

Cape Cod Kennel Club, Inc.
CONSTITUTION AND BYLAWS



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CONSTITUTION AND BYLAWS

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CONSTITUTION

ARTICLE I: NAME AND OBJECTS

Section 1:

The name of the club shall be the Cape Cod Kennel Club, Inc.

Section 2:

The object of the club shall be:

- a. to further the advancement of all breeds of purebred dogs;
- b. to do all in its power to protect and advance the interests of dog shows and obedience trials, agility trials and other AKC performance events;
- c. to conduct sanctioned matches, dog shows and obedience trails, agility trials, and other performance events and Canine Good Citizen tests under the rules and regulations of the American Kennel Club;
- d. to promote the training of purebred dogs;
- e. to disseminate knowledge regarding obedience training;
- f. to conduct classes for the training of dogs and their handlers;
- g. to further its members' knowledge of the standards of breeds and obedience, agility, training, the care, welfare, handling and showing of dogs in breed shows and obedience trials; agility trials and other performance events; and
- h. to 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 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.

Section 5:

The club shall be non-commercial, non-sectarian and non-partisan.

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BYLAWS

ARTICLE I: MEMBERSHIP

Section 1: Eligibility

All persons who are in good standing with The American Kennel Club and who subscribe to the objects of this club may make application. 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: Types Of Membership

There shall be the following types of memberships:

- a. SINGLE MEMBERSHIP - which entitles one person 18 years or older to full privileges and gives each person one vote.
- b. HOUSEHOLD MEMBERSHIP - which entitles two household members 18 years or older of the same household to full privileges and gives each person one vote.
- c. JUNIOR MEMBERSHIP - which entitles one person under 18 years of age and over 13 years of age to club privileges except the right to vote or hold office.
- d. HONORARY MEMBERSHIP - any person who has rendered a great and valuable service to the club may be made an honorary member by a two-thirds vote of the Board of Directors present. Honorary members may pay dues in order to enjoy all rights and privileges including voting.

Section 3: Dues

Membership dues shall be paid in amounts to be determined by the Board of Directors subject to approval by the membership. Dues shall be payable on or before the first day of January of each year. No member may vote who is not in good standing or whose dues are not paid for the current year by March 31. During the month of December, the Treasurer shall send to each member a statement of his dues for the ensuing year.

Section 4: Election To Membership

With the exception of applicants for Junior Membership, each prospective applicant shall attend three regularly scheduled meeting or activities of the Cape Cod Kennel Club after which they shall apply for membership on a form as approved by the Board of Directors and which shall provide that the applicant agree to abide by the Constitution and Bylaws of this club and the rules of the American Kennel Club. The application shall state the name and address of the applicant and shall carry the written 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. The application for active membership shall require a recommendation by the Board of Directors for acceptance or rejection before being voted upon at the next regular meeting of the club. Affirmative votes of three quarters of the members present 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 months after such rejection.

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ARTICLE II: MEETINGS AND VOTINGS

Section 1: Meetings Of The Club

Meetings of the club shall be held in the County of Barnstable each month 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 ten days prior to the time of the meeting and said notice shall state the time and place of the meeting. Fifteen percent of the membership in good standing shall constitute a quorum.

Section 2: Special Club Meetings

Special meetings shall be called by the President, or by the majority vote of the board, or by the written request to the Secretary of not less than five members in good standing. Written notice of special meetings shall be mailed by the Secretary to each member at least ten days prior to the time of the meeting, and said notice shall state the time, place and purpose of the meeting. No other business shall be transacted at the special meeting other than that for which the meeting was called. Fifteen percent of the membership in good standing shall constitute a quorum. Such special meetings shall be held in the County of Barnstable at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings.

Section 3: Board Meetings

Regular meetings of the Board of Directors shall be called prior to the regular meetings of the club and shall be held each month in the County of Barnstable at such hour and place as may be designated by the President with the approval of the board. Written notice of each such meeting shall be mailed by the Secretary at least ten days prior to the day 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 five members of the board. Such special meetings shall be held in the County of Barnstable, at such place, date and hour as may be designated by the person authorized herein to call such meetings. Written notice of such meeting shall be mailed by the Secretary at least five days prior to the date of the meeting, or telegraphic notice shall be filed at least five 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 at. A quorum for such a meeting shall be a majority of the board.

Section 5: 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. Dues 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 as lapsed and automatically terminated if such member's dues remain unpaid ninety days after the first day of the fiscal year; however, the board may grant an additional ninety days 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 member may be terminated by expulsion as provided in Article VI of these bylaws.

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Section 6: Voting

Each active 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 is present. Voting by proxy shall not be permitted at any club meeting or election. All voting for elective office shall be by written ballot.

