



CONSTITUTION & BY-LAWS

Amended May 14, 2021

**Greater Kansas City Dog Training Club
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**GREATER KANSAS CITY DOG TRAINING CLUB, INC.
CONSTITUTION & BY-LAWS**

ARTICLE I

**Name, Objectives
and Definitions**

SECTION I

The name of the Club shall be GREATER KANSAS CITY DOG TRAINING CLUB, INC. (the Club)

SECTION II

The objectives of the Club shall be:

- (a) To further the advancement of all dogs.
- (b) To conduct sanctioned obedience trials, tracking tests, agility trials and matches under the rules and regulations of the American Kennel Club.
- (c) To conduct training classes, which shall be open to all people interested in training their dogs, regardless of breed or pedigree.
- (d) To take an active interest in the welfare, popularity and understanding of dogs and dog owners in our community.
- (e) To devote all profits accruing to the Club to the above purposes as well as the orderly operation of the Club, or to make specific bequests to such charitable or civic organizations as shall be approved by a majority vote of those in attendance and voting at a Club meeting. No salary, fee, commission or dividend will be paid to any member.

SECTION III

The definitions of the Club shall be:

- (a) Quorum – 15% of the Club members in good standing.**
- (b) Meeting – When club members come together in person or virtually to discuss Club business and make decisions.**

ARTICLE II

Membership

SECTION I

Eligibility. Membership shall be open to all persons 18 years or older who are in good standing with the American Kennel Club and who subscribe to the purpose of this Club. In addition, there will be a Junior Membership open to persons ages 9 to 18.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders, trainers and exhibitors in the greater Kansas City area.

(a) Single/Family Member. A member shall be a person who is at least 18 years old. They shall enjoy all privileges and obligations of the Club. Family membership shall be limited to two adults residing in the same household, each with a separate vote. Additional household members age 18 and over should apply as individual members.

(c) Junior Member. A junior member shall be between the ages of 9 and 18 and be sponsored by a member who shall be responsible for their conduct. They shall enjoy all privileges of the Club, except voting or holding office.

SECTION II

Dues. The amount of the yearly dues may be changed by the majority of the members present at any regular meeting. Annual dues are to be payable by the first day of the fiscal year (June 1). Dues notices will be sent to members by the Secretary /Treasurer/ Membership Chair at least 30 days prior to the due date.

SECTION III

Election of Membership. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Club Constitution and By-Laws and the Rules of the American Kennel Club. The application shall state the name and occupation 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. Dues will be refunded if membership is denied.

All applications are to be filed with the Membership Chairperson/Secretary. The application shall be read at the first meeting at which the applicant is present and voted on at the second meeting at which they are present. Affirmative votes of 2/3 of the members present are required to approve the applicant.

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

SECTION IV

Termination of Membership. Membership in the Club may be terminated:

- (a) By Resignation. Any member in good standing may resign from the Club upon written notice to the Secretary. No member may resign when in debt to the Club. Obligations other than dues are considered a debt to the Club and must be paid in full prior to resignation.
- (b) By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid for thirty (30) days after the first day of the fiscal year (June 1). However, the Board may grant an additional thirty (30) days of grace to such delinquent members in meritorious cases. In no case may a person whose dues are unpaid as of the date of that meeting be entitled to vote.
- (c) By expulsion. A membership may be terminated by expulsion as provided in Article VII.

ARTICLE III

Meetings

SECTION I

Annual Club meetings. The Annual Meeting of the members of the Club shall be held in the greater Kansas City area during the first month of the fiscal year. The Officers of the Club shall be elected at that time. A quorum must be present at any meeting which official business is to be transacted.

SECTION II

Regular meetings. Regular meetings of the Club shall be held monthly except January and July. Meetings will be held at 7 p.m.

A quorum must be present at any regular meeting at which official business is to be transacted.

SECTION III

Special Meetings. Special meetings may be called by the President or the Board and shall be called by the Secretary upon receipt of a petition signed by five (5) members in good standing. Notice of such special meetings, stating time, place and object must be mailed/ emailed by the Secretary to each member of the Club five (5) days prior to the date of the meeting. Meetings shall be held in the greater Kansas City area. A quorum must be present at any special meeting at which official business is to be transacted.

