



Peninsula Dog Fanciers' Club, Inc.

Kitsap county fairgrounds Bremerton, WA
'Your Friendly Dog Show'

By-Laws **Article I** **Membership**

Section 1 – Eligibility:

There shall be four types of memberships: Full, Associate, Junior, and Life, open to all persons who are in good standing with the American Kennel Club, Peninsula Dog Fanciers' Club, and who subscribe to the purpose of this club.

- A. Full membership shall be for all persons eighteen years of age and older who must:
 - a. Be a member in good standing. A member in good standing is defined as any member who has paid their annual dues for the current fiscal year and is not under any disciplinary action by the American Kennel Club or Peninsula Dog Fanciers' Club.
 - b. Be a committee member involved in general functions of the club.
 - c. Participate in at least 3 club activities. Examples: shows, matches, trials, seminars, fitdog, trainings, community outreach etc.
 - d. Attend a minimum of 4 General Meetings unless there are extenuating circumstances that prohibit them from doing so. To hold an office or board position members are expected to attend a minimum of 8 general meetings out of the 12 monthly meetings unless there are extenuating circumstances.
- B. All new members shall be Associate Members for a period of 6 month at which time they are eligible to apply for Full Membership Status.
- C. Associate Membership shall be for all persons eighteen years of age and older who wish to be associated with the membership but who choose not to be actively involved with club activities or governing. Associated members cannot vote or hold office and do not count in the determination of a quorum.
- D. Junior Membership shall be available to youth eight through seventeen years of age, residing in the household, or sponsored by any member of the club in good standing. They cannot vote or hold office and do not count in the determination of a quorum. Junior Members convert to Associate membership upon reaching their eighteenth birthday.
- E. Life Members are those members whose longtime service to the club has been exemplary, whose energy, enthusiasm, commitment, and longtime dedication to the club and club activities has

been exceptional. Life membership may be extended to any deserving member as specified in Article 1, Section 5 of these by-laws.

- F. While membership is to be restricted as to residence, the club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

Section 2 – Dues:

Annual dues shall be established by the officers and Board of Directors and approved by 2/3 vote of the Full membership present and voting and shall not exceed thirty dollars (\$30.00) per year per member payable on tendering membership or on or before the first day of July thereafter. During the month of May, the Treasurer shall send to each member a notice of his dues for the ensuing year.

Section 3 – Election to Membership:

Each application for membership shall be on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the constitution and by-laws, the club's code of ethics, the rules and regulations of the American Kennel Club, Inc., and the AKC Code of Good Sportsmanship.

- A. Applications shall state the name, address, telephone number, email address of the applicant and shall carry the endorsement of two (2) active members certifying they have known the applicant for at least four (4) months.
- B. Any new member must be present at two (2) general membership meetings when their application is read unless extenuating circumstances prohibit. Meetings shall be held in the greater Bremerton area. (Applicant's residence distance may warrant exception, at the discretion of 3/4 the active membership present and voting.) At the club's general meeting when the prospective associate member's application is read for the second time, the application will be voted on by secret ballot. Affirmative votes of 2/3 of the full members present and voting, providing a quorum is present, shall be required to accept the applicant as an associate member of Peninsula Dog Fanciers Club.
- C. Associate membership is generally offered to persons who are interested in supporting the club but may not be in a position to actively participate. Applications need to be filed with the Membership Chair or Secretary. After a period of 6 months, they may apply for Full membership in accordance, by submitting an application for full membership.

Section 4 – Termination of Membership:

Membership may be terminated by one of three ways: resignation, lapsing, or expulsion.

- 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. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.
- B. Lapsing: A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of the fiscal year. The board may grant an additional (60) days of grace to 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 the meeting.

- C. Expulsion: A membership may be terminated by expulsion as provided in Article VI, Section 4 of these by- laws

Section 5 – Life Membership:

Life memberships may be extended to any deserving member nominated by the board of director at a regular board meeting and approved by a vote of 2/3 of the Full members present and voting. No dues shall be required from life members, but they shall have all the rights and privileges of a Full member. Life members must attend 4 General Meetings' to be eligible to vote. They will not be counted as part of the quorum otherwise.

ARTICLE II Meeting and Voting

Section 1 – Club Meetings:

The club shall meet once per month in the greater Bremerton area, at such hour and place designated by the Board of Directors. Written notice of each meeting shall be mailed or emailed by the Secretary to all members at least seven (7) days prior to the date of the meeting. The quorum for such meetings shall be twenty (20) percent of the Full members.