ARTICLE III: DIRECTORS AND OFFICERS

Section 1: Governing Body

The governing body of the club shall be the Board of Directors consisting of 15 members of which 5 officers and the AKC Delegate constitute members; of the other 9 members, 8 shall be elected at the Annual Meeting, 4 each year for a term of 2 years so that the 4 elected directors always will hold over from one year to another and the retiring President, all with voting privileges.

Section 2: Officers

The club officers, comprised of the President, Vice President, Recording Secretary, Corresponding Secretary and the Treasurer will be elected for 1 year terms. The AKC Delegate and the 8 other board members, all of whom shall be members in good standing, shall be elected for 2 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 3: Duties and Powers

The club's officers, consisting the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and AKC Delegate shall serve in the 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 appurtenant to the office 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 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 members of meetings, notify new members of their election to membership, notify officers and directors of their election to office and carry out such other duties as prescribed in these bylaws.
- e. The Treasurer shall collect and receive all monies due or belonging to the club. Monies shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection of the board and a report shall be given at every meeting of 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 monies received and expended during the previous fiscal year. In addition, the Treasurer will keep the role of members of the club with their addresses.
- f. The AKC Delegate shall attend AKC Delegate's Meetings and report back to the membership and to the board.

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Section 4: Attendance

Any board member who fails to attend 3 consecutive board meetings without just cause, as determined by the board, will be deemed to have vacated the position.

Section 5: Vacancies

Any vacancies occurring on the board or among the officers including the AKC Delegate during the year shall be filled until the next annual election by a majority vote of all the then 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 the Vice President shall be filled by the board.

ARTICLE IV: THE CLUB YEAR, ANNUAL MEETING, ELECTIONS, NOMINATIONS

Section 1: The 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 December at which officers, AKC Delegate and directors for the ensuing year(s) 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 conclusion of the election and each retiring officer shall turnover to his successors 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 for each office shall be declared elected. The 4 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 July, the board shall select a nominating committee consisting of 3 members and 2 alternates, not more than one of whom may be a member of the board. The Corresponding Secretary shall immediately notify the committee persons 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 September 1st.

- a. The committee shall nominate one candidate for each office and the Delegate who may but need not be an officer or director of the club, and 4 or more candidates for the 4 other positions on the board, and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
- b. Upon receipt of the nominating committee's report, the Secretary shall 10 days before the October meeting, notify each member in writing of the candidates so nominated.
- c. Additional nominations may be made at the October meeting by any member in attendance provided that the person so nominated does not decline when his name is proposed, and provided further that if the proposed candidate is not in attendance at

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this meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than 1 position, and the additional nominations which are provided for herein may be made only from among 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 provided in this section.

ARTICLE V: COMMITTEES

Section 1: Appointments

The President may each year appoint standing committees to advance the work of the club in such matters as dog shows, obedience trails, agility trials, 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: Termination

Any committee appointment may be terminated by the President with the concurrence of the Board of Directors.

ARTICLE VI: DISCIPLINE

Section 1: American Kennel Club Suspension

Any member who is suspended from privileges of The American Kennel Club automatically shall be suspended from the privileges of the 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. Written charges with specifications 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 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 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 or more than 6 weeks thereafter. The Secretary shall promptly send 1 copy of the charges to the accused member by certified 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 he 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 majority vote of 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 fellow members at the ensuing club meeting

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which considers the board's recommendation. Immediately after the board has reached a decision, its 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 or 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 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 in his own behalf if he wishes. The meeting shall then vote by a secret written ballot on the proposed expulsion. A two-thirds vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the board's suspension shall stand.

ARTICLE VII: AMENDMENTS

Section 1: Proposed Amendments

Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 15 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 recommendation 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: Club Approval

The constitution and bylaws may be amended by a two-thirds vote of the members present at any regular or special meeting called for that purpose, provided that proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

Section 3: AKC Approval

No amendments to the constitution and bylaws that is adopted by the club shall become effective until they have been approved by the Board of Directors of The American Kennel Club.

ARTICLE VIII: DISSOLUTION

Section 1: Club Dissolution

The club may be dissolved at any time by the written consent of not less than two-thirds of the members. In the event of dissolution of the club, other than for 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 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.

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ARTICLE IX: ORDER OF BUSINESS

Section 1: Club Meetings

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
- Report of Recording Secretary (Minutes of Last Meeting)
- Report of Corresponding Secretary
- Report of President
- Report of Treasurer
- Report of Committees
- Election of Officer and Board (at Annual Meeting)
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

Section 2: Board Meetings

At meetings of the board, the order of business unless otherwise directed by majority vote of those present shall be as follows:

- Roll Call
- Report of Recording Secretary (Minutes of Last Meeting)
- Report of Corresponding Secretary
- Report of President
- Report of Treasurer
- Report of Committees
- Recommendation of any New Members
- Unfinished Business
- New Business
- Adjournment