

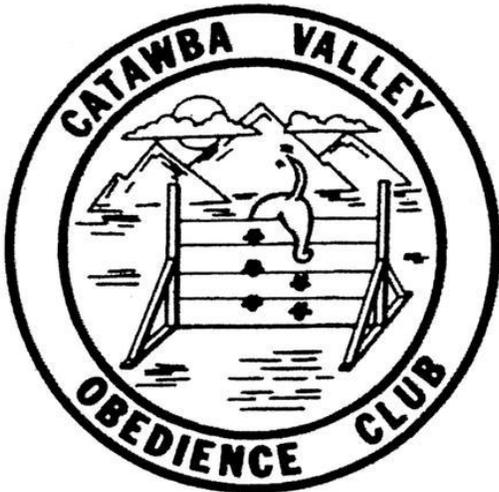
# CONSTITUTION AND BYLAWS CATAWBA VALLEY OBEDIENCE CLUB

(Revised and Updated 2010)

## ARTICLE I NAME AND OBJECTIVES

Section 1. The name of the Club shall be the Catawba Valley Obedience Club, and the founding date shall be April 26, 1981.

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



(a) Promote and further the advancement of well-trained dogs, sound of body and mind;

(b) Improve the training skills of the members in the training of their dogs;

(c) Promote cooperation and good sportsmanship among the members in the training and exhibition of dogs;

(d) Sponsor and promote education and training activities for all dogs in the Catawba Valley area;

(e) Promote proper dog care for the general public in the Catawba Valley area;

(f) Conduct obedience matches, demonstrations, and exhibitions.

(g) Promote and support legislation that specifically maintains our individual rights as dog owners and that which continues our ability to attend and exhibit at any and all dog-related sporting, performance and other events.

Section 3. The Club shall not be conducted nor operated, for-profit, and no part of any profits or remainder or residue from dues or donations or other income 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 objectives. (See Article IX, Section 2)

## ARTICLE II MEMBERSHIP

Section 1. Eligibility. There shall be three types of regular membership: Individual, Family, and Junior; open to all persons who display a serious interest in dog obedience training, who subscribe to the purposes of this Club, and who are the owner of a dog in training; or who possess other qualifications which would be of equal value to the Club. For the purposes of membership, a dog in training shall be defined as one who can substantially perform the exercises prescribed in the Pre-Novice Obedience Class. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of members and dog owners in the Catawba Valley area.

(a) Individual membership shall be open to any person eighteen (18) years of age or older who meets the above qualifications and has paid the membership dues for the current year.

(b) Family membership is intended to encourage family participation in obedience activities. Family is defined as husband, wife, and their children. This type of membership shall be open to family groups, one of which must be an adult at least eighteen (18) years of age. Adult family members shall assume complete responsibility for family members under eighteen (18) years of age at all Club activities, and shall sign a release to that effect. Such release shall be on an official Club form as approved by the Board of Directors. Only adult members of a family unit shall have voting privileges in the conduct of Club business.

(c) Junior membership shall be open to any person under the age of eighteen (18) years who meets the above qualifications. Persons applying for junior membership in the Club must file with their application for membership a form, signed by a parent or guardian, releasing the Club of all liability for the junior member at all Club activities. Such release shall be on an official Club form as approved by the Board of Directors. Junior members shall have no voting privileges in the conduct of any Club business.

Section 2. Dues. The amount of the dues shall be set by the Board of Directors annually. There will be four types of dues options and discounts as indicated:

- (a) Individual (18 years and over) membership
- (b) Family (husband, wife and children) membership – Discount as specified.
- (c) Junior (under 18 years) membership – Discount as specified.
- (d) Senior Citizen (62 years and older) membership – Discount as specified.

Reference is made to the dues schedule for specific discounts.

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 Bylaws. The application shall state the name, address and phone number of the applicant and such additional information as the Board may direct. Accompanying the application, the prospective member shall submit the designated dues payment for the current year.

All applications are to be filed with the Secretary and each application is to be read and voted upon at the first Club meeting following its receipt. A majority vote of the members present and voting at that meeting shall be required to elect the applicant to membership.

Until the voting for membership is accomplished, applicants shall be encouraged to attend Club meetings and training sessions. Evidence that the applicant and the applicant's dog have met qualifications in Section 1 above shall be provided.

