



CONSTITUTION
&
GOVERNING RULES

CONSTITUTION

ARTICLE 1: Name and Objects

SECTION 1

The name of the Club shall be West Volusia Kennel Club Inc. and its principal place of business shall be the city of DeLand, Volusia County, State of Florida.

SECTION 2

The objects of the Club shall be:

- a. To further the interest in all breeds of purebred dogs;
- b. To do all in its power to protect and advance the interest of all breeds of purebred dogs and to encourage sportsmanlike competition at dog shows and obedience trials; and
- c. To conduct sanctioned matches, dog shows, and obedience trials under the rule 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 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 bylaws as may be required to carry out these objects.

BYLAWS

ARTICLE 1: Membership

SECTION 1. Eligibility

There shall be 4 types of membership open to all persons eighteen (18) years of age and over, who are in good standing with The American Kennel Club, and who subscribe to the purpose of this Club, and one type of membership open to all persons under the age of eighteen (18) who are in good standing with The American Kennel Club and who subscribe to the purposes of the Club. These types of membership shall be:

a. *Junior Member:*

Open to children under eighteen (18) years of age; a non-voting/non-office holding membership which may automatically convert to regular membership at age eighteen (18).

b. *Associate Member:*

Associate membership is open to any person over the age of eighteen (18) in good standing with the American Kennel Club and who subscribes to the purposes of this Club. An associate membership is recommended for individuals who do not anticipate regular attendance at meetings or other Club events. An Associate Member shall receive the Newsletter, may be published in the FAKC Breeders Directory, may serve on committees, however, in non-voting, advisory capacities only, and may participate in all Club activities. An Associate Member may not vote or hold office.

c. *Regular Member:*

Any person over the age of eighteen (18) in good standing with the American Kennel Club and subscribing to the purposes of this Club; entitled to voting privileges and may hold office.

d. *Life Member:*

Those individuals who have been members for a long period of time (20+) years. Life members pay no dues but are eligible to vote and hold office.

e. *Honorary Member:*

Honorary membership is awarded to any person who has made significant contributions to the Sport, Breed, or the Club; Honorary Members pay no dues and are not eligible to vote, but can maintain all the privileges of regular membership if they pay dues.

SECTION 2: Election to Membership

- a. 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 the Charter and Bylaws and the rules of the American Kennel Club. Each applicant must attend three (3) meetings within the next three (3) months prior to being voted upon. The application shall state the name, address, and the occupation of the Applicant 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. All applications are to be filed with the Secretary, and each application is to be read at the first meeting of the Club following its receipt. The name of the applicant shall be published on the front page of the monthly Newsletter for two consecutive months prior to members voting on the application.
- b. Each applicant for Associate membership shall apply on a form as approved by the Board of Directors, and which shall provide that the Applicant agrees to abide by the Charter and Bylaws and the rules of the American Kennel Club. The application shall state the name, address, and the occupation of the Applicant 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. All applications are to be filed with the Secretary, and each application is to be read at the first meeting of the Club following its receipt. The name of the applicant shall be published in the monthly Newsletter for two consecutive months prior to members voting on the application.
- c. Each applicant for Junior membership shall apply on a form as approved by the Board of Directors, and which shall provide that the Applicant agrees to abide by the Charter and Bylaws 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 in good standing. It shall also have the name of the parent or legal guardian. Accompanying the application, the Prospective Junior Member shall submit dues payment for the current year. All applications are to be filed with the Secretary, and each application is to be read at the first meeting of the Club following its receipt. The name of the applicant shall be published on the front page of the monthly newsletter and will be voted on at the next general membership meeting.
- d. Honorary Membership. Any member in good standing may propose a candidate for honorary membership. This proposal must be filed in writing with the Secretary. The Secretary will introduce this proposal to the Board of Directors at the first regular meeting of the Board following its receipt. The Secretary will submit the proposal at the next regular meeting of the general membership. An affirmative vote of $\frac{3}{4}$ of the members present and voting is required to elect an Honorary Member.

- e. Lifetime Membership. Any member in good standing may propose an eligible candidate for Lifetime membership. This proposal must be filed in writing with the Secretary. The Secretary will introduce this proposal to the Board of Directors at the first regular meeting of the Board following its receipt. The Secretary will submit the proposal at the next regular meeting of the general membership. An affirmative vote of $\frac{3}{4}$ of the members present and voting is required to elect the Honorary Member.

The Board of Directors shall recommend to the General Membership either a positive or a negative vote concerning each application for membership that is to be voted on at that meeting. Each application must be voted on by written secret ballot and must be passed by $\frac{3}{4}$ of the members present and voting. The final decision for each application shall be left up to the vote of the General Membership. Applicants for membership who are rejected by the General Membership may not re-apply within six (6) months after such rejection.

