

**THE GRAND FORKS KENNEL CLUB**  
**Bylaws and Constitution**

**Effective August 1, 2007**

**ARTICLE I**  
**Name and Objects**

**SECTION 1.** The name of the club shall be The Grand Forks Kennel Club.

**SECTION 2.** The objects of the club shall be:

a) to encourage and promote quality in the breeding of purebred dogs and do all possible to bring their natural qualities to perfection.

b) to do all in its power to protect and advance the interests of all breeds of dogs and to encourage sportsmanlike competition at dog shows, tracking tests, trailing tests, obedience trials, agility trials, and herding tests and trials.

c) to conduct sanctioned matches, dog shows, tracking tests, trailing tests, obedience trials, agility trials, and herding tests and trials under the Rules and Regulations of The American Kennel Club.

**SECTION 3.** The club shall not be conducted or operated for profit and no part of 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 revise such bylaws as may be required to carry out these objects.

**ARTICLE II**  
**Membership**

**SECTION 1. *Eligibility.*** There shall be individual and family 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.*** Membership dues shall not exceed \$15 for individual or \$20 for family, payable on or before the 1<sup>st</sup> day of July of each year. No member may vote whose dues are not paid for the current year.

**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 the constitution and bylaws and the rules of The American Kennel Club. The application shall state the name and address 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 applications will be voted upon and affirmative votes of two-thirds of the members present and voting shall be required to elect the applicant.

### **ARTICLE III**

#### **Meetings**

**SECTION 1. *Meetings.*** Club meetings will be held once a month. Written notice of each meeting shall be published in one of the official club publications or may be mailed by the Secretary to each member at least 10 days prior to the meeting. The quorum for meetings shall be 10% 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 at a meeting of the board; and shall be called by the Secretary upon receipt of a petition signed by 12 members of the club who are in good standing. Such meetings shall be held at such place, date, and hour as may be designated by the Board of Directors. Written notice of such a meeting shall be mailed by the Secretary at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for that meeting shall be 10% of the members in good standing.

**SECTION 3. *Board meetings.*** Meetings of the board of directors shall be held at such times and places as are designated by the President or by a majority vote of the entire board. Written notices of each meeting shall be mailed by the Secretary to each member of the board at least 10 days prior to the date of the meeting. The quorum for a board meeting shall be a majority of the board voting in person or by mail.

### **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, Secretary, and Treasurer who shall be elected to serve one year terms. The immediate Past-president shall be a non-voting member of the board of directors in an ex officio status for the year following his or her term in office. Five other directors shall be elected to serve two year terms. The officers and directors shall be elected as provided in Article V and shall serve until their successors are elected.

**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) 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 the bylaws.

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 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; shall 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, and carry out such other duties as are prescribed in these bylaws.

d) The Treasurer shall collect and receive all monies due to or belonging to the club. He/she shall deposit the same in a bank approved by the board, in the name of the club. His/her books shall at all times be open to inspection by the board and he/she shall report to them at every meeting the condition of the club's finances and every item, receipt, or payment not before reported; and at the annual meeting he/she shall render an account of all monies received and expended during the previous fiscal year.

**SECTION 3. *Vacancies.*** Any vacancy occurring on the board or among the officers during the year shall be filled until the next annual election by a majority of all members of the board; except that a vacancy in the office of President shall be filled automatically by the Vice President.

## **ARTICLE V**

### **The Club Year, Voting, Nominations, Elections**

**SECTION 1. *Club year.*** The fiscal year of the club shall end with the 31<sup>st</sup> day of December each year.

The club's official year shall begin on August 1<sup>st</sup> and end on July 31<sup>st</sup>. The elected officers and directors shall take office August 1<sup>st</sup>. Each retiring officer and director shall turn over to his/her successor in office all properties and records relating to that office by September 1<sup>st</sup>.

**SECTION 2. *Voting.*** At the annual meeting, or at a special meeting of the club, voting shall be limited to those members in good standing who are present at the meeting, except for the annual election of officers, delegates and directors, amendments to the constitution and bylaws and such other specific questions as the Board of Directors may decide to submit for decision of the members by written ballot cast by mail in accordance with Section 4(d) of this Article. Voting by proxy shall not be permitted.