SECTION IV

Board Meetings. Meetings of the Board of Directors will be held at least six times per year in the greater Kansas City area. Written notice of such meeting shall be mailed/emailed by the Secretary at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. An annual meeting of the Board shall be held within the month of the Club's Annual Meeting.

SECTION V

Special Board Meetings. Special meetings of the Board may be called by the Chairman of the Board; and shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board.

Such special meetings shall be held in the greater Kansas City area at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such meeting shall be mailed/mailed by the Chairman/Secretary. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. The quorum for such a meeting shall be a majority of the Board.

SECTION VI

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 they are present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE IV

Directors and Officers

SECTION I

There shall be a Board of nine (9) Directors including the President, Vice President, Secretary and Treasurer. There shall also be ex-officio members who will be the chairmen and/or co-chairmen of all Club Committees who shall have no voting privileges on the Board. General management of the Club's affairs shall be entrusted to the Board of Directors.

Tenure of Board of Directors. All Directors shall be elected to serve for two years. Only three Directors will be elected one year. The subsequent year two Directors will be elected.

- (a) The Board of Directors shall authorize only transactions which are in keeping with the objectives of the Club and acceptable business procedures. The Chairman of the Board shall give regular reports of these transactions to the membership.

If a decision of the Board has been questioned, the membership shall be notified at the time the notices are sent out for the regular meeting. The matter shall be placed on the agenda for that meeting.

The Chairman of the Board of Directors shall be elected for a term of one year at the first meeting of the Board by a majority vote of the Board. They shall be a person who does not hold the office of President, Vice President, Secretary or Treasurer. The first order of business of the Board shall be the election of the Chairman. The President of the Club shall conduct the election. Immediately upon being elected, the Chairman shall preside. In the event the Chairman is not present at a Board meeting, the Vice President shall preside. The Chairman shall notify all Board Members of the time and location of the meetings. They shall have an agenda for matters to come before the Board.

SECTION II

Officers. The Officers of the Club shall be a President, Vice President, Secretary and Treasurer.

No member may hold an office if they have not attended one-half of the regular meetings in the past twelve (12) months.

- (a) President. The President shall preside at all meetings of the Club and shall have the duties and powers normally associated with the office. They may vote on all questions submitted to the Club. They shall be an ex-officio member of all committees except the Nominating Committee.
- (b) Vice President. The Vice President shall, in the absence or disability of the President, perform the duties of the President. They shall, in the absence of the Chairman of the Board, preside over the Board. They shall be an ex-officio member of all committees except the Nominating Committee.

- (c) Secretary. The Secretary shall keep a complete record of all meetings of the Club, of the Board of Directors and of any matters which shall be ordered by the Club. They shall provide each member of the Board of Directors a copy of the Board's minutes before the next Board meeting.
- (d) Treasurer. The treasurer shall collect and receive all moneys due or belonging to the Club and make receipts and records of all transactions. They shall deposit, in the name of the Club, the same in an insured bank(s) and/or savings and loan institution(s) satisfactory to the Board. The officers authorized to withdraw and transfer money from the accounts will be the Treasurer, President, Vice President and Chairman of the Board. The Treasurer shall pay all bills and expenses of the Club from its funds, provided such payments are approved by the majority of its members or by the Board. Upon request, the Treasurer's books shall be open for inspection to all members of the Club. A current report shall be given at each meeting. Copies of the report shall be filed by the Treasurer and the Secretary. The books are permanent records which shall be kept by the Treasurer. They shall be audited annually by a committee of three members appointed by the Board of Directors.

SECTION III

Vacancies. Any vacancies occurring on the Board, or in any Office during the year, shall be filled for the unexpired term of office by a majority vote of the members of the Board at its first meeting following the creation of such vacancy.

ARTICLE V

The Club Year, Annual Meeting, Elections

SECTION I

Club Year. The Club's Fiscal Year shall begin on the first day of June and end on the 31st day of May. 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 II

Annual Meeting. The Annual Meeting shall be held in the month of June at which Officers and Directors for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section IV of this Article. Newly elected Officers and Directors shall take office immediately upon the conclusion of the election, and each retiring Officer shall turn over to their successor all properties and records relating to that office within ten (10) days after election.

SECTION III

Elections. The nominated candidate receiving the greatest number of votes for each Officer or Director shall be declared elected.