The results of the secret ballot will be mailed via U.S. Mail.

SECTION 3: Change of Membership Status

Junior Members shall convert to Regular membership automatically upon reaching their eighteenth (18th) birthday.

Associate Members and Honorary Members may transfer to Regular membership status by written request to the Secretary at the time of yearly membership renewal and dues payment. The Board of Directors will be notified of the request at the next regularly scheduled Board meeting. After all the requirements for entry into the Club as a Regular Member have been met, the general membership must approve the change of membership status by a $\frac{3}{4}$ majority vote.

A Regular member may transfer at any time to Associate membership by written request to the Secretary, with any changes in dues to be effective for the following fiscal year.

SECTION 4: Loss of Voting Privileges

The unexcused absence of a voting member from three (3) consecutive meetings and failure to volunteer or work at one annual club event, unless excused by the board of directors, shall operate as the accepted change of that membership from voting to non-voting status. All written requests for excusal will be considered by the club's Board of Directors.

SECTION 5: Dues

Membership dues shall be set from time to time by a $\frac{2}{3}$ vote of the members present and voting of the general membership. Membership dues shall be payable before the 1st day of July of each year. During the month of May the Treasurer shall send to each member a statement of his dues for the ensuing year. Dues for all members shall not exceed \$50.00

SECTION 6. Termination of Membership

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. Obligations other than dues are considered a debt to the club and must be paid in full prior to resignation.. Resignations can be accepted via email provided the sender's address is documented and readily recognizable. Resignations can only be rescinded if they have not been announced or formally acted upon.
- b. Lapsing. A member will be considered as 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 ninety (90) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote whose dues are unpaid as of the date of that meeting.
- c. Expulsion. A membership may be terminated by expulsion as provided in Article 8 of these Bylaws.

ARTICLE 2: Term

The term of said corporation shall be perpetual.

ARTICLE 3: Directors and Officers

SECTION 1. Board of Directors

The Board of Directors shall be comprised of the President, Vice President, Recording Secretary, and Treasurer all of whom shall be elected for one year terms. All officers shall be eligible to serve for no more than four (4) consecutive terms in the same office. Six (6) other persons shall be elected to serve for two (2) year terms on a rotating basis, three (3) each year so as the terms are overlapping. All shall be elected at the Club's annual meeting as provided in Article 6, and shall serve until their successors are elected. 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, Recording 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 Board and of the Club, and shall have the duties and powers normally appurtenant to the Office of 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 Recording Secretary shall keep a record of all meetings of the Club and the Board and all matters of which a record shall be ordered by the Club. He or she shall have charge of correspondence, notify members of meetings, notify Officers and Directors of their election office, keep a roll of the members of the Club with their addresses and carry out their duties as are prescribed in these bylaws.

- d. 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. His or her books shall be at all times open to the inspection of the Board, and he or she 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 or she 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. Upon written petition to the Board of Directors by the Secretary or the Treasurer, the Board may appoint an assistant to the petitioning office. Such an assistant will not be considered an Officer of the Club and will not automatically succeed to the position should it become vacant. In addition, the assistant to the Treasurer may not handle monies of the Club unless bonded. Bonding of the Assistant Treasurer and the amount of the bond is at the discretion of the Board of Directors.
- f. The Club shall elect an AKC delegate whose duty will be to attend meetings and report back to the Club. The length of the AKC delegate's term shall be two (2) years with no term limit. The AKC delegate shall be elected by a majority vote of the membership.

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 the Board of Directors at the first regular meeting following the creation of such vacancy, or at a Special Meeting called for that purpose; except that a vacancy in the Offices of President shall be filled by the Vice President and the resulting vacancy in the Office of Vice President shall be filled by a majority vote of the Board.

ARTICLE 4: Amendments

SECTION 1.

Amendments to the bylaws and/or the Articles of Incorporation 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 recommendation of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

SECTION 2.

The bylaws and/or Articles of Incorporation 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 to each member at least two (2) weeks prior to the date of the meeting.

SECTION 3.

No amendment to the constitution and bylaws 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 5: Meetings and Voting

SECTION 1. Club Meetings

Meetings of the Club shall be held in the greater DeLand, Florida area, on the second Thursday of each month, at such hour and place as may be designated by the Board of Directors. Written Notice of each such meeting shall be sent prior to the date of the meeting. The quorum for such meeting shall be 20% of the members in good standing, not counting Junior and Associate members.

SECTION 2. Board Meetings

Meetings of the Board of Directors shall be held in greater DeLand, Florida area on the first Thursday of each month at such place and hour as designated by a majority vote of the Board. Written notice of each meeting shall be sent by the Secretary at least five (5) days prior to the meeting. The quorum for such a meeting shall be a majority of the Board.