Section 4. Honorary Membership. From time to time the Club may honor individuals with honorary membership in the Club. This honor may be bestowed for exceptional and unusual service to the Club. An affirmative vote of 3/4 of the members present and voting shall be required for election to honorary membership.

Section 5. 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 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 1st day of April of each year.

(b) Lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the 1st day of April; however, the Board of Directors may grant an additional 30 days of grace to such delinquent member 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) Expulsion. A membership may be terminated by expulsion as provided in Article VIII.

### **ARTICLE III MEETINGS AND VOTING**

Section 1. Club Meetings. Meetings of the Club shall be held at such time and place as may be designated by the Board of Directors. Notice of each meeting shall be provided electronically or by phone or by the Secretary or other Board Member, at least seven (7) days prior to the date of the meeting. The majority vote of the members present and in good standing shall rule if a minimum of two (2) officers are present.

Section 2. Board of Directors Meetings. Meetings of the Board of Directors shall be held at the discretion of the Board at such hour and place as may be designated by the Board. Written or

verbal notice of each such meeting shall be provided by the Secretary prior to the meeting. The quorum for such a meeting shall be a majority of the Board.

Section 3. Voting. Each 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 s/he is present.

#### **ARTICLE IV TRAINING SESSIONS**

Section 1. The Club shall conduct regular training sessions for the members and prospective members and dogs owned by them as defined in Article II, Section 1. Training sessions shall be conducted under the direction of the club leadership. [Club leadership: person(s) organizing or leading club members training sessions.] The intent of this section is to meet the objective stated in Article I, Section 2b.

Section 2. Training sessions are primarily for the benefit of members and their dogs. Members are expected to follow the etiquette standards.

Section 3. Public Classes. The Club shall conduct classes open to the public throughout the year as the Board and Club Leadership see fit to offer.

#### **ARTICLE V DIRECTORS AND OFFICERS**

Section 1. Board of Directors. The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, Past President, and one other person all of whom shall be members in good standing and who shall be elected for one-year terms at the Club's annual meeting as provided in Article VI.

General management of the Club's affairs shall be entrusted to the Board of Directors.

The Board shall act in an advisory capacity; and all final decisions shall be made by the Club membership.

Section 2. Officers. The Club's officers consisting of the President, Vice-President, Secretary, Treasurer, and Past President shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings. Officers and Board members may not hold more than one elected office at the same time.

(a) The President shall preside at all meetings of the Club and the Board of Directors, and shall have duties and powers normally, appurtenant to the office of President in addition to those particularly specified in these Constitution and Bylaws.

(b) The Vice-President shall have the duties and exercise the powers of the President in case of the President's absence, incapacity, or death.

(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. The Secretary shall have charge of the correspondence, notify members of meetings, notify officers and directors of their election to office, keep a roll of the members of the Club with their addresses and telephone numbers, and carry out such other duties as prescribed in these Constitution and Bylaws. Club correspondence may be accomplished by electronic mail, US mail, telephone or in person.

(d) The Treasurer shall collect and receive all monies due or belonging to the Club. The Treasurer shall deposit 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 of the Board, and the Treasurer shall report to the Board and to the Club at every regular meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting shall render a written account of all monies received and expended during the previous year.

(e) The Past President (individual that last held the office of President) will hold a non-voting position on the Board; however, in the event of a tie vote, the past President will cast the deciding vote.

Section 3. Vacancies. Any vacancies occurring on the Board of Directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board at its first regular meeting following the creation of such vacancy; 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 as prescribed in this section.

## **ARTICLE VI THE CLUB YEAR, ANNUAL MEETING, ELECTIONS**

Section 1. The Club Year. The Club's fiscal year shall begin on the 1st day, of April and end on the 31st 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 on the regular meeting date in the month of April at which directors and officers for the ensuing year shall be elected from among those nominated in accordance with Section 4 of this Article. Secret, written ballots will be at the discretion of the Board of Directors. They shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over to the successor in office all properties and records relating to that office.

Section 3. Elections. The nominated candidate receiving the greatest number of votes of those members present and voting 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 preceding the regular Club meeting in March, the Board shall

select a nominating committee consisting of at least three members.

*(a) The committee shall nominate one candidate for each office, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing. (The previous section, in italics clarified by the 1<sup>st</sup> Amendment)*

(b) Additional nominations may be made at the annual Club meeting in April by any member in attendance provided that the person so nominated does not decline when proposed, and provided further that if the proposed candidate is not in attendance, at this meeting, the proposer shall present to the 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, 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.