SECTION IV

Nominations. No person may be a candidate in a Club election who has not been nominated. Only members in good standing, who have attended at least one-half of the regular business meetings during the past twelve (12) months, shall be eligible to be nominated. During February, the Board shall appoint a Nominating Committee consisting of five (5) members and two (2) alternates *not more than one of whom may be a member of the Board*. The Board shall name a chairman of the committee, whose duty shall be to call a meeting on or before March 15.

- (a) The Committee shall nominate at least one candidate who will accept the nomination for each office and candidates for the open positions on the Board and immediately report their nominations in writing to the Secretary.
- (b) Upon receipt of the Nominating Committee's selections and the acceptance of the nominees, the Secretary shall notify each member in writing, of the committee's slate at least two weeks prior to the May meeting.
- (c) Additional nominations may be made at the May meeting by any member in attendance provided that the nominee does not decline when their name is proposed.
- (d) All nominations for office must be mail/emailed to each member of the club at least ten (10) days prior to the annual meeting.

ARTICLE VI
Committees

SECTION I

The newly elected Board shall appoint all committees and their chairpersons before September 1. The Board may appoint standing committees to advance the work of the Club in such matters as obedience/rally, tracking, agility, scent work and training 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.

- (a) The Training Committee, consisting of at least five (5) members shall develop the class schedule to be sponsored by the Club, subject to the approval of the Board of Directors. The Chairman and/or Co-Chairman of the Training Committee shall be non-voting ex-officio members of the Board of Directors.
- (b) Other standing committee chairs to be approved by the Board of Directors.

SECTION II

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 service has been terminated.

ARTICLE VII
Discipline

SECTION I

American Kennel Club Suspension. Any member who is suspended from all the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

SECTION II

Charges. An individual member may prefer charges against another individual member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed with the Secretary. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club. If the Board considers that the charges do not allege conduct which 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 for a hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges and the specifications to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in their own defense and bring witnesses if they wish.

SECTION III

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 the 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 six 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 their fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has researched 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 IV

Expulsion of a Member. 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. 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 of expulsion. The defendant shall have the privilege of appearing in their own behalf, though no evidence shall be taken at this meeting. The President shall read the charges, the Board's findings and recommendation, and invite the defendant, if present, to speak in their own behalf if they wish. The members shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

SECTION V

Removal of Officers or Board Members. Any Officer or Board Member of this Club may be removed by a majority vote of the membership present at a regular meeting for inattention to their duties. Prior to a vote for removal, the Officer or Director must be given an opportunity to respond to allegations.

Any Officer and/or Board Member who fails to attend two (2) consecutive regular or executive meetings without a valid excuse as interpreted by the Board shall have their office declared vacant. The Board of Directors shall appoint a successor to serve until the next regular election.

ARTICLE VIII

Amendments

SECTION I

Amendments. Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or 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 members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

SECTION II

The Constitution & By-Laws may be amended by a 2/3 majority vote of members present and voting at any regular or special meeting called for any such purpose, but the proposed amendments must be embodied in the call for any such meeting and mailed/mailed to each member at least two (2) weeks prior to the date of such meeting.

SECTION III

No amendment to the Constitution or By-Laws that is adopted by the Club shall be effective until it has been approved by the Board of Directors of the American Kennel Club.

ARTICLE IX

Dissolution

SECTION I

Dissolution. The Club may be dissolved at any time by the written consent of not less than 2/3 of all members in good standing. In the event of the dissolution of the Club other than for the purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor assets of the Club shall be distributed to any members of the Club, but after payment of all debts of the Club, its property and assets shall be distributed to such charitable organizations as may be designated by the majority of the members.

ARTICLE X
Order of Business

SECTION I

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
Guests Welcomed
Review of Minutes of the Last Meeting
President's Report
Treasurer's Report
Report of the Board of Directors
Committee Reports
Unfinished Business
Election of Officers (Annual Meeting)
New Business
Membership Readings
Announcements
Braggs
Adjournment

SECTION II

At meetings of the Board of Directors, roll shall be recorded. Relevant business shall then be conducted.

ARTICLE XI
Parliamentary Rule

SECTION I

The rules contained in the current edition of "Roberts' 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 By-laws and any other special rules of order the Club may adopt.