

CATOCTIN KENNEL CLUB

CONSTITUTION AND BYLAWS

AS REVISED - AUGUST, 2000

CATOCTIN KENNEL CLUB

CONSTITUTION

ARTICLE I

SECTION 1. The name of the Club shall be the Catoctin Kennel Club.

SECTION 2. The objects of the Club shall be:

- a) to further the advancement of all breeds of purebred dogs and to do all possible to bring their natural qualities to perfection.
- b) to do all in its power to protect and advance the interest of all breeds of purebred dogs and to encourage sportsmanlike competition at dog shows and obedience trials.
- c) to conduct sanctioned matches, dog shows, and obedience trials under the rules and regulations of the American Kennel Club.
- d) to promote fellowship among the owners, fanciers, and friends of purebred 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 to the benefit of any member or individual.

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

BY-LAWS

ARTICLE I

Membership

SECTION 1. Eligibility. There shall be one type of membership open to all persons 18 years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club.

SECTION 2. Dues. Dues shall be established upon the annual recommendations of the Board of Directors and be payable on or before the first day of January of each year. Persons joining after July 1 shall pay one-half the regular dues. 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 year.

SECTION 3. Election to Membership. Each applicant 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 of the Catoctin Kennel Club and the rules of the American Kennel Club. The application shall be endorsed by one member in good standing and accompanied by dues for the current year.

Each application is to be filed with the Corresponding Secretary and shall be read to the general membership at the first regular meeting attended by the applicant. The members will vote on the application at the regular meeting following the first reading of the application. Affirmative votes from three-fourths of the members present and voting by secret ballot at that meeting shall be required to elect the applicant into membership.

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

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

- a) by resignation. Any member in good standing may resign from the Club upon written notice to the Corresponding Secretary.
- b) by lapsing. A membership will be automatically terminated if dues remain unpaid 90 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 VI of these By-Laws.

ARTICLE II

Meetings and Voting

SECTION 1. Club Meetings. Meetings of the Club shall be held monthly within 25 miles of the City of Frederick, Maryland, at such hour, date, and place as may be designated by the Board.

Written notice of any such meeting shall be mailed by the Corresponding 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.

SECTION 2. Special Club Meetings. Special Club meetings may be called by the President, or by a majority vote of the Board. Upon receipt of a petition, signed by five members of the Club who are in good standing, the Corresponding Secretary shall call a special Club meeting. Such special meetings shall be held within 25 miles of the City of Frederick, Maryland, at such place, date, and hour as designated by the person or persons calling a special meeting. Written notice of such a meeting shall be mailed by the Corresponding Secretary to all members in good standing at least 5 days and not more than 15 days prior to the date of the special meeting. The notice shall state the purpose of the special meeting, and no other Club business may be transacted there. The quorum for such a meeting shall be 20 percent of the members in good standing.

SECTION 3. Board Meetings. At least six Board meetings a year shall be held within 25 miles of the City of Frederick, Maryland, at such date, hour, and place as may be designated by the Board. Written notice of each meeting shall be mailed 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. Upon receipt of a written request signed by at least three members of the Board, the Corresponding Secretary shall call a special Board Meeting. Such special meeting shall be held within 25 miles of the City of Frederick, Maryland, at such place, date, and hour as designated by the person calling a special Board meeting. Written notice of such 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. Any such notice shall state the purpose of the meeting and no other business shall be transacted there. The 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 in the current year shall be entitled to one vote at any meeting of the Club. 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 (President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer) and four other persons called directors, all of whom shall be elected at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. Officers shall serve one year terms. Directors shall serve two year terms. General management of the Club's affairs shall be entrusted to the Board of Directors. Board members are required to attend Board meetings and expected to attend general meetings. At the discretion of the Board of Directors, a Board position will be considered vacant if four or more Board meetings called within one calendar year are unattended and will be filled in accordance with Article III, Section 3, Vacancies.
- SECTION 2. Officers. The Club's officers, consisting of the President, Vice-President, Corresponding Secretary, Recording 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 the President in addition to those particularly specified by 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 Recording 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.
 - d) 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, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed by these By-Laws.
 - e) The Treasurer shall collect and receive all monies due or belonging to the Club, depositing the same in a bank satisfactory to the Board in the name of the Club. The Treasurer's books shall be at all times open to inspection by the Board. At the annual meeting an account of all monies received and expended during the current fiscal year shall be given. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.
- SECTION 3. Vacancies. A vacancy occurring during the year in the office of President shall be filled for the unexpired term by the Vice-President. All other vacancies