SECTION 3. 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 receipt of a petition signed by five members of the Club who are in good standing. Such meetings shall be held in (or within 25 miles of) the City of DeLand at such place, date, and hour as designated by the person or persons authorized herein to call such a meeting. Written notice of such meeting shall be sent by the Secretary at least five (5) days and not more than fifteen (15) days prior to the meeting. Said notice shall state the purpose of the meeting and no other business may be transacted thereat. The quorum for such meeting shall be 20% of the members in good standing, not counting Junior and Associate members.

SECTION 4. Special Board Meetings

Special Board 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. Such meetings shall be held in (or within 25 miles of) the City of DeLand at such place, date, and hour as designated. Written notice of such meeting shall be sent by the Secretary at least five (5) days and not more than fifteen (15) days prior to the meeting. Said notice shall state the purpose of the meeting and no other business may be transacted thereat. The quorum for such meeting shall be a majority of the Board of Directors.

SECTION 5. Voting

Each member in good standing who is eligible to vote and whose dues are paid for the current year will be permitted to vote at any regular or special meeting of the Club at which he/she is present. Proxy voting will not be permitted at any Club meeting or election. Club members ineligible to vote will not be counted when tallying vote results.

If the membership disagrees with any of the Board's action, a 2/3 majority vote of the members present at a general meeting can be taken to revoke any of the Board's decisions.

SECTION 6. Teleconference and Videoconference Board Meetings

A quorum of the Board of Directors may participate in a regular or special meeting of the Board by means of telephone conference or videoconference equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

ARTICLE 6: Fiscal Year, Club Year, Annual Meetings and Elections

SECTION 1. Fiscal Year

The Club's fiscal year shall begin on the first day of July and end on the 30th day of June.

SECTION 2. Club Year

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 3. Annual Meeting

The Annual Meeting shall be the regular meeting in the month of November at which Officers and Directors for the ensuing year shall be elected by secret ballot from those nominated in accordance with Section 4 of this Article. They shall take office on the first day of January 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 within thirty (30) days from when the new Officer is seated.

SECTION 4. Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The three (3) nominated candidates for the other positions on the Board who receive the greatest number of votes for such position shall be declared elected.

SECTION 5. Nominations

- a. 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) members. If one member of the Nominating Committee is a Board Member, and one alternate is a Board Member, then the alternate who is a Board Member may substitute only for the Nominating Committee member who is the Board Member. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chairperson for the committee and it shall be his or her duty to call a committee meeting which shall be held on or before September 1st.
- b. The committee shall nominate one candidate for each office and three (3) other candidates for three (3) other positions on the Board and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing. A member must have attended at least six (6) general membership meetings during the club year to be eligible for office.
- c. Upon receipt of the Nominating Committee's report, the Secretary shall, before September 15th, notify each member in writing of the candidates so nominated.

- d. Additional nominations may be made at the October meeting by any member in attendance provided that the person so nominated accepts when his or her name is proposed, and provided that if the proposed candidate is not in attendance at this meeting, his or her proposer shall present to the Secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate. No person may be a candidate for more than one position except for the position of AKC Delegate.
- e. Nominations may not be made at the Annual Meeting except in the event that a nominee decides he/she would be unable to continue to be a candidate for office or Board of Directors. That person shall notify the Secretary in writing, except in the case of emergency.

ARTICLE 7: Committees

SECTION 1.

The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows, obedience trials, field trials, trophies, annual prizes, membership and other areas of concern which may be served by committees. Such committees shall always be subject to 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 8: Discipline

SECTION 1. American Kennel Club Suspension

Any member who is suspended from any of 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 any member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specification must be filed with the Secretary together with a deposit of \$10.00 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 the next Board Meeting, and the Board shall first consider whether the actions alleged in the charges might constitute conduct prejudicial to the best interest of the Club. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by 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 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 reprimand or 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 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 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 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 own behalf if he wishes. The members shall then vote by secret ballot on the proposed expulsion. A $\frac{2}{3}$ 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 9: Order of Business

SECTION 1.

At meetings of the Club, the rules contained in "Robert's Rules of Order" (latest version) shall govern the corporation in all cases to which they are applicable and which they are not inconsistent with the articles of the corporation and/or the bylaws of this corporation. The order of business, circumstances permitting, so far as the character and nature of this meeting shall be as follows:

- Roll Call
- Minutes of Last Meeting
- Report of President
- Report of the Secretary
- Report of the Treasurer
- Report of Committees
- Election 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, shall be as follows:

Reading of Minutes of Last Meeting
Report of Secretary
Report of Treasurer
Report of Committees
Unfinished Business
New Business
Adjournment

ARTICLE 10: 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 not inconsistent with these bylaws and any other special rules of order the Club may adopt.

ARTICLE 11: 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 a charitable organization for the benefit of dogs selected by the Board of Directors.