

The Savannah Dog Training Club, Inc.

Constitution

Article I - Name and Objectives

Section 1. The name of the Club shall be **The Savannah Dog Training Club, Inc.**

Section 2. The objectives of the Club shall be to promote the training of dogs; to disseminate information about performance training; to conduct classes for the training of dogs and their handlers; to encourage the training of judges; to encourage and cooperate with individuals and other groups with similar purposes; to hold and support performance events and exhibitions under the rules and regulations of the American Kennel Club; to promote cooperation and good sportsmanship among its members in the training and exhibition of 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 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 By-Laws as may be required to carry out these objectives.

Section 5. The rules contained in *Roberts Rules of Order* shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the special rules of order of the Club.

By-Laws

Article I - Membership

Section 1. **Eligibility.** There shall be three types of membership open to persons who are in good standing with the American Kennel Club and who subscribe to the purposes of The Savannah Dog Training Club.

- a. **Individual:** any person eighteen years of age or older who shall fulfill the above eligibility.
- b. **Family:** two or more members of the same family. Each member of a family unit who meets Individual membership requirements, is entitled to vote.
- c. **Associate:** any person, regardless of age or residence, who shall fulfill the above eligibility. The Associate member is not entitled to vote or hold office. A minor must present a letter of consent from parent or legal guardian to join The Savannah Dog Training Club as an Associate Member.

Section 2. **Dues.** Membership dues shall be as follows:

- a. **Individual:** \$30.00 per year (Individual members who are 67 years of age or older have the option of annual dues reduced by one-half.);
- b. **Family:** \$35.00 per year;
- c. **Associate:** \$20.00 per year.

Membership dues shall be payable on or before January 1 each year. No member may vote whose dues are not paid for the current year. By the 15th of October, the Treasurer shall send to each member a statement of his or her dues for the following fiscal year. If membership dues remain unpaid on February 1, membership lapses and is automatically terminated. (See Sec. 5. **Membership Termination**, b. Lapsing).

Any member shall have the right to suggest a change of dues. The Board shall consider all changes of dues at its next Board Meeting, and report the feasibility of such changes to the general membership at the next Club Meeting. The general membership shall vote on the suggested changes of dues and a 2/3 majority of those members present will be required for approval.

Section 3. **Training Fees.** Training fees shall be determined and set by the Board of Directors.

Section 4. **Membership Election.** The prospective member shall apply on a form, as approved by the Board of Directors, which shall provide that the applicant agrees to abide by this Constitution and By-Laws and the rules of the American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members who are "in good standing."

All applications are to be filed with the Secretary and each applicant must attend two meetings of the Club within six months prior to being voted upon. Affirmative votes of 2/3 of the members present and voting at that meeting shall be required to elect the applicant to membership. The applicant shall submit dues payment for the current year upon election to membership.

Applicants for membership who have been rejected by the Club may re-apply after one year.

Section 5. **Membership Termination.** Membership may be terminated by:

- 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. Dues obligations are considered a *debt to the Club* and they become incurred on the first day of January each fiscal year (January - December).
- b. **Lapsing.** A membership will be considered *lapsed* and automatically terminated if member dues remain unpaid after February 1 of the fiscal year (January - December). Lapsed memberships shall be renewable at the beginning of the next fiscal year.
- c. **Expulsion.** A membership may be terminated as provided for in Article VI of these By-Laws.

Section 6. **Member in Good Standing.** An Individual or Family member in good standing is one whose dues are current and who attends at least two membership meetings per year and who works at a minimum of two Club functions per year. Exceptions may be addressed in writing to the Board of Directors whose decision shall be final.

Article II - Meetings and Voting

Section 1. **Club Meetings.** Meetings of the Club shall be held in the greater Savannah area on the last Thursday of each month or as designated by the Board of Directors at such hour and place as may be designated by the Board. The Secretary shall mail notice of the meeting by first-class mail, registered mail, or statutory overnight delivery, no fewer than ten days nor more than 60 days before the meeting date. Such notice may be provided via email rather than mailing if the member receiving such email notice has signed a revocable authorization agreeing to this method of communication and such email notice is provided no fewer than 30 days nor more than 60 days before the meeting date. The quorum of such meetings shall be the members present.

Section 2. **Special Club Meetings.** Special Meetings of the Club 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, or shall be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such special meeting shall be held in the greater Savannah area at such place, date and hour as may be designated by the person or persons authorized herein to call such meeting. The Secretary shall mail notice of the meeting by first-class mail, registered mail, or statutory overnight delivery, no fewer than ten days nor more than 60 days before the meeting date. Such notice may be provided via email rather than mailing if the member receiving such email notice has signed a revocable authorization agreeing to this method of communication and such email notice is provided no fewer than 30 days nor more than 60 days before the meeting date. 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 the members present.

Section 3. **Board Meetings.** Meetings of the Board of Directors shall be held in the greater Savannah area at a time and place designated by the Board. The Secretary shall mail notice of the meeting by first-class mail,

registered mail, or statutory overnight delivery, no fewer than ten days nor more than 60 days before the meeting date. Such notice may be provided via email rather than mailing if the member receiving such email notice has signed a revocable authorization agreeing to this method of communication and such email notice is provided no fewer than 30 days nor more than 60 days before the meeting date. The quorum for such a meeting shall consist of a majority of the Board.