occurring on the Board during the year shall be filled by a majority vote of the then members of the Board at its first meeting following the creation of such a vacancy.

SECTION 4. Delegate to The American Kennel Club. The delegate to The American Kennel Club shall be appointed by the Board of Directors for a three year term. The Delegate is not a member of the Board of Directors, however, a member of the Board of Directors may be appointed as Delegate. The duties of the Delegate shall be to attend the quarterly meetings of The American Kennel Club Delegates and to report the results of these meetings to the Board of Directors.

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 thirty-first day of December.

The Club's official year shall begin on the first day of January and end on the thirty-first day of December.

SECTION 2. Annual Meeting. The annual meeting shall be held in the month of December at which time officers and directors shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office on the first day of January and each retiring officer shall turn over to his or her successor in office all properties and records relating to that office by January 30.

SECTION 3. Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The four nominated candidates for other 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 month of September 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 all Club members of the selection of the Nominating Committee and alternates. The Board shall name a Chairperson for the Committee, whose duty shall be to call a Committee meeting which shall be held on or before October 15.

a) The Committee shall nominate one candidate for each office and each position on the Board. After securing the consent of each nominee, the

Committee shall immediately report their nominations to the Corresponding Secretary and the Recording Secretary.

- b) Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall, before November 1, notify each Club member in writing of the candidates so nominated.
- c) Additional nominations may be made at the November meeting by any member in attendance, provided that the nominated person accepts, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Corresponding 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 shows, obedience trials, trophies, annual prizes, membership, and other appropriate areas. 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. 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 the 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 or purebred dogs. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$10 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 or of purebred dogs. If the Board decides 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 nor more than 6 weeks thereafter. The Corresponding 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 or her own defense and may 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 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. In addition, if the Board deems that punishment insufficient, it may recommend that the penalty be expulsion. In such 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, its 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 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 read the charges and the Board's findings or recommendations and shall invite the defendant, if present, to reply to the charges and findings. The members then vote by secret, written ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not voted, any suspension voted by the Board 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 Corresponding Secretary, signed by 20 percent of the membership in good standing. Amendments proposed by such a written petition shall be considered by the Board of Directors within 30 days after receipt. The petitioned amendments and the Board recommendations must be submitted to the members by the Corresponding Secretary as designated by Section 2 of this Article. The members shall vote on the petitioned amendments within 2 months from the date of submission of the petition.
- SECTION 2. The Constitution and By-Laws may be amended by a two-thirds secret vote of the members present and voting at any regular or special meeting called for this purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least 10 days prior to the date of the meeting.
- SECTION 3. No amendment to the constitution and bylaws that is adopted by the club shall become effective until it has been approved by the Board of Directors of The American Kennel Club.

ARTICLE VIII

Dissolution

- SECTION 1. The Club may be dissolved at any time by the written consent of not less than three-fourths of the members. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary, involuntary, or by operation of the law, none of the property of the Club nor any proceeds therefrom nor any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs, such organization to be selected 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 Corresponding Secretary
Report of Recording 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 a majority vote of those present, shall be as follows:

Reading of minutes of last meeting
Report of Corresponding Secretary
Report of Recording Secretary
Report of Treasurer
Reports of committees
Unfinished business
New business
Adjournment

ARTICLE X

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 of order the club may adopt.

Original Constitution and By-Laws approved November, 1977

Constitution and By-Laws amended June, 1980; November, 1980; January, 1985; May, 1995; and August, 2000.