting at Regular and Special Membership meetings, or holding a Club office. An Associate Member may return to Regular Membership at any time by paying the balance of dues for the current year.

#### **Section 5: JUNIOR MEMBERSHIP**

- a) Junior Membership is open to all individuals who are at least 9 years old and younger than 18 years old. Each Junior Member must have a Regular Member in good standing as a sponsor. The minor's legal guardian must sign a release waiver if they are not (1) a Regular Member, (2) a former member applying for reinstatement, or (3) a new Regular Membership applicant.
- b) Junior Members cannot vote or hold office.
- c) Junior Members automatically become Regular Members upon reaching 18 years of age.

#### **Section 6: DUES**

- a) Annual membership dues are due on or before the first day of May. It is the responsibility of the Financial Secretary to send each member a statement of his/her dues for the ensuing year. Obligations other than dues are considered a debt to the Club and must be paid in full prior to resignation.
- b) A change in dues for Regular Members may be proposed by the Board of Directors or by a vote of the members at a Regular or Special club meeting. Notice of a proposed change shall be mailed to members thirty (30) days prior to the date of the next meeting. The change in dues must be approved by two-thirds (2/3) of the Regular Members in good standing present at the meeting. Dues for Associate and Junior memberships shall be reduced from those for Regular Membership as determined by the Board of Directors. The dues change shall become effective the following membership year and dues may not be changed more than once per year.
- c) Dues for Regular Members shall not exceed \$250 per year; and dues for Associate and Junior Members shall not exceed \$150 per year.

#### **Section 7: TERMINATION OF MEMBERSHIP**

- a) By Resignation. Any member may resign from the Club upon written notice to the Corresponding Secretary. No dues shall be refunded.
- b) By Lapsing: A membership shall be considered as lapsed and automatically terminated if dues remain unpaid on June 1. By vote of a Board majority, a lapsed membership may be reinstated without penalty under extenuating circumstances. Such extenuating circumstances must be presented to the Board

in writing. In no case may a delinquent member be entitled to vote at any club meeting.

- c) By Expulsion: A membership may be terminated by expulsion provided in Article VI, Section 4, of the By-Laws.

## **ARTICLE II - Meetings And Voting**

### **Section 1: REGULAR CLUB MEETINGS**

Regular Club Meetings shall be held in the greater Dayton area a minimum of four (4) times a year. The May meeting of the Club shall be the Annual Meeting. The quorum for such meetings shall be twenty percent (20%) of the Regular Members in good standing. The Corresponding Secretary shall notify the membership of each meeting in writing via USPS mail at least thirty (30) days prior to the meeting date.

### **Section 2: SPECIAL CLUB MEETINGS**

Special Club Meetings may be called by the President, by a majority vote of the Board members, or by the Corresponding Secretary upon receipt of a petition signed by five (5) Regular Members in good standing. Such special meetings shall be held in the greater Dayton area at such hour and place as designated by the Board. The Corresponding Secretary shall mail written notice of such meetings at least five (5) days and not more than fifteen (15) days prior to the meeting date. The quorum for such a meeting shall be twenty percent (20%) of the Regular Members in good standing.

### **Section 3: REGULAR BOARD MEETINGS**

Regular Board Meetings shall be held monthly in the greater Dayton area. The Corresponding Secretary shall send written notice (may include email for notification) of such meetings at least ten (10) days prior to the meeting date. A majority of the Board shall constitute a quorum, and no business shall be conducted without a quorum. The Board may cancel a maximum of three Board Meetings per year.

### **Section 4: SPECIAL BOARD MEETINGS**

Special Board Meetings may be called by the President or by the Corresponding Secretary upon receipt of a written request initiated by at least three (3) Board members. Such meetings shall be held in the greater Dayton area at such an hour and place as designated by the President. The Corresponding Secretary shall send a written notice (may include email for notification) of such meetings at least five (5) days and not more than ten (10) days prior to the meeting date. The written notice shall state the purpose for the meeting. No other business may be conducted at special meetings of the Board. A quorum for such meetings shall be a Board majority.

## **Section 5: VOTING**

Each Regular Member in good standing shall be entitled to one (1) vote at any Club meeting or election. Proxy voting shall 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 of Directors shall be comprised of the President, Vice-President, Corresponding Secretary, Financial Secretary, Treasurer, four (4) At-Large Members, and an AKC Delegate. All Board Members shall be Regular Members in good standing.