Section 4. **Special Board Meetings.** Special meetings of the Board may be called by the President and shall be called by the Secretary upon the receipt of a written request signed by at least three members of the Board. Such meetings shall be held in the greater Savannah area at such place, date and hour as may be designated by the person authorized herein to call such a meeting. The Secretary shall mail notice of the meeting by first-class mail, registered mail, or statutory overnight delivery, no fewer than ten days nor more than 60 days before the meeting date. Such notice may be provided via email rather than mailing if the member receiving such email notice has signed a revocable authorization agreeing to this method of communication and such email notice is provided no fewer than 30 days nor more than 60 days before the meeting date.. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall consist of a majority of the Board.

Section 5. **Voting.** Members in good standing, whose dues are paid for the current year, shall be entitled to 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 III - Directors and Officers

Section 1. **Board.** The Board of Directors shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and a minimum of five directors, all of whom shall have been Club members at least one year prior to their nomination and all of whom are in good standing, and all of whom shall be elected for one year terms at the Club's annual meeting as provided in Article IV. They shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors, as guided by club procedural policies.

Section 2. **Officers.** The Club's officers, consisting of the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer shall serve in their respective capacities both with the Club and its meetings and the Board and its meetings.

- a. **President.** The President shall preside at all meetings of the Club and of the Board and shall have duties and powers normally appurtenant to the office of President, in addition to those specified in these By-Laws.
- b. **Vice President.** The Vice President shall have the duties and exercise the powers of the President in the case of the President's absence, incapacity or death.
- 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. He or she shall keep a roll of the members of the Club with their addresses and carry out such duties as are prescribed in these By-Laws.
- d. **Corresponding Secretary.** The Corresponding Secretary shall have charge of the correspondence, notify members of their election to membership and notify officers and directors of their election to office.
- e. **Treasurer.** The Treasurer shall collect and receive all monies due or belonging to the Club. He or she shall deposit the same in a bank designated by the Board, in the name of the Club. The Treasurer's books shall be at all times open to the inspection of the Board. He or she shall report to the Club, at every meeting, the condition of the Club's finances and every item of receipt or payment not before reported. At the annual meeting, he or she shall render an account of all monies received and expended during the previous fiscal year.

Section 3. **Vacancies.** Any vacancies occurring on the Board or among the officers during the year may be filled until the next General Membership election 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 the Vice President shall be filled by the Board as previously stated.

Article IV - The Club Year, Annual Meeting, Elections

Section 1. **Club Year.** The Club's fiscal year shall begin on the 1st day of January and end on the 31st 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 October at which 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 on January 1 of the following year and each retiring officer shall turn over to his or her successor in office all properties and records relating to that office by December 31.

Section 3. **Elections.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The five nominated candidates for other positions of 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 elect a Nominating Committee consisting of three (3) members and one (1) alternate. The Secretary shall immediately notify the committee members of their selection. The Board shall name a chairman for the Committee and it shall be his or her duty to call a committee meeting which shall be held prior to the September Club Meeting.

- a. The Committee shall nominate one candidate for each office and position on the Board and, after obtaining consent of each person nominated, shall immediately report their nominations to the Secretary.
- b. Upon receipt of the Nominating Committee's report, the Secretary shall read the slate at the September Club Meeting.
- c. Nominations by any member present may be made at the September meeting provided that the person so nominated accepts when his or her name is proposed. If the proposed candidate is not in attendance at this meeting, his or her nominator shall present to the Secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate. No person so nominated may be a candidate for more than one position and or have accepted a nomination of the Nominating Committee.

Nominations cannot be made at the annual meeting or in any manner other than as provided herein.

Article V - Committees

Section 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as shows, obedience trials, trophies, annual prizes, membership, and other fields, which may be served by subcommittees. Special committees may also be appointed by the Board to aid it on particular projects.

Section 2. Any Board 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.

Section 3. The Club President shall be a member of all committees.

Article VI - Discipline

Section 1. **American Kennel Club Suspension.** Any member who is suspended from the privileges of the American Kennel Club 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. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$25.00, which shall be forfeited if, following a hearing by the Board, charges are not sustained. 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 constitute conduct prejudicial to the best interests of the Club. If the Board considers that the charges do not allege conduct that 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 of a hearing by the Board not less than three weeks or 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 own defense and bring witnesses if he or she wishes.

Section 3. **Board Hearing.** Both complainant and defendant have the right to counsel at all proceedings. Should the charges be sustained, after hearing all the evidence and testimony 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 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 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 findings 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 of the Club shall be accomplished 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 shall occur at a regular or special meeting of the Club to be held within sixty days, but not earlier than thirty days, after the date of the Board's recommendation. The defendant shall have the privilege of appearing in his or her 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 in his or her behalf. The members present shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those members 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 to the Constitution and By-Laws may be proposed by the Board of Directors or by 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 that the petition was received by the Secretary.

Section 2. 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 that purpose, provided the proposed amendments have been included in the notice of the meeting and mailed by first-class mail, registered mail, or statutory overnight delivery, no fewer than ten days nor more than 60 days before the meeting date. Such notice may be provided via email rather than mailing if the member receiving such email notice has signed a revocable authorization agreeing to this method of communication and such email notice is provided no fewer than 30 days nor more than 60 days before the meeting date.

Article VIII - Dissolution

Section 1. The Club may be dissolved at any time by the written consent of not less than 2/3 of the voting members. 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, or any proceeds thereof or 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 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 the President
- Report of the Secretary
- Report of the Treasurer
- Reports 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 vote of those present, shall be as follows:

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

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