

## **BY-LAWS**

### **ARTICLE I MEMBERSHIP**

SECTION 1. ELIGIBILITY There shall be two classes of membership, Regular and Family, open to all persons who express an interest in the sport of dog agility.

- (a) Regular Members shall consist of persons 18 years of age and older who shall be entitled to every privilege and to participate in all benefits of the Club.
- (b) Family Membership shall consist of two or more members of the same household.

SECTION 2. DUES The Board of Directors shall determine the amounts of dues but not to exceed \$50 for Regular Membership and \$75 for Family Membership. Dues are payable on or before the 1st day of February each year. No member may vote whose dues are unpaid for the current year. A penalty not to exceed \$10 for payment of dues after February 30th each year may be imposed by the Board of Directors. If the Board has not acted upon the amounts of dues and/or penalty by December 15th each year, the then current amounts will remain unchanged for the ensuing year. The Treasurer shall send to members a statement of their dues for the ensuing year by January 1st.

SECTION 3. 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 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 first day of each fiscal year.
- (b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. In no case may a member be entitled to vote whose dues are unpaid.
- (c) by expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

### **ARTICLE II MEETINGS**

SECTION 1. ANNUAL MEETING The annual meeting of the Club shall be held in during the months of December or January each year at a place, date, and hour designated by the Board of Directors. Written notice of the annual meeting will be mailed by the Secretary to each member at least 30 days prior to the date of the meeting. The quorum for the annual meeting 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 who are present at a meeting of the Board, or shall be called by the Secretary upon receipt of a petition signed by 10% of the members of the Club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meeting shall be mailed by the Secretary at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting and no other club business may be transacted. The quorum for such a meeting shall be 10% of the members in good standing.

SECTION 3. BOARD MEETINGS Meetings of the Board of Directors shall be held at such times and places as are designated by a majority vote of the entire Board or when called by the President. Notice of each such meeting shall be made by the Secretary to each member of the Board at least 14 days prior to the meeting date by mail, phone or email. The quorum for a Board Meeting shall be a majority of the Board present for voting.

SECTION 4. The Board of Directors may conduct its business via mail, electronic mail or phone through the Secretary.

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

SECTION 1. BOARD OF DIRECTORS The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and three to four other persons, such that the Board shall contain seven members, all of whom shall be members in good standing. The Officers and Directors shall be elected for two-year terms. The outgoing President will serve for a term as a Director on the Board immediately following his final term as President. General management of the Club's affairs shall be entrusted to the Board of Directors.

- (a) The initial Board of Directors, including Officers, will be appointed. The initial Vice President and two of the initial Directors will serve a one-year term in order to establish overlapping terms amongst the Board.
- (b) All subsequent Boards will be elected as proscribed in Article IV, Section 4.

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 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 President in addition to those particularly specified in these by-laws.

(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. The Vice President shall also be the Events Coordinator.

(c) The Secretary shall keep a record of all meetings of the Club and of the Board and of all votes taken by mail, and of all matters of which a record shall be ordered by the Club. He shall notify members of meetings, notify Officers and Directors of their election to office, and carry out such other duties as are prescribed in these by-laws. The Secretary shall also keep a roll of the members of the Club with their address.

(d) The Treasurer shall collect and receive all moneys due or belonging to the Club. He shall deposit the same in a bank approved by the Board, in the name of the Club. His books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting he shall render an account 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.

(e) The office of Secretary and Treasurer may be filled by the same person.

(f) The terms of the outgoing Secretary and Treasurer (or Secretary/Treasurer) will overlap one month with term of their successor(s).

**SECTION 3. VACANCIES** Any vacancies occurring on the Board among the offices during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, 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 shall be filled by the Board.

#### **ARTICLE IV THE CLUB YEAR, VOTING, NOMINATIONS, ELECTIONS**

**SECTION 1. CLUB YEAR** The Club's fiscal year and term of office for elected nominees shall begin on the 1st day of February and end on the 31st day of January. Each retiring officer shall turn over to his successor all properties and records relating to that office by January 31st.

**SECTION 2. VOTING** At the annual meeting or at a special meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting.

**SECTION 3. ANNUAL ELECTION** For the election of the Board of Directors the vote shall be conducted at the Annual Meeting and by secret ballot. Ballots shall be certified and counted by two inspectors of election during the annual meeting. The inspectors of election shall be appointed by the Board of Directors and must be Club members in good standing who are not members of the Board of Directors, nominees for election, or relatives of the nominees. The person receiving the largest number of votes for each position shall be declared elected. If any elected nominee on March 1st is unable to serve for any reason, such nominee shall not be elected and the vacancy so created shall be filled by the new Board of Directors in the manner provided by Article III Section 3. All of the ballots cast for the election of Officers and Directors shall be available during the annual meeting and will be destroyed by the Secretary 30 days thereafter.

**SECTION 4. NOMINATIONS AND BALLOTS** No person may be a candidate in a Club election who has not been nominated in accordance with these By-Laws. A Nominating Committee shall be chosen by the Board of Directors before September 15th. The Committee shall consist of three members and one alternate, all members in good standing. The Board shall name a chairman for the Committee. The Nominating Committee may conduct its business by mail, phone or electronic mail.

(a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each expiring office and for each other available position on the Board of Directors and shall procure the acceptance of each nominee so chosen. The Committee shall then submit its slate of Candidates to the Secretary who shall mail the list to each member of the Club on or before October 15th, so that additional nominations may be made by the members if they so desire.

(b) Additional nominations of eligible members may be made by written petition addressed to the Secretary and received at his regular address on or before November 15th, signed by five members and accompanied by the written acceptance of each such additional nominee signifying his willingness to be a candidate. No person shall be a candidate for more than one position (except Secretary/Treasurer), and the additional nominations that are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.

(c) If no valid additional nominations are received by the Secretary on or before November 15th, the Nominating Committee's slate shall be declared elected at the time of the Annual Meeting, and no balloting will be required.

(d) If one or more valid additional nominations are received by the Secretary on or before November 15th, each member in good standing shall receive a ballot listing all of the nominees for each position in alphabetical order.

(e) Secret balloting shall be conducted at the beginning of the Annual Meeting, counted by a member of the nominating committee and results of the vote shall be given at the end of that meeting.

(f) Nominations cannot be made at the annual meeting or in any manner other than as provided above.

## **ARTICLE V EVENTS**

SECTION 1: This Club can only hold events in which all members' dogs that are of sufficient age and health can compete.

SECTION 2: Club members shall be expected to take their turn in helping at all Club events.

SECTION 3: The Event Secretary shall be allowed to participate in the event that they are coordinating. The Event Secretary shall be reimbursed at a level determined by the Board of Directors not to be less than the cost of entering 1 dog in all aspects of the event.

## **ARTICLE VI NEWSLETTER**

SECTION 1: The Club shall publish at least two newsletters a year in which to appraise the membership of Club business, Club events and other information of interest.

SECTION 2: The responsibility of publishing such newsletter shall be the Secretary's until such a time as an editor is deemed necessary for the job.

## **ARTICLE VII COMMITTEES**

SECTION 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as agility trials, fun matches, trophies, newsletter, 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. 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 service has been terminated.

## **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 or the sport of dog agility. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Committee 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 best interests of the Club or the sport of dog agility. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or of the sport of dog agility it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date of a hearing by the Board or a Committee of not less than three members of the Board, not less than 3 weeks nor more than 6 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 own defense and bring witnesses if he wishes.

SECTION 3. BOARD HEARING The Board or Committee 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 or Committee may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next annual meeting if that will occur after six months. 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 recommendation of the Board or Committee. Immediately after the Board or Committee 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 decision and penalty, if any.

SECTION 4. EXPULSION Expulsion of a member from the Club may be accomplished only at the annual meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. 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 findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the annual meeting shall be necessary for expulsion. If expulsion is not so voted the suspension shall stand.

**ARTICLE IX  
AMENDMENTS**

SECTION 1. Amendments to the by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the membership in good standing.

SECTION 2. All amendments will be voted on at the Annual Meeting unless the Board determines that the issue to be of such urgency as to require action sooner.

**ARTICLE X  
DISSOLUTION**

SECTION 1. 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 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 of the Club but after payment of the debts of the Club, its property and assets shall be given to an organization for the benefit of dogs selected by 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:

- Roll Call
- Voting
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business
- New Business

Officers & Board

Announcement of new

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:

meeting

Reading of minutes of last

- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business
- New Business
- Adjournment

These By-Laws have been adopted by majority vote by the Board of Directors of Front Range Agility Club on \_\_\_\_\_, 1998

President: Ian Caldicott

Vice-President: Sheila Lavin

Secretary/Treasurer: Sally Davis

Director: Becky Henson

Director: Kathy Holland

Director: Kathy Kregel

Director: Cathy Bourland