

# ALLENTOWN DOG TRAINING CLUB, INC.

## **CONSTITUTION AND BY-LAWS**

*Approved/Amended 10.14.2020*

### **ARTICLE I - *Name and Purpose***

**Section 1.** The Name of the Club shall be Allentown Dog Training Club, Inc.

**Section 2.** The objectives of the Club shall be:

- (A) To promote the training of dogs.
- (B) To disseminate knowledge regarding obedience training.
- (C) To conduct classes for the training of dogs and their handlers.
- (D) To encourage the training of judges.
- (E) To hold and support companion events including obedience, rally, agility, nose work, and tracking trials and sanctioned matