

## **CAVALIER KING CHARLES SPANIEL CLUB OF CENTRAL OHIO CONSTITUTION**

**SECTION 1:** The name of the club shall be “Cavalier King Charles Spaniel Club of Central Ohio”.

**SECTION 2:** The objects of the club shall be:

- (a) To encourage and promote quality in the breeding of purebred Cavalier King Charles Spaniels and to do all possible to bring their natural qualities to perfection;
- (b) To urge members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only standard of excellence by which the Cavalier King Charles Spaniel shall be judged;
- (c) To do all in its power to provide public education and protect and advance the interests of the breed by encouraging sportsmanlike, sincere, trusted and credible behavior in competition at dog shows, event trials and tests and all other dog-related events and communications; and
- (d) To conduct sanctioned matches and dog shows and/or other events under the rules and regulations of the American Kennel Club.

**SECTION 3:** The club shall not be conducted or operated for profit and no part of any profits or remainder of residue from dues or donations 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 objects.

## BYLAWS

### ARTICLE 1 – MEMBERSHIP

Section 1 : Eligibility: There shall be regular, associate and household memberships open to all persons eighteen (18) years of age and older who are in good standing with The American Kennel Club and who subscribe to the purpose of this club. While membership is to be unrestricted as to residence, the club's primary purpose is to be representative of the breeders, exhibitors and owners in the immediate Columbus area.

Section 2: Dues: Membership dues shall be determined by the board of directors before the first day of January of each year. No regular member may vote whose dues are not paid for the current year. During the month of November, the Membership Chair shall send to each member a statement of dues for the ensuing year. Any new membership submitted after November 1<sup>st</sup> shall constitute membership for the present calendar year.

Membership dues shall not exceed \$50.00 per year, payable on or before the 1<sup>st</sup> day of January of each year.

- (a) Regular Membership: Regular membership shall be open to all persons age eighteen (18) years or older who own or whose immediate household member owns a Cavalier King Charles Spaniel. Individuals must be in good standing with The American Kennel Club. Regular members shall be entitled to all rights and privileges, including voting privileges of the club. Regular members also have the right to hold office.
- (b) Associate Membership: Associate membership shall be open to all persons eighteen (18) years or older who are interested in the Cavalier King Charles Spaniel and who are in good standing with The American Kennel Club, but who do not satisfy the requirement for regular membership. Associate members shall be entitled to all privileges of the club except that they shall not be permitted to vote, hold office or be counted in a quorum.
- (c) Household Membership: Household membership shall be open to more than one person residing in the same household, eighteen (18) years of age or older and in good standing with The American Kennel Club and subscribe to the purpose of this club. Each person, maximum of two, is

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allowed to vote and hold office. Those under the age of eighteen (18) are allowed to participate in club functions, but not vote nor hold office.

- (d) Sponsors: All applicants for regular membership must be sponsored by two regular members in good standing, neither from the same household nor from the household of the applicant.

Section 3: Election to Membership: Each applicant for regular membership shall apply on a form as approved by the board of directors and which shall provide that the applicant agrees to abide by this constitution, shall state the name, address and occupation of the applicant and it shall carry the endorsement of two members in good standing. All applications are to be filed with the Membership Chair. Each application is to be read at the first membership meeting of the club following its receipt. Each applicant for membership must be in attendance at this meeting. At the next club meeting the applicants will be voted upon; the affirmative vote of 2/3 of the members present and voting by secret ballot shall be required to elect the applicant. Applicants for membership who have been rejected by the club may not reapply within one(1) year after such rejection and will be notified by the Secretary or Membership Chair and prepaid dues will be immediately refunded.

Section 4: Termination of Membership: Members may be terminated :

- (a) Resignation: Any member in good standing may resign from the club upon written notice to the Secretary or Membership Chair; 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 year.
- (b) By lapsing: A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid ninety (90) days after the first day of the fiscal year; 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 be entitled to vote at any club meeting whose dues are unpaid at the date of that meeting.
- (c) By Expulsion: A membership may be terminated by expulsion as provided in Article VI of these bylaws.

## **ARTICLE II – MEETINGS**

Section 1: Club Meetings: A minimum of six general membership meetings per year held in the immediate Columbus area at such hour and place as may be designated by the board of directors. Written notice of each such meeting shall be emailed or mailed by the Secretary at least ten (10) days prior to the date of the meeting. **The quorum for club meetings must be 20 percent 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 who are present and voting at any regular or special meeting of the board; and shall be called by the Secretary upon a receipt of a petition signed by five (5) members of the club who are in good standing. Such special meetings shall be held in the immediate Columbus area 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 meeting shall be emailed or mailed 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 shall state the purpose of the meeting and no club business may be transacted thereat. The quorum for such a meeting shall be twenty percent (20%) of the members in good standing.

Section 3: Board Meetings: Meetings of the board of directors shall be held at least six times per year in the immediate Columbus area at such hour and place as may be designated by the board. Written notice of each meeting must be emailed or mailed by the Secretary at least five (5) days prior to the date of the meeting. The quorum for such meeting shall be a simple majority of the board. Officers and board members who miss two (2) board meetings in a year without just cause may be recommended for removal from office by a majority vote of the board. That position will then be filled by the board appointment.

