



Dog Obedience Club of Greenville, Inc.

Constitution & By-Laws

Adopted 8-16-2008

CONSTITUTION NAME AND OBJECTIVES

SECTION 1:

The name of the Club shall be the Dog Obedience Club of Greenville, Inc. It shall be referred to hereafter as the Club or DOCG.

SECTION 2:

The objectives of the Club shall be:

- a.) To promote the training of purebred dogs;
- b.) To disseminate knowledge regarding the obedience training;
- c.) To conduct classes for the training of dogs and their handlers;
- d.) To encourage the training of judges;
- e.) To encourage and co-operate with individuals and other groups with similar purposes;
- f.) To hold and support obedience trails, rally trials, tracking tests, exhibitions and matches under the rules and regulations of the American Kennel Club;
- g.) To promote co-operation and good sportsmanship among its members in the training and exhibition of dogs;
- h.) To strive for better care and control of all 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 and donations to the Club shall inure to the benefit of any member or individual.

SECTION 4:

Members of the Club shall adopt and from time to time revise the By-Laws as may be necessary to carry out the said objectives.

DOCG BY-LAWS

ARTICLE I MEMBERSHIP

SECTION 1: ELIGIBILITY

There shall be two types of membership within the Dog Obedience Club of Greenville: Regular and Junior. Regular Membership shall be open to all persons eighteen years of age and older who are in good standing with The American Kennel Club and who subscribe to the purpose of this Club. Regular membership may be as an Individual or Family. Family membership shall be open to two (2) adults and any children under 18 years of age living in the same household. Each adult must be voted into membership in accordance with Article I, Section 3 below. Minor members cannot vote or hold any office in the Club. Family membership may pay a reduced rate of dues.

Junior Membership shall be open to all persons from 9 years old and under 18 years old. These “Junior” memberships cannot vote or hold any office in the Club; they also may pay a reduced rate of dues. Upon reaching their 18th birthday, a junior membership automatically reverts to regular membership.

While membership is to be unrestricted as to residence, the Club’s primary purpose is to be a representative of the breeders, trainers and exhibitors in its immediate area.

SECTION 2: DUES

Membership dues and any new member application fees shall be determined by the Board and shall be from time to time fixed by resolutions of the Board of Directors. Dues are payable on or before the first day of January of each year. A grace period will run through the 31st of January. Any new membership applications will be subject to a full year’s dues. If membership is approved after October 1, the dues will apply to the following calendar year’s dues.

Anyone failing to submit dues by January 31st will be required to re-apply for membership, submit membership dues with the application, and be re-voted in as a new member.

No member may vote whose dues are not paid for the current year. (Each individual member is entitled to one vote if dues are paid for current year.) During the month of November, the treasurer shall send to each member a statement of his or her dues for the ensuing year.

SECTION 3: ELECTION TO 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 these constitution and By-Laws and the rules of the American Kennel Club. The application shall state the name(s), address, and occupation of the applicant(s) 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 and any application fees that the board may assess.

All applications are to be filed with the Membership Chairperson and each application is to be read at the first meeting of the Club following its receipt. The application will be voted upon and an affirmative vote of 2/3 of the members present and voting at the meeting shall be required to elect the applicant. New members voted in shall receive written notice of acceptance.

Applicants for membership who have been rejected by the Club may not reapply within six months after such rejection. These applicants will receive a refund of the dues submitted less any application fee if such fee is required at the time of application.

SECTION 4: TERMINATION OF MEMBERSHIP

Memberships may be terminated:

- a.) By resignation. Any member in good standing may resign from the Club upon written notice to the Corresponding Secretary; but 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 members' dues remain unpaid 30 days after the first day of the fiscal year; however, the Board may grant an additional 45 days of 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 membership may be terminated by expulsion as provided in ARTICLE VI of these By-Laws.

ARTICLE II

MEETING AND VOTING

SECTION 1: CLUB MEETINGS

There will be a minimum of four club meetings per Club year with one of the meetings being the Annual Meeting of the Club. The Annual Meeting of the Club shall be held in November each year. The meetings shall be held in the Greater Greenville area, South Carolina, at such place, date and hour as may be designated by the President or Board of Directors. Written notice of such meetings shall be made by the Corresponding Secretary at least 10 days prior to the date of the meeting. The quorum for such 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 of Directors who are present and voting at any regular club meeting of the Board, or shall be called by the Corresponding Secretary upon receipt of the petition signed by five members of the Club who are in good standing. Such special meetings shall be held in the Greater Greenville area, South Carolina, at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meetings shall be made by the Corresponding Secretary at least 5 days in advance and not more than 15 days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such meeting shall be 10% of the members in good standing.

SECTION 3: BOARD MEETINGS

Meetings of the Board of Directors shall be held in the Greater Greenville area, South Carolina, at such place, date and hour as may be designated by the President or the Board. Notice of such meeting shall be made by the Corresponding Secretary at least 5 days prior to the date of the meeting. The quorum for such meetings shall be a majority of the Board.

SECTION 4: SPECIAL BOARD MEETINGS

Special meetings of the Board may be called by the President, or shall be called by the Corresponding Secretary upon receipt of a written request signed by at least 3 members of the Board. Such special meetings shall be held in the Greater Greenville area, South Carolina, at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meetings shall be made by the Corresponding Secretary at least 5 days in advance and not more than 10 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 thereat. The quorum for such meetings shall be a majority of the Board.

The Board meetings may be held in person, conference call, Web-Ex or other collaborative technology. Written notices may be made by e-mail, or by U.S. Mail.

SECTION 5: 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 he or she is present. The Club Corresponding Secretary shall be responsible for ascertaining voting eligibility based on current membership records. Proxy voting will not be permitted at any club meeting or election. * Cumulative voting is not allowed.

**Cumulative Voting (which is not allowed) is a voting system that gives members more power, by allowing them to cast all of their board of directors votes for a single candidate, as opposed to regular or statutory voting, in which members must vote for a different candidate for each available seat.*

ARTICLE III DIRECTORS AND OFFICERS

SECTION 1: BOARD OF DIRECTORS

The Board of Directors shall be comprised of seven members, all of whom shall be members in good standing who are residents of the United States. They shall be elected for two year terms as provided in Article IV. The President, Vice President, Corresponding Secretary and Equipment Keeper shall be elected in even calendar years, and the Treasurer, Recording Secretary and Training Director shall be elected in odd calendar years. For implementation of this first election beginning with the 2008 elections, the President, Vice President, Corresponding Secretary and Equipment keeper will be elected to a 2-year term, and the Treasurer, Recording Secretary and Training Director shall be elected to a 1-year term.

SECTION 2: OFFICERS

The officers of this Club shall consist of a President, a Vice-President, a Treasurer, a Recording Secretary and a Corresponding Secretary.

- a.) President. 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 these By-Laws.

- b.) Vice President. The Vice-President shall have the powers and exercise the duties of the President in case of the President's death, absence or incapacity.
- c.) Recording Secretary. 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.) Corresponding Secretary. The Corresponding Secretary shall have charge of answering all inquiries directed to the Club, shall notify members of meetings, notify officers, and directors of their election to office, keep a roll of the members of the Club with their address, present the names of proposed new members as received from the Membership Chairman, and carry out such other correspondence as may be delegated to this position.
- e.) Treasurer. The Treasurer shall collect and receive all monies due or belonging to the Club. Monies shall be deposited in a bank approved 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 of 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. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.
- f.) The two Directors with special positions that complete the Board of Directors are the Equipment Keeper, and the Training Director.
 - i. The Equipment Keeper shall be bonded by the Club and is accountable for all inventories. He or she shall be responsible for issuing equipment and ordering supplies and equipment.
 - ii. The Training Director shall be in direct charge of and responsible for all phases of the Club's Obedience Training activities, however, to the final authority of the Board of Directors. The Training Director may appoint such assistant trainers as they deem desirable and necessary, such assistant trainers being responsible only to the Training Director.

SECTION 3: ATTENDANCE

Any board member who fails to attend two meetings for just cause, in a Club year may be removed by a 2/3 vote of the Board.

SECTION 4: VACANCIES

Any vacancies occurring on the Board or among the officers during the year shall be filled for the un-expired 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, or at a Special Board Meeting called for that purpose; except that a vacancy in

the office of President shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice-President may be filled by the Board.

ARTICLE IV

THE CLUB YEAR, ANNUAL MEETING, ELECTION

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.

SECTION 2: ANNUAL MEETING

The annual meeting shall be held in the month of November at which time board members for expiring positions shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. The newly elected board members shall take office January 1st and each retiring board member shall turn over to his or her successor in office all properties and records relating to that office within 30 days after the election.

SECTION 3: ELECTIONS

Election of Officers and Directors will be held at the Annual Meeting. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. However, if there should be more than two nominees for a single position and the leading candidate fails to receive a majority of all votes cast, a second ballot shall be taken immediately, limiting the nominees to the two candidates who received the most votes.