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 who are present and voting at any regular or special meetings of the board or shall be called by the Secretary upon receipt of a petition signed by five (5) Full members of the club. Such special meetings shall be held in the greater Bremerton area at such place, date, and hour as designated by the person or persons authorized herein to call such meeting. Written or electronic notice of such a meeting shall be sent to all club members by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice state the purpose of the meeting and no other club business may be transacted there. A quorum for such a meeting shall be twenty (20) percent of the Full members.

Section 3 – Board Meetings:

Meeting of the Board of Directors shall be held in the greater Bremerton area once each month at such hour and place as designated by the board. The quorum for such a meeting shall be a majority of the board. Board meetings are open to all members; however, they may not take part in the order of business unless so directed by the board. The board reserves the right to go into executive session when discussing sensitive matters. The time and location of all board meetings shall be announced at the club's general meeting and included in the minutes.

Section 4 - Special Board Meetings:

Special meetings of the board may be called by the President, or by a majority vote of the members of the board who are present and voting at any regular or special meetings of the board or by the secretary upon receipt of a petition signed by five (5) Full members of the club. Such special meetings shall be held in the greater Bremerton area, at such place, date, and hour as designated by the persons authorized

herein to call such meetings. Written or electronic notice of such a meeting shall be mailed to all members by the secretary at least five (5) days and not more than ten (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 there. A quorum for such meeting shall be a majority of the board.

Section 5 – Voting:

Each Full member 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. Proxy voting will not be permitted at any club meeting or election.

Article III Directors and Officers

Section 1- Board of Directors:

The Board shall be comprised of the President, Vice-president, Secretary, Treasurer and four other persons all of whom shall be Full members, one of whom shall be elected for one-year term, two who shall be elected for two-year terms, and one who shall be elected for a three-year term at the club's annual meeting as provided in Article IV and shall serve until their successors are elected. All officers shall be elected for one-year terms. General management of the club's affairs shall be entrusted to the board of directors.

Section 2 – Officers:

The club's officers, consisting of the President, Vice-President, Secretary, and Treasurer shall serve in their respective capacities both with regard to the club 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 normally appurtenant to the office of the president in addition to those particularly specified by these by-laws. The President shall be ex-officio member of all committees, except for the nominating committee.
- 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 Secretary shall keep a record of all meetings of the club and of all matters of which a record shall be ordered by the club. The Secretary shall have charge of all correspondence, members' notification of meetings, notification of new members' election to membership, notification of new officers and board member to office, maintain a current club membership directory, and carry out such duties as described in these by-laws.
- D. The Treasurer shall collect and receive all monies due or belonging to the club. The Treasurer shall deposit the same in a bank designated by the board in the name of the club. The Treasurer's books shall be open to inspection by the board and by the membership and he shall report to them at every meeting the conditions of the club's finances and every item of receipt of payment not before reported; and at the annual meeting the treasurer shall render an account 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.

- E. Delegate to the American Kennel Club shall be appointed by the Board of Directors for a term of three (3) years unless rescinded by the board. The delegate must be a Full member of the club and understand the AKC rules and regulations and be able to speak on behalf of the members of Peninsula Dog Fanciers' Club. The delegate must try to attend at least two (2) delegate meetings per year. Peninsula Dog Fanciers' Club will pay reasonable travel expenses to attend these meetings.

Section 3 – Vacancies:

Any vacancies occurring on the board or among the officers during the year shall be filled until the next annual election by a majority vote of all of the current members of the board at its first regular meeting following the creation of such a vacancy, or at a special board meeting called for that purpose; except that a vacancy in the office of President shall be filled by the Vice-President and the resulting vacancy in the office of Vice-President shall be filled by the board.

Section 4 - Financial Statement:

The Board of Directors shall cause to be prepared annually, a detailed statement of the financial condition of the club, showing its receipts and expenditures for the current year, the number of members, and other matters of interest to the club. The fiscal year shall begin July 1 and end June 30. The financial report shall be made available to members at the next meeting following its receipt from the accountant and mailed to members in good standing upon request.

Section 5 -Audit:

The Board of Directors shall cause an annual audit of the club's general ledger by at least two (2) members of the board and one (1) active member of the club.

Article IV The Club Year, Annual Meetings, Elections

Section 1 - Club Year:

The club fiscal and official year shall begin on the 1st day of July and end on the 30th day of June.