- a) **Terms of Office:** The term of office for all officers shall be for one (1) year. The term of office for the four (4) at-large members shall be for two (2) years with two (2) at-large members elected each year. The President may serve for a maximum of five (5) consecutive terms. The AKC Delegate shall be appointed by the Board each year, and there is no restriction on how many years the Delegate may serve. Other Board Members may serve for as many terms as the membership chooses.
- b) **Responsibilities:** The Board of Directors shall be responsible for conducting the business of the Club between Regular Membership Meetings. They shall appoint all committee chairs and shall oversee all committee activities. They shall communicate all official decisions to the Club Membership at each Regular Membership Meeting.

### **Section 2: OFFICERS**

- a) The President shall preside at all Club and Board meetings. He/she shall have the duties and powers normally appurtenant to the office of the President, in addition to those specified in the By-Laws. The President shall ensure that committees are appointed.
- b) The Vice President shall have the powers and exercise the duties of the President in case of the President's death, absence or incapacity. The Vice President shall annually review insurance policies carried by the Club and shall coordinate an annual review of the Club's financial records. Results of the insurance and financial reviews shall be reported to the Board.
- c) The Corresponding Secretary shall keep a record of all meetings of the Club and of the Board as well as all matters of which a record shall be ordered by the Club. He/she shall be responsible for sending all Club notices and other Club correspondence except as specifically assigned to the Financial Secretary. He/she shall keep a roll of the addresses of Club members, and carry out such other duties as are prescribed in these By-Laws.

- d) The Treasurer shall keep a true record of all monies received and expended, and under proper classification, so a report can be produced at any time for Board or membership review. At each Board meeting the Treasurer shall report on all income and expenses not previously reported; and at fiscal year end a compiled yearly report. The Treasurer shall deposit receipts in a bank satisfactory to the Board, in the name of the Club, and shall make withdrawals for payment of bills approved by the Board. The Treasurer is responsible for annual income tax preparation.
- e) The Financial Secretary shall collect all monies due and payable to the Club, and keep all receipts. He/she shall prepare a report for the Treasurer on the amount of money collected and the category to which the funds are to be delegated. The Financial Secretary shall notify all members when dues are payable and shall maintain the official membership roster.
- f) The AKC Delegate shall be appointed by the Board as a non-voting Board member. The Delegate shall serve at the pleasure of the Board. The AKC Delegate shall represent the Club to the AKC, shall participate in AKC Delegate meetings when possible, shall provide timely reports to the Board and Club members concerning actions taken by the AKC, and shall keep the Board informed of pending actions of the AKC.

**Section 3: VACANCIES**

All vacancies, other than the President, shall be filled by Board appointment, via a majority vote, at its first regular Board meeting following the creation of such vacancy or at a Special Board Meeting called for such purpose. A Board appointment serves until the next Annual Regular Membership meeting when elections are held.

**ARTICLE IV - Club Year, Annual Meeting, And Elections**

**Section 1: CLUB YEAR**

- a) The Club Fiscal Year shall begin on January 1 and end on December 31.
- b) The Club Membership Year shall begin May 1 and end April 30.

**Section 2: ANNUAL MEETING**

The Annual Meeting shall be held in the month of May. Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with provisions of Section 4 of this Article. They shall take office the first day of June and each retiring officer shall turn over to their successor all properties and records relating to the office within 30 days after the election.

### **Section 3: ELECTIONS**

The nominated candidates receiving the greatest number of votes for each position, including the four (4) nominated candidates for other positions on the board, 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 November the Board of Directors shall appoint a Nominating Committee of three (3) Regular Members in good standing. The Board shall name a chairman for the committee and it shall be their duty to name candidates for each Board position that becomes open at the time of election. Only one (1) Board member may serve on the committee. The President cannot serve on the committee.

