CONSTITUTION AND BY-LAWS

FOR

FOREST CITY DOG TRAINING CLUB, INC.

NAME AND OBJECTS

Section 1. The name of the Club shall be Forest City Dog Training Club, Inc.

Section 2. The objectives of the Club shall be to:

a. Conduct classes for the training of all dogs and their handlers;

b. Disseminate (disperse) knowledge regarding training in all dog sports;

c. Encourage the training of judges;

d. Hold and support all events under the rules and regulations of the American Kennel Club;

e. Promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.

Section 3. 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 (be used) to the benefit of any member or individual.

Section 4. The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objectives.

BY-LAWS

ARTICLE I

MEMBERSHIP

Section 1. **ELIGIBILITY**

a. Membership shall be available to all persons 18 years of age or older in good standing with the American Kennel Club and who subscribe to the purposes of this Club.

b. Junior membership shall be available to all persons who are at least 8 years old, but have not reached their 18th birthday. The annual Membership fee for a Junior Member will be the same as the Club's Senior Membership rate for that year. The Junior Member's Parent, or Sponsoring adult must attend all three meetings in which their application, is placed, discussed, and finally voted on.

The Junior Membership applicant is only required to attend the third meeting when their membership application will be presented for a vote. Upon the start of the first class session after a Junior Member's application is voted on affirmatively by Membership the Junior Member will qualify for the full member discount. They will receive this for the first calendar year regardless of how many credits have been accrued. After their first year they must earn ½ of the credit requirement for full Members to maintain this pricing.

Junior Handlers who are not Club members but meet the above age qualifications will qualify to pay 60% of the fee charged to the general public for Obedience Classes, and 80% of the fee the general public pays for an Agility Class. This discount requires the Junior handler to be the individual working the dog in class.

The Junior Member/Handler is required to have a parent or the Sponsoring adult with them at all classes, work days, and club functions. Junior Members have no voting privileges, they cannot hold an elected office, and they do not qualify for a key to the facility.

c. Family membership shall pertain to family members residing at the same address regardless of ages. Every family member over 18 will have a separate vote.

d. Members must be in good standing with the American Kennel Club and subscribe to the purposes of the Club.

e. 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 surrounding area.

f. Membership is contingent upon the completion of the basic training course, unless otherwise qualified and approved by the general membership.

Section 2. **DUES**

Membership dues shall be determined by 2/3 vote of members present at a regular Club meeting, and said dues to be contingent upon operational expenditures and services rendered by the Club. Dues shall not exceed $150 for a family or $100 for single members. No member may vote whose dues are not paid for the current year. During the month of October, the Treasurer shall send to each member a statement of his dues for the ensuing (next) year. Dues are payable on or before the 1st day of January of each year. New members vote in November or December will have their application dues applied through the following year. A reminder for dues will be placed in the November and December Recalls.

Section 3. **ELECTION TO 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 these Constitution and By-Laws 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 2 members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.

Application for membership is to be voted upon secret, written ballot. To become a new Club member, you must attend scheduled Club meetings in the following order:

1st Club meeting:
Pick up application IN PERSON from the Club Secretary or Board Officer and IN PERSON turn application in with dues at the END of the meeting to the Secretary or Board Officer if the Secretary is absent. A family membership requires at least two members of the family to attend each of the three meetings.

2nd Club meeting:
The Secretary or Board Member will read the application. Then one of the sponsors MUST introduce the applicant and state their endorsement for this applicant. If your sponsor is NOT present, this will NOT be counted as your 2nd Club meeting. However, if a quorum is not present for the applicants second meeting, and if the applicant and their sponsor/s are in attendance for the properly scheduled meeting, their attendance will fulfill the second meeting requirement if the applicant and sponsor/s inform the Club Secretary in person of their attendance. This does not apply to meetings cancelled in advance due to outside circumstances.

3rd Club Meeting:
The applicant will meet with the Board to discuss their application. The Secretary or Board member will read the application. A sponsor MUST be present at this meeting. We will discuss and vote on the applicant after ALL non-members have been dismissed and left the meeting; an affirmative vote of ¾ of the Club members present and voting at the meeting shall be required to elect the applicant. The Secretary will keep record of votes for each applicant.