SECTION 4: NOMINATIONS

No person may be a candidate in the Club election who has not been nominated. In August, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. The Corresponding Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a Chairperson 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.

The meetings may be held in person, conference call, Web-Ex or other collaborative technology.

- a.) The Nominating Committee shall nominate one candidate for each expiring board position from the eligible members of the Club. The Nominating Committee shall obtain the acceptance of each such nominee so chosen in writing. The Nominating Committee shall

then submit its slate of candidates to the Corresponding Secretary in writing on or before September 15th.

- b.) Upon receipt of the Nominating Committee's report and on or before September 30th, the Corresponding Secretary shall notify each member in writing of the candidates so nominated.
- c.) Additional nominations of eligible members may be made by written petition, addressed to the Corresponding Secretary and received at their regular address on or before October 10th signed by 10 members in good standing and accompanied by the written acceptance of each such additional nominee signifying their willingness to be a candidate.
- d.) If no valid additional nominations are received by the Corresponding Secretary on or before October 10th, the Nominating Committee's Slate shall be declared elected; to take office effective January 1st and no balloting shall be required. If one or more valid additional nominations are received by the Corresponding Secretary, the Corresponding Secretary will mail to each voting member in good standing a listing of all of the nominations in alphabetical order. Ten days prior to the annual meeting, the Corresponding Secretary shall inform the membership if no balloting is required or shall provide the updated listing of all of the nominations. Nominations cannot be made at the annual meeting or in any manner other than as provided above.

ARTICLE V COMMITTEES

SECTION 1: STANDING COMMITTEES AND SPECIAL COMMITTEES

The Board may each year appoint standing committees to advance the work of the Club in such matters as shows, obedience and rally trials, (field trials), trophies, annual prizes, membership and other fields which may be well served by committees. Such committees may always be subject to the final authority of the Board. Special Committees may also be appointed by the Board to aid on particular projects.

SECTION 2: TRIAL COMMITTEE AND OBEDIENCE TRIAL CHAIRPERSON

At least 6 months prior to any AKC approved Trial, the President shall nominate, subject to the approval of the Board of Directors, a Trial Committee consisting of three members which will be in direct charge of and responsible for all phases of the Club's dog show, subject, however, to the final authority of the Board of Directors. At the time of this nomination, the President shall designate one member as the Obedience Trial Chairperson. A new Trial Committee and Obedience Trial Chairperson may be named for each AKC approved Trial.

SECTION 3: TERMINATION OF COMMITTEE APPOINTMENTS

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

ARTICLE VI 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 this 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 dogs. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50.00, which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding 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 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 entertained jurisdiction of the charges, it shall fix a date of a hearing by the Board not less than 3 weeks no more than 6 weeks thereafter. The Corresponding Secretary shall promptly send one copy to 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 or her own defense and bring witnesses if he or she 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 a 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 or her fellow members at the ensuing Club meeting 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 Recording Secretary. The Corresponding 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 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 his or her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendation, and shall invite the defendant, if present, to speak in his or her own behalf if he or she wishes. The members shall then vote by secret vote on the proposed expulsion. A 2/3 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 VII AMENDMENTS

SECTION 1: AMENDMENTS PROPOSED

Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Corresponding 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 Corresponding Secretary for a vote within 3 months of the date when the petitions was received by the Corresponding Secretary.

SECTION 2: AMENDMENT VOTING AND APPROVAL

The Constitution and By-Laws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least 2 weeks prior to the date of the .meeting.

No amendment to the constitution and by-laws that is adopted by the club shall become effective until it has been approved by the Board of Directors of The American Kennel Club.

ARTICLE VIII
DISSOLUTION OF THE CLUB

SECTION 1: 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, other than for the purpose of reorganization whether voluntary or involuntary or by operations of law, none of the property of the Club nor any members of the Club but after payment of the debts of the Club, it's property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

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
- Minutes of last meeting
- Report of President
- Report of Corresponding Secretary
- Report of Recording Secretary
- Report of Treasurer
- Report of Committees
- Election of Officers 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 of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of Corresponding Secretary
- Report of Treasurer
- Report of Committees
- Unfinished business
- New business
- Adjournment

ARTICLE X PARLIAMENTARY AUTHORITY

SECTION 1: ROBERTS RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern the Club in all cases to which they are not consistent with the By-Laws and any special rules of order the Club may adopt.