- a) The Nominating Committee shall nominate one (1) candidate for each office, one (1) candidate for each of the two (2) open At-Large positions, and one (1) candidate for any At-Large vacancy not open during the current election cycle that necessitated a Board appointment during the year (one year remaining in term). After securing the consent of each nominee, the committee shall report the nominations to the Corresponding Secretary in writing. All nominees must be Regular Members in good standing at the time of their nomination. The work of the Nominating Committee must be completed by the first day of February.
- b) Upon receipt of the Nominating Committee's slate, the Corresponding Secretary shall notify each member in writing via the March Regular Membership Meeting notice of the candidates.
- c) Additional nominations may be made at the March Regular Membership Meeting by any Regular Member in good standing as long as the nominees are Regular Members in good standing. No person may be a candidate for more than one (1) position. All nominees must consent prior to their nomination. If a nominee is not present at the March meeting, the nominator must provide the Corresponding Secretary with a written statement from the nominee consenting to the nomination.
- 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: COMMITTEES**

The Standing Committees of the Club shall be the Obedience and Agility Training Committees, the Obedience and Agility Trial Committees, the Tracking Test Committee and any other committee as needed. Each year the Board of Directors shall appoint the Chair of each Standing Committee. The Committee Chair shall appoint committee members with the approval of the Board of Directors. Each committee Chairperson shall present a report to the Board on the committee's activities at the monthly Board meetings and shall report Board concerns to committee members.

Special committees may also be appointed by the Board of Directors to aid on special projects.

All committees shall be subject to the final authority of the Board of Directors.

### **Section 2: TERMINATION**

Any Committee appointment may be terminated by a majority vote of the Board. Notification to the person of his/her termination shall be mailed via USPS by the Corresponding Secretary. The Board of Directors shall 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 any of 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 proffer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary, together with a deposit established by the Board that shall be forfeited if the charges are not sustained after a Board hearing.

The Corresponding Secretary shall promptly send a copy of the charges to each Board member or present them at a Board Meeting. 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.

If the Board considers that the charges do not allege conduct that 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 hearing date not less than three (3) weeks nor more than six (6) weeks thereafter. The Corresponding



Secretary shall promptly send one (1) 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 he/she 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 Club privileges for not more than six (6) months from the date of the hearing. If the Board deems that suspension is insufficient it may also recommend to the membership that the penalty be expulsion. In such a case, the suspension shall not restrict the defendant's right to appear before fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision the findings 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 be held within sixty (60) days, but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing on his/her 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 on their behalf. The Regular Members in good standing shall then vote by secret, written ballot on the proposed expulsion. A two-thirds (2/3) vote of the Regular Members in good standing present shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **ARTICLE VII - Amendments**

**Section 1: PROPOSED AMENDMENTS**

Proposed amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary and signed by twenty percent (20%) of the Regular Members in good standing. Amendments proposed by petition shall be promptly considered by the Board of Directors and submitted by the Corresponding Secretary to the membership along with the Board's recommendations for a vote within three (3) months from the date the petition was received by the Corresponding Secretary.

**Section 2: AMENDED**

The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the Regular Members in good standing present at any regular or special meeting provided the proposed amendment has been included in the written notice of the meeting mailed to each member at least two weeks (2) prior to the meeting date.

**Section 3: EFFECTIVE**

No amendment to the Constitution and By-Laws adopted by the Club shall become effective until approved by the Board of Directors of the American Kennel Club.

**ARTICLE VIII - Dissolution**

**Section 1: DISSOLUTION**

- a) The Club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the voting Regular Members in good standing.
- b) In the event of the dissolution of the Club, whether voluntary or involuntary, 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. After payment of debts, the remaining assets shall be given to a 501(c)(3) charitable organization, for the benefit of dogs, as selected by the Board of Directors.

**ARTICLES IX – Order of Business**

**Section 1: ORDER OF BUSINESS**

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 the Last Meeting
- Report of the President
- Report of the Corresponding Secretary
- Report of the Treasurer
- Report of the Financial Secretary
- Report of the Committees
- Unfinished Business
- New Business
- Election of Officers and Board Members (at Annual Meeting)

- Election of New Members
- Adjournment

## **Section 2: BOARD ORDER OF BUSINESS**

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 the President
- Report of the Corresponding Secretary
- Report of the Treasurer
- Report of the Financial Secretary
- Report of the Committees
- Unfinished Business
- New Business
- Approval of New Members
- Adjournment

## **Section 3: RULES OF ORDER**

In all questions of parliamentary procedures, Robert's Rules of Order shall apply, providing they are not inconsistent with these By-Laws.