Section 2 - Annual Meeting:

Annual meeting shall be held in the month of June at which time officers and directors for the ensuing year 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 the conclusion of the election and each retiring officer shall turn over to his successor in office all properties and records relating to that office within one (1) week after the elections.

Section 3 – Elections:

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for the 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 March, 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 secretary shall immediately notify the committee and alternates of their selection. The board shall name a chairperson for the committee, and it shall be their duty to call a committee meeting, which shall be held on or before April 15th.

- A. The committee shall nominate one candidate for each office and candidates for the vacating positions on the board, and after securing the consent of each person so nominated, shall immediately report their nomination to the secretary in writing.
- B. Upon receipt of the nominating committee's report, the secretary shall, ten (10) days prior to the May meeting, notice each member in writing of the candidates so nominated.
- C. Additional nominations may be made at the May meeting by any member in attendance provided that person so nominated does not decline when his name is proposed and provided further that if the proposed candidate is not in attendance at 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 one elected position. 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.
- D. Nominations cannot be made at the annual meeting or in any manner other than specified in this section.

Article V Committees

Section 1 – Appointments:

The Board shall each year review standing committees to advance the work of the club in such matters as dog show, trials, trophies, 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 a majority vote of the full members of the board, with written notice to the appointee. The board may appoint successors to those persons whose services have been terminated.

Section 3 - Period of Performance:

All standing committee chairs shall serve for a period of one (1) year and shall be reviewed by the board at the board meeting following the annual meeting in June.

Article VI Discipline

Section 1 - American Kennel Club Suspension:

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

Section 2 – Charges:

Any member may refer charges against a member for alleged misconduct prejudicial to the best interest of the club. Written charges with specifications must be filed in duplicate with the secretary together with a deposit of (\$10.00) dollars, which will 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. The board shall first determine whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club. If the board determines that the charges do not constitute conduct 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 for a hearing by the board not less than three (3) weeks and not 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 an assurance that the defendant may personally appear in their own defense and bring witnesses if they wish.

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 the date of hearing for a period of not more than six (6) months. If it deems that punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In such cases, 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 reached a decision, its findings shall be put in written form and filed with the secretary. The secretary, in return, shall notify each of the parties of the board's decision and penalty, if any.

Section 4 – Expulsion:

The 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 sixty (60) days, but no earlier than thirty (30) days after the date of the board's recommendation of expulsion. The defendant shall have the privilege of appearing on their 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 on their behalf, if they wish. The Full members shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of the Full members present and voting, provided a quorum is present, shall be necessary for expulsion. If expulsion is not so voted, the board's suspension shall stand.

Article VII Amendments

Section 1:

Amendments to the constitution and by-laws may be proposed by the board of directors or by written petition addressed to the secretary and signed by twenty (20) percent of the active membership. Amendments proposed by such petition shall be promptly considered by the board of directors and must be submitted to the members with the recommendations of the board by the secretary for a vote within three (3) months of the date when petition was received by the secretary.

Section 2:

The constitution and by-laws may be amended by a 2/3 vote by secret written ballot of the Full members present and voting at any regular or special meeting called for the purpose, providing a quorum is present.

Section 3:

No proposed amendments to the Constitution or By-laws that is approved by the club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

Article VII Dissolution

Section 1:

The club may be dissolved at any time by the written consent of not less than 2/3 of the Full members. 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 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 IX Order of Business

Section 1:

At meetings of the club, the order of business, so far as the character and nature of the meeting itself may permit, shall be as follows:

- Roll Call
- Minutes of the Last Meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Elections of Officers and Board (at Annual Meeting)

- Election of New Members
- Unfinished Business
- New Business
- Adjournment

Section 2:

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

- Reading of Minutes of last meeting
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Unfinished business
- New Business
- Adjournment

Article X Rules of Order

Section 1:

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Peninsula Dog Fanciers' Club, Incorporated, where they are not specifically covered by these by-laws and in all cases to which they are applicable and in which they are not consistent with these by-laws and any special rules of order the club may adopt.

Article XI Standing Rules

Section 1:

The board of directors shall review and update the standing rules of Peninsula Dog Fanciers' Club, Incorporated, as required annually within one month following the annual meeting. Standing rules of the club shall be approved annually by the membership, dedicated to the execution of the constitution and by-laws as set forth in this document.

Article XII AKC Code of Sportsmanship

Section 1:

Members of Peninsula Dog Fanciers' Club, Incorporated agree to abide by the current AKC Code of Sportsmanship.