New members will be considered probationary for a period of 12 months from their date of election. During that first year, they may not:
Vote in General Elections
Sponsor potential new members
Nominate a member for elected Club office
Hold an elected Club office

Applicants for membership which have been rejected by the Club may not re-apply within 6 months after such rejection.

Club members may only sponsor 4 applicants annually.

Section 4. **TERMINATION OF MEMBERSHIP**

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. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.

b. By lapsing. A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid after the 1st day of January; however, the Board may grant an additional 30 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. Lifetime members will be provided an additional month in which to return their liability waiver. No annual dues are required for lifetime members, and they will have until the end of the last day of January to return their renewal form/waiver of liability. During the month of January all reasonable attempts shall be made by the Board to contact any Lifetime Member whose waiver has not be returned to allow them to correct any oversight. (A member with 5 consecutive years of membership whose membership lapses due to oversight or hardship, and who informs the Board of Directors of this fact within the month of January, may apply for reinstatement at the February meeting. If ¾ of the members in attendance vote to reinstate the applicant this will be the only meeting they are required to attend to reinstate their membership. This still results in the loss of any teaching credits as well as consecutive years of membership as they may apply to requesting lifetime membership status)

c. By expulsion. A membership may be terminated by expulsion as provided in Article VI of these Constitution and By-Laws.

ARTICLE II

MEETING AND VOTING

Section 1. Club Meetings: Meetings of the Club shall be held in the greater Rockford area on the first Thursday of every month in each year, 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 Secretary at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20 percent of the members in good standing.

_____

If the first Thursday of a given month falls upon a legal holiday, the Board of Directors shall designate, at its option, an alternate date for the meeting. Written notification of such an alternate meeting date shall be made at least 10 days prior to the original unchanged date.

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, or the secretary upon receipt of a petition signed by 5 members of the Club who are in good standing. Such special meetings shall be held in the greater Rockford area, at such hour and place as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meeting shall be mailed by the Secretary to all members and junior members 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 meeting shall be 20 percent of the members in good standing.

Section 3. Board Meetings: Meetings of the Board of Directors shall be held in the greater Rockford area on the first Thursday of every month in each year, at such hour and place

as may be designated by the Board. Written notice of each such 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.

_____

If the first Thursday of a given month falls upon a legal holiday the Board of Directors shall designate, at its option, an alternate date for the meeting. Written notification of such an alternate meeting date shall be made at least 10 days prior to the original unchanged date.

In the case of special occurrence which needs immediate attention prior to the next Board meeting, the Board can vote via email. The vote will be a majority of the votes cast by the Board members replying within 24 hours. The results of this vote will be read into the minutes of the next Board meeting.

Section 4. 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 at least 3 members of the Board. Such special meetings shall be held in the greater Rockford area and at such hour and place as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed by the Secretary to all members of the Board 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. E-mail notification: The Secretary may send member notifications of club meetings and Board members notifications of Board meetings via email, provided that:

The member or Board member has signed an authorization agreeing to this method of communication. Such authorization, which is revocable, will release the Club from any liability should the notification be received late or not received by the member or Board member due to circumstances beyond the Club's control.

Section 6. Voting: Each full (non-probationary) 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/she 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 of Directors shall be compromised of the President, Vice President, Secretary, Treasurer, Director of Training, Past President and Director of Trials (events), all of whom shall be members in good standing, who are residents of the United States. They shall be elected for two 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 and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

a. To maintain good continuity in the governance of the Club elections will be held as follows:

1) Elections occurring in an even calendar year (2018, 2020 etc.) shall have the following officers up for election: The President, the Treasurer, the Member at Large/Past President, and the Director of Trials.
2) Elections occurring in an odd numbered calendar year (2019, 2021, etc.) shall have the following officers up for election: The Vice-President, the Secretary, the Director of Training.

b. THE PRESIDENT shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant (given) to the office of President in addition to those particularly specified in these Constitution and By-Laws.

c. THE VICE PRESIDENT shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.

d. THE SECRETARY shall keep minutes of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club and shall have custody and preserve in a neat and orderly manner all Club records. The Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, return dues to rejected applicants, notify officers and Directors of their election to office, keep a roll of the members and junior members of the Club with their addresses and telephone numbers and inform the Treasurer of any change therein, and carry out such other duties as are prescribed by these Constitution and By-Laws.

