

## **Kachina Kennel Club Constitution and Bylaws**

### **Article 1: Name and Objectives**

#### **Section 1 .**

The name of the club shall be Kachina Kennel Club.

#### **Section 2.**

The objects of the club shall be:

- (a) To further the advancement of all breeds of purebred dogs.
- (b) To conduct sanctioned matches, dog shows, obedience, rally obedience, agility trials, and any other companion events for which the club is eligible under the rules and regulations of The American Kennel Club.
- (c) To do all in its power to promote sportsmanlike competition at such events.
- (d) To disseminate knowledge, conduct classes in and promote the training of purebred dogs.

#### **Section 3.**

The club is a not for profit corporation and no part of the net earnings of the corporation shall inure to the benefit of, or be distributable to it's members, officers or other private persons.

#### **Section 4.**

The members of the club shall adopt, and may from time to time revise by-laws as may be required to carry out these objectives.

### **ARTICLE II:Membership**

#### **Section 1.**

Eligibility. There will be five types of membership available to all persons in good standing with The American Kennel Club and who subscribe to the purposes of the Club.

- (a) Individual. Open to all persons 18 years of age or older. As a member in good standing this member shall enjoy all privileges and obligations of the Club, including the right to vote and hold office.
- (b) Family. Open to two individuals residing in the same residence. Each member over 18 shall have full privileges of the Club.
- (c) Lifetime. Members who have served 20 years with KKC will be granted a lifetime membership, and owe no further dues. They shall have the rights and privileges of regular members. In the event one person in a family membership is awarded a lifetime, and the second person does not yet qualify, the second person shall transfer to an individual membership and pay dues as such.
- (d) Honorary. Membership bestowed on an individual in recognition of distinguished and meritorious service to the club. Open to members and nonmembers. Honorary members shall not have the right to vote, or hold office and will not pay dues unless they are also regular or lifetime members
- (e) Associate.
  - (a) A member under 18 years of age. Shall not have the right to vote or to hold office. Dues will be no more than one half that of a regular membership and may be converted to a regular membership upon the 18th birthday.
  - (b) A member who has chosen to become inactive.
  - (c) A member who resides outside of the State of Arizona.

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. Dues.**

Membership dues shall be decided by membership vote, not to exceed \$50.00. Dues shall be payable on or before April 1 each year. No member may vote whose dues have not been paid for the current year. By Feb. 1 the Treasurer shall notify each member by mail, email or publishing in the club's Feb. newsletter.

#### **Section 3. Election to membership.**

Applicants must attend three meetings before submitting application. Each applicant for membership shall apply on a form approved by the BOD and which shall provide that the applicant agrees to abide by the constitution and bylaws and by the rules of the American Kennel Club. Two sponsors, who are members of the Club and from two separate households, must endorse the application. Dues for the first year must accompany the application.

All applications are to be submitted to the Membership Chairman together with dues for one year. Each application is to be read at the first meeting of the club following its receipt. The application will be reviewed at the next BOD meeting. At the next club meeting the application will be voted on. An affirmative vote of three fourths of the voting members present shall be required to elect the applicant.

Applicants for membership who have been rejected by the club may not reapply for 12 months.

#### **Section 4. Termination of membership.**

Membership may be terminated by:

- (a) Resignation. - Any member in good standing may resign from the club upon written notice to the Recording secretary; but no member may resign when in debt to the club. Dues obligations are considered a debt to the club and they are incurred on the first day of each fiscal year. *The club, at its option, may take legal action to secure such obligations.*
- (b) Lapsing. A member will be considered lapsed and automatically terminated if member's dues remain unpaid after 1 May (30 day grace period); however, The Board may grant an additional 60 days of grace to such delinquent members in meritorious cases. In no case may the individual be permitted to vote at any club meeting whose dues are unpaid as of the date of the meeting.
- (c) Expulsion. A membership may be terminated by expulsion as provided in Article VII, Section 4 of these bylaws.

### **ARTICLE III: Meetings and Voting**

#### **SECTION 1. Club Meetings:**

Meetings of Kachina Kennel Club shall be held in the City of Glendale or within the area assigned by the American Kennel Club. The meetings shall be held on the third Thursday of each month, at such hour and place as designated by the Board of Directors. The Board of Directors shall have the option to change the day and the location of the meeting. The location may be outside the assigned area if deemed necessary.

Written notice of each such meeting shall be mailed by the Corresponding Secretary at least ten days prior to the date of the meeting, unless notified by club newsletter or other means. The quorum for such meetings shall be 20% of the members in good standing.

#### **SECTION 2. Special Club Meetings**

Special club meetings may be called by:

- a. the President
- b. a majority vote of the members of the Board of Directors who are present and voting at any regular or special meeting of the Board of Directors
- c. The Corresponding Secretary upon receipt of a petition signed by five members of the club who are in good standing.

Such special meetings shall be held in the City of Glendale or within the area assigned by the American Kennel Club at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. The Corresponding Secretary shall mail written notice of such meetings at least five days and not more than ten days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 30% of the members in good standing.