## **ARTICLE VII COMMITTEES**

Section 1. The Board may each year appoint standing committees as are desirable to advance the work of the Club. 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.

Section 3. Historian. The Board shall appoint an official Club Historian subject to approval of the Club membership. It shall be the responsibility of the Historian to maintain the archives of the Club.

## **ARTICLE VIII DISCIPLINE**

Section 1. 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 \$50.00 which shall be forfeited if such charges are not sustained. The Secretary shall promptly notify the Board which shall meet and fix a date of a Board hearing not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified mail together with a notice of the hearing and that the defendant may personally appear in defense and bring witnesses if desired.

Section 2. 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 a majority vote of those present suspend the defendant from all privileges of the Club for not more than six (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 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 Secretary. The Secretary, in turn shall notify each of the parties of the Board's decision and penalty, if any. A summary report of the proceedings shall be given at the next regular Club meeting.

Section 3. 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 2 of the Article. Such proceedings may occur at a regular or special meeting of the Club to be held within sixty (60) days, but not earlier than thirty (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 invite the defendant, if present, to speak in his own behalf, if desired. The meeting shall then vote by secret written ballot on the proposed expulsion. A 3/4 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **ARTICLE IX ADOPTION AND AMENDMENTS**

Section 1. Adoption. This Constitution and Bylaws have been developed by a committee appointed as required by Article VII. The date of adoption of the original constitution shall be recorded as January 18, 1982. The newly revised Constitution shall be presented at a regular Club meeting and a copy shall be furnished for all members. There shall be no discussion at this meeting. At the next ensuing regular Club meeting, the Constitution and Bylaws shall be presented for a second time. At the time of this second presentation, the committee will clarify questions that members may have, and members may offer written amendments to be discussed by the Club membership and voted on for inclusion.

Amendments may be adopted this time by a 2/3 vote of the members present and voting. Any amendments voted at this meeting shall be included in the Constitution and Bylaws and a third presentation of the final document will be made at the next ensuing Club meeting. At this meeting, a vote of the membership shall be taken to adopt this Constitution and Bylaws. A vote of 2/3 of the members present and voting by secret written ballot shall be required to adopt. The date of adoption shall be recorded as Revised as of the date of this meeting.

Section 2. Vote on Amendments. The Constitution and Bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for that purpose, provided the proposed amendment has been included in the notice of the meeting and sent electronically or by US mail or delivered personally, to each member at least one (1) week prior to the date of the meeting.

## **ARTICLE X DISSOLUTION**

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 of the Club, whether voluntary or by operation of the law; none of the property, proceeds, or any assets of the Club shall be distributed to any members of the Club. After payment of the debts of the Club, it's property and assets shall be given to a charitable canine organization at the discretion of the Board of Directors.

## **ARTICLE XI 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:

- Call to order
- Minutes of Board meetings since last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Training Committee
- Report of Committees
- Election of Officers and Board, (annual meeting)
- Election of new members
- Unfinished business
- New business
- Good and welfare
- 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:

- Call to order
- Roll call
- Minutes of last Board meeting
- Report of the President
- Report; of the Secretary
- Report of the Treasurer
- Report of the Training Committee
- Reports of committees
- Unfinished business
- New business
- Adjournment

Revised Catawba Valley Obedience Club Constitution and Bylaws: Adopted by the general membership on February 4, 2010.

## **AMENDMENTS**

### **First Amendment**

This amendment to the club constitution clarifies the duties and responsibilities of the nomination committee, as adopted by the CVOC membership on July 3, 2014.

Article VI Section 4 Paragraph (a) now reads as follows:

#### **Article VI**

#### **The Club Year, Annual Meeting, Elections**

##### **Section 4. Nominations**

- (a) The committee shall nominate one candidate for each office, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
1. The nomination committee will contact each current officer and board member and ask them if they are willing and able to serve another term. If the current officer is agreeable and the committee has no objections, those individuals will be designated as the committee nominations.
  2. If there is a current member that chooses not to run for another term, the committee will then seek a nomination from among the membership in good standing. One candidate for each office shall be agreed upon by the committee and the nomination submitted to the secretary.
  3. The committee may consider an individual for office who has made it known they are interested in a position – ONLY if the current officer in that position is not seeking another term.