**SECTION 3. *Annual Election.*** The election of officers and directors and delegate to the American Kennel Club (who may but not need be a director or officer of the club) shall be conducted by ballot. Ballots, to be valid, must be received by the Secretary by July 1<sup>st</sup>. Ballots shall be counted by three inspectors of election who are members in good standing and who are neither members of the current board nor candidates on the ballot and who shall be appointed by the board to count ballots. The person receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for the other positions on the Board of Directors who receive the greatest

number of votes for such positions shall be declared elected. If any nominee, at the end of the meeting, is unable to serve for any reason, such nominee shall not be elected and the vacancy created shall be filled by the new Board of Directors in the manner provided by Article IV, Section 3.

**SECTION 4. *Nominations and Ballots.*** No person may be a candidate in a club election who has not been nominated in accordance with these bylaws. A Nominating Committee shall be chosen by the Board of Directors before March 1<sup>st</sup>. The Committee shall consist of five members and two alternates, all members in good standing, no more than one of whom may be a member of the current Board of Directors. The Board shall name a chairman for the Committee. The names of the Nominating Committee shall be included in one of the official club publications prior to February 1<sup>st</sup>. The Nominating Committee may conduct its business by mail.

a) The committee shall nominate from among the eligible members of the club, one candidate for each office and the other positions on the board, as specified in Article IV, and shall procure the acceptance of each nominee so chosen. The committee shall then submit its slate of candidates to the Secretary by March 1<sup>st</sup>. The name of each candidate shall be included in any one of the club's official publications on or before April 1<sup>st</sup>, so that additional nominations may be made by the members if they so desire.

b) Additional nominations of eligible members may be made by written petition addressed to the Secretary and received at his/her regular address on or before May 1<sup>st</sup> signed by five members and accompanied by the written acceptance of each such additional nominee signifying his/her willingness to be a candidate. Except for the position of delegate, no person shall 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.

c) If no valid nominations are received by the Secretary on or before May 1<sup>st</sup>, the Nominating Committee's slate shall be declared elected on July 15<sup>th</sup> and no balloting shall be required.

d) If one or more valid nominations are received by the Secretary on or before May 1<sup>st</sup>, he/she shall, on or before June 1<sup>st</sup>, mail first class to each member in good standing a ballot listing all the nominees for each position in alphabetical order, together with a blank envelope and a return envelope addressed to the Secretary marked "Ballot", and bearing the name of the member to whom it was sent. The ballots shall be returned to the Secretary by July 1<sup>st</sup>. So that the ballots remain secret, each voter, after marking his/her ballot, shall seal it in the blank envelope which in turn shall be placed in the second envelope addressed to the Secretary. The inspection of election shall check the returns against the list of members whose dues are paid for the current year prior to the opening of the outer envelopes and removing the blank envelopes and shall certify the eligibility of the voters.

e) Nominations cannot be made at the annual meeting or in any manner other than as provided above.

## **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, tracking tests, trials, obedience trials, agility 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 Board upon written notice to the appointee, and the Board may appoint successors to those persons whose service has been terminated.

## **Article VII Discipline**

**SECTION 1.** *American Kennel Club Suspension.* Any member who is suspended from the privileges of the American Kennel Club shall be automatically suspended from the privileges of this club for the like period.

**SECTION 2.** *Charges.* Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the club. Written charges with specification must be filed in duplicate with the Secretary together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the Board or a Committee 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 that 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 or Committee of not less than three members of the Board, not less than 3 weeks nor 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 or Committee 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 or Committee 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, or until the next annual meeting if that will occur after six months. And, if it deems that punishment insufficient, it may 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 club meeting which considers the recommendation of the Board or Committee. Immediately after the Board or Committee

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 decision and penalty, if any.

**SECTION 4. *Expulsion.*** Expulsion of a member from the club may be accomplished only at the meeting of the club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. 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 findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the annual meeting shall be necessary for expulsion. If expulsion is not voted the suspension shall stand.

## **Article VIII 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% 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 membership (via one of the official club publications). Members shall have a specified period of sixty days to offer comments or suggestions to the Bylaws committee and/or the Board (through the Secretary) before a final draft is submitted to the membership for a vote. Amendments must be submitted with recommendations of the Board by the Secretary for a vote within four months of the date when the petition was received by the Secretary.

**SECTION 2.** The constitution and bylaws may be amended at any time provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing with the date of the mailing, accompanied by a ballot on which he/she may indicate his/her choice for or against the action to be taken. The notice shall specify a date not less than 30 days after the date of mailing by which the ballot must be returned to the Secretary to be counted. The favorable vote of 2/3 of the members in good standing who returned valid ballots within the time limit shall be required to effect any such amendment.

## **Article IX Dissolution**

**SECTION 1.** 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 other than for purposes of reorganization of the club 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 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

Date of Adoption: August 1, 2007