### **SECTION 3. Board Meetings:**

Meetings of the Board of Directors shall be held in the City of Glendale or within the area assigned by the American Kennel Club on the fourth Thursday of each month at such hour and place as may be designated by the Board of Directors. The Board of Directors will have the option to change the day and location of the meeting. The location may be outside the assigned area if deemed necessary. The President or Vice President shall announce the notice of each such meeting at the regular meeting unless notification is made by other means. The quorum for such meetings shall be a majority of the Board of Directors.

### **SECTION 4. Special Board Meetings:**

Special meetings of the Board of Directors may be called by

- a. the President
- b. the Corresponding Secretary upon receipt of a written request signed by at least three members of the Board of Directors.

Such special meetings shall be held in the City of Glendale or within the area assigned by the American Kennel Club at such place, date and hour as designated by the person authorized to call such a meeting. The Corresponding Secretary shall mail written notice of such meeting at least five days and not more than ten days prior to the date of the meeting unless notification is made by other means. Such notice shall state the purpose of the meeting and no other business shall be transacted. A quorum for such a meeting shall be a majority of the Board of Directors.

### **SECTION 5. Voting:**

Each member in good standing with Kachina Kennel Club, whose dues are paid, shall be entitled to one vote at any meeting of the club at which he or she is present. Proxy voting will not be permitted at any Club meeting or election.

### **Section 6. Club business (voting):**

The Board may conduct its business by mail, facsimile transmission or telephone conference call through the Secretary. Information regarding business that may be voted upon may be disseminated via mail, electronic transmission, facsimile transmission or telephone conference calls.

### **Section 7 Club credentials:**

Use of Club stationary, logos, insignia, and titles past or present, by any persons other than current Officers and Directors, or any one specifically authorized by the Board is prohibited. Furthermore, the above are restricted for sole use in conducting official Club business.

## **ARTICLE IV Officers and Directors:**

### **SECTION 1. Board of Directors:**

The Board of Directors shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Membership Chairman, Program Chairman, Show Chairman and Match Chairman. Officers shall be elected for a one-year term at the Club's Annual Meeting as provided in Article V and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

Should any officer or director fail to attend three (3) consecutive meetings in person, by facsimile transmission, or telephone conference, that person may be removed from the Board by a 2/3 majority vote of the Board. The vacancy shall be filled as outlined in Article IV, Section 4

### **SECTION 2. Officers:**

The Club's officers, consisting of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, shall serve in their respective capacities both with regard to the club and its meetings and the Board of Directors and its meetings.

- a. **The President** shall preside at all meetings of the club and of the Board of Directors and shall have the duties and powers normally accompanying the office of the President, in addition to those particularly specified in 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 written record of minutes and an accurate attendance record of all the meetings of the club and of the Board of Directors and all matters of which a record shall be ordered by the club. He shall keep a roll of the members of the club and carry out other duties as are prescribed in these By-laws.
- d. **The Corresponding Secretary** shall have charge of the correspondence, submitting a copy of outgoing correspondence to the President for review, except as otherwise stated in the By-laws. He shall notify officers and elected chairmen of their election to office unless notification is otherwise provided. It shall be his duty to notify members of meetings unless otherwise published in the club newsletter.
- e. **The Treasurer** shall collect and receive all moneys due or belonging to the club. His books shall be open at all times to inspection by the Board of Directors and he shall report to them at every meeting the condition of the club's finances and every item of receipt or payment not before reported. At the next meeting following the annual meeting he shall render an accounting of all moneys received and expended during the previous fiscal year.

**SECTION 3.Directors:**

The Board of Directors shall also consist of the

- a. Show Chairman,
- b. Membership Chairman,
- c. Program Chairman

("e. American Kennel Club Delegate the Board of Directors will elect by majority vote, a person to serve at the pleasure of the Board as a Delegate to the American Kennel Club. Such Delegate need not be a member of the Board, but may serve as a nonvoting member of the Board. The Club shall comply with the AKC rules regarding the credentials of said Delegate.")

**SECTION 4.Vacancies:**

Any vacancies occurring on the Board of Directors during the year shall be filled until the next annual election by a majority vote of all the remaining members of the Board of Directors at its regular meeting following the creation of such vacancy, or at a special Board of Directors meeting called for that purpose. A vacancy in the office of President shall be filled automatically by the Vice President. The resulting vacancy in the office of Vice President shall be filled by appointment by the Board of Directors.

**ARTICLE V Club Year, Annual Meeting, Elections:**

**SECTION 1. Club Year:**

The club's fiscal year shall begin on the first day of April and end on the thirty-first day of March. 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 April. Officers and directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Article V, Section 4. They shall take office immediately upon the conclusion of the election. Within ten days after the election, each retiring officer shall turn over to his successor in office all properties and records relating to that office.

**SECTION 3. Elections:**

The nominated candidate receiving the greatest number of votes for each office or board position shall be declared elected, provided he has met all requirements per Article V, Section 4.

**SECTION 4.Nominations:**

During the month of December, the Board of Directors shall select a Nominating Directors, and two alternates. The Corresponding Secretary shall immediately notify the committee members and alternates of their selection. The Board of Directors shall name a chairman for the committee.