e. THE TREASURER shall collect and receive all monies due or belonging to the Club. The Treasurer shall deposit the same in a bank satisfactory to the Board in the name of the Club. The Treasurer's books shall at all times be open to inspection by the Audit Committee and will be audited by this committee every quarter. He/she shall report to the Board at every meeting the condition of the Club's finances and every item of receipt of payment not before reported; and at the annual meeting the Treasurer shall render an account of any monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

f. THE DIRECTOR OF TRAINING shall oversee the following Chairs: Obedience, Rally, Agility and Conformation and controls the class schedules and makes the necessary changes needed for that session. He/she will be responsible for having the class schedule typed, printed and distributed at the Club building, Phone Chairperson, Registration Chairperson, etc.

g. THE DIRECTOR OF TRIALS (EVENTS) shall oversee the following Chairs: Obedience, Rally, and Agility.

h. THE PAST PRESIDENT shall be a voting member and have the duty of advising the Board of matters that may have been handled the prior year. If there is not a Past President from the prior year, a Board member will be elected for this position.

Section 3. Vacancies: Any vacancies occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all the Board members 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 automatically filled 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 AND ELECTIONS

Section 1. Club Year: The Club's fiscal year shall begin on the 1st day of January and end on the 31st 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 2. Annual Meeting: The annual meeting shall be held in the month of January at which Directors and Officers who are up for election for the ensuing (next) year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to their successor in office all properties and records, relating to that office within 30 days after election.

_____

Section 3. Election: The nominated candidate receiving the greatest number of votes for each office 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 October, the Board shall select a nominating committee consisting of 3 members and 1 alternate, not more than 1 of whom may be a member of the Board. The Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be his/her duty to call a committee meeting which shall be held on or before November 1st.

a. The Committee shall nominate 1 candidate for each office on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing by November 15th.

b. Upon receipt of the Nominating Committee's report, the Secretary shall on or before December 1st notify each member in writing of the candidates so nominated.

c. Additional nominations may be made at the December meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed, and provided further that if the pro-candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.

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

ARTICLE V

COMMITTEE

Section 1. The Board may each year reappoint standing committees to advance work of the Club in such matters as obedience trials, trophies, annual prizes, membership and other fields which may 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 assist the Board on particular projects.

Section 2. Any committee appointment may be terminated by a majority vote of the Board upon written notice to the appointee; and the Board may appoint successors to those persons who service has 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 the privileges of this Club for a like period.

Section 2. Charges: Any member may prefer the 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 which shall be forfeited if such charges are not sustained. 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 which would be prejudicial to the best interest 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/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 the complainant and defendant, the Board may by majority vote on those present, 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/her fellow members at the ensuing (next) 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 the 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 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in 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 recommendations, and shall invite the defendant, if present, to speak if his/her wishes. The members shall then vote by secret, written ballot on the proposed expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII

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 Secretary signed by 20 percent of the membership in good standing. Amendments proposed by 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. The Constitution and By-Laws may be amended by a 2/3 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 1. Dissolution: The Club may be dissolved at any time by the written consent of not less than 2/3 vote of the members. In the event of the dissolution of the Club, other than purpose 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 and selected by the Board of Directors.

ARTICLE IX

ORDER OF BUSINESS

Section 1. At meetings of the Club, the order of business – as far as the Character and nature of the meetings may present- shall be as follows:

Call meeting to order
Vote to Approve Minutes of last meeting
Report of the President
Report of the Secretary
Report of the Treasurer
Report of Committees
Unfinished business
New business
Election of Officers and Board (at annual meeting) will be part of new business
Election of new members and junior members
(Discussion on applicants)
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:

Vote to Approve Minutes of last meeting
Report of the President
Report of the Vice President
Report of the Secretary
Report of the Treasurer
Report of Director of Training
Report of Director of Trials
Reports of Committees
Unfinished business
New business
Adjournment

Section 3. Robert's Rules of Order shall prevail in all matters not specifically covered by the Constitution and By-Laws.

Amended September 4, 2003
Amended May 3, 2007
Effective January 1, 2008
Amended July 7, 2016
Amended March 1, 2018
Amended Aug 5th, 2021