Section 4 - Special Board meetings: Special meetings of the board may be called by the President; 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 Columbus area at such place, date and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be mailed by the Secretary at least five days 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 a meeting shall be a majority of the board.

### **ARTICLE III – DIRECTORS AND OFFICERS**

Section 1: Board of Directors: the board of directors shall be comprised of officers including the President, Vice-President, Treasurer, Secretary and five (5) members, all of whom shall be regular members in good standing who are residents of the United States.

The President, Secretary and two (2) board members shall serve alternate years from the Vice-President, Treasurer and three (3) board members. Officers shall be elected as provided in Article IV, and shall serve for two-year terms or until their successors are elected. Board of directors members who are not officers shall be elected as provided in Article IV, and shall serve for two-year terms or until their successors are elected.

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 meeting and the board 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 in these bylaws.
- (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 the board and of all matters of which a record shall be ordered by the club; have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the club with their addresses, and carry out such other duties as are prescribed in these bylaws.
- (d) The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection by the board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount, as the board of directors shall determine.

Section 3: Vacancies: Any vacancies occurring on the board or among the offices during the year shall be filled at the next annual election by a majority vote of all the members or by 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 vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of the Vice President shall be filled by the board.

#### **ARTICLE IV: THE CLUB YEAR, ANNUAL MEETING, ELECTIONS**

Section 1: Club Year: The club's fiscal year shall begin on the first day of January and end on the last day of December. 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 November, at which officers and directors for the ensuing year shall be elected by secret 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 the successor in office all properties and records relating to that office within 30 days after the election.

Section 3: Elections: The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The five (5) nominated candidates for 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 August the board shall select a Nominating Committee consisting of three (3) regular members and two (2) alternates, not more than one of whom may be a member of the board. The Secretary shall immediately notify the committeemen and alternates of their selection. The board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before September 15<sup>th</sup>.

- (a) The committee shall nominate one candidate for each office and positions on the board and, after securing the consent of each person

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- so nominated, shall immediately report their nominations to the Secretary in writing.
- (b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two (2) weeks before the October meeting, notify each member in writing of the candidates so nominated.
  - (c) Additional nominations may be made at the October meeting by any member in attendance, provided that the person so nominated does not decline when their name is 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.
  - (d) Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

**ARTICLE V: COMMITTEES**

Section 1: The board may each year appoint standing committees to advance the work of the club in such manners as dog shows, obedience trials, trophies, annual prizes, membership and other events 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: 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 interests of the club or the breed. Written charges with specifications must be filed in duplicate with the Secretary with a deposit of \$100, which shall 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, and the board shall first consider whether the

actions alleged in the charges, if proven, might constitute conduct prejudicial to the breed interests of the club or the breed. If the board considers that the charges do not allege conduct which would be 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 weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of 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/her own defense and bring witnesses if he/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 present 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 (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 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 Secretary. The 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 sixty (60) days but not earlier than thirty (30) days after the date of the board's recommendation for expulsion. The defendant shall have the privilege of appearing in his/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/her own behalf if he/she wishes. The regular members shall then vote by secret ballot 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: FINANCIAL RESPONSIBILITY:**

Section 1: No member or committee shall incur financial obligations on behalf of the club without prior approval of the board of directors. Any committee requiring use of the club funds shall present a budget or approval by the board of directors.

**ARTICLE VIII: Amendments**

Section 1: Amendments to the constitution and bylaws may be proposed by the board of directors or by written petition addressed to the Secretary signed by twenty percent (20%) of the regular membership in good standing. Amendments proposed by such petition shall be promptly considered by the board of directors and must be submitted to the regular members with recommendations of the board by the Secretary for vote within three (3) months of the date when the petition was received by the Secretary.

Section 2: The constitution and bylaws may be amended by a 2/3 secret vote of the regular members present and voting at any regular club meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to regular members at least two (2) weeks prior to the date of the meeting.

**ARTICLE IX: DISSOLUTION**

Section 1: The club may be dissolved at any time by the written consent of not less than 2/3 of the regular members in good standing. In the event of the dissolution of the club other than for 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 members in good standing of the club, but after payment of the debts of the club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the board of directors.

**ARTICLE X: 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:

Roll Call

Minutes of last meeting

Report of President

Report of Secretary  
Report of Treasurer  
Reports of Committees  
Election of officers and board ( at annual meeting)  
Election of new members  
Unfinished/old business  
New Business  
Adjournment

Section 2: At meetings of the board, the order of business , unless otherwise directed by majority vote of those present, shall be as follows:

Reading of minutes of last meeting  
Report of Secretary  
Report of Treasurer  
Reports of Committees  
Unfinished/Old Business  
New Business  
Adjournment

#### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Section 1: 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 applicable and in which they are inconsistent with these bylaws and any other special rules of order the club may adopt.