- a. This committee shall select the new slate for the upcoming year from members who have been active for two years and have attended at least 6 meetings per fiscal year.

b. The committee shall nominate one or more candidates for each office and for each of the other director positions on the Board of Directors. Only one person from an individual household may be nominated to, or serve as an officer at any one time.

The offices of President, Recording Secretary, Corresponding Secretary and Show Chairman shall be voted on in even numbered years for a term of two years. The office of Vice President, Treasurer, Membership Chairman, Program Chairman and Match Chairman shall be voted on in odd numbered years for a term of two years. After securing the consent of each person so nominated the committee shall immediately report his or her nominations to the Recording Secretary. They shall take office immediately upon the conclusion of the election.

- a. Upon receipt of the Nominating Committee's report the Recording Secretary shall before February 15<sup>th</sup>, notify each member in writing or publish the slate in the February newsletter.
- d. Additional nominations may be made at the March meeting by any member in attendance. The person nominated must accept when his name is proposed and fulfill the requirements as stated in Article V, Section 4. If the proposed candidate is not in attendance at this meeting he must record in writing his willingness to be a candidate.

("A person who has not been nominated may not be a candidate in a club election. No person may be a candidate for more than one position on the Board of Directors except for the position of Delegate.")

## **ARTICLE VI Committees:**

### **SECTION 1.**

The Board of Directors appoints standing committees to advance the work of the club in such matters as may well be served by committees. Such committees shall always be subject to the final authority of the Board of Directors. The Board of Directors may also appoint special committees for particular projects.

### **Section 2 Standing committees:**

The Board, at its first regular Board meeting following the election shall appoint the following standing committees:

- a. Point show judges screening committee
- b. Sanctioned match judges screening committee

### **Section 3 Termination of Committees:**

Any Board appointed committee may be terminated by a majority vote of the Board of Directors upon written notice to the appointees. The Board of Directors may appoint successors to those persons whose services have been terminated.

## **ARTICLE VII 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 Kachina Kennel Club for a like period.

### **Section 2 Charges:**

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the club or the sport of purebred dogs. Written charges with specifications must be filed in duplicate with a \$50.00 deposit with the Corresponding Secretary. The deposit shall be forfeited if the Board of Directors following a hearing does not sustain such charges. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board of Directors or present them at a Board meeting. The Board of Directors shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the

best interest of the Club or the sport. If the Board of Directors entertains jurisdiction of the charges, it shall fix a date for the hearing by the Board of Directors not less than three weeks or more than six weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail 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 of Directors shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board of Directors may by a majority vote of those present suspend the defendant from all privileges of the club for no more than six months from the date of the hearing. If the Board of Directors deems the 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 at which the Board of Directors' recommendation is considered. Immediately after the Board of Directors has reached a decision, its findings shall be put in written form and filed with the Recording Secretary, who shall notify each of the parties of the Board of Directors' 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 of Directors' 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 no earlier than thirty days and no later than sixty days after the date of the Board of Directors' recommendation. The President shall read the charges and the Board of Directors' findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf if he wishes though no evidence shall be taken at this meeting. The membership shall 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 so voted, the Board of Directors' suspension shall stand.

**ARTICLE VIII Amendments:**

**SECTION 1. Amendments to the Constitution and Bylaws:**

Amendments to the Constitution and By-laws may be proposed by the Board of Directors or by written petition, signed by twenty percent of the membership in good standing, addressed to the Recording Secretary. The Board of Directors shall promptly consider amendments proposed by such petition. Proposed amendments must be submitted to the members with recommendations of the Board of Directors by publication in the newsletter or by independent means from the Recording Secretary. A vote must be within three months of the date the petition was received by the Recording Secretary.

**SECTION 2. The Constitution and Bylaws:**

The Constitution and By-laws may be amended by two-thirds vote of the members present and voting at any regular or special meeting called for the purpose. The proposed amendments must be included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

**ARTICLE IX Dissolution:**

**SECTION 1. 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 the dissolution of the club, whether voluntary or involuntary, or by the 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 member of the club. After payment of the debts of the club, its property and assets shall be given to a charitable organization, selected by the Board of Directors, for the benefit of dogs.

**ARTICLE X Order of Business**

**SECTION 1. Order of Business:**

At the meetings of the club, the order of business shall be as follows:

Roll Call/ Sign In

**Minutes of the last meeting/Acceptance of newsletter printing**

Reports of the Officers

Reports of the Directors

Reports of additional committees

Election of Officers and Board (at annual meeting)

Election of new members

Unfinished Business

New Business

Adjournment

**SECTION 2. Board meeting order of business:**

At meetings of the Board of Directors, the order of business shall be as follows:

Minutes of last meeting

Reports of the Officers

Reports of the Directors

Reports of additional committees

Unfinished Business

New Business

Adjournment

**Article XI Parliamentary Authority:**

The contents of Robert's Rules of Order, Newly revised, shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the Certificate of Incorporation, Bylaws, Rules and Regulations, or any special rules of order the Club may adopt.

This revised Constitution and By-laws are approved by membership vote on 12/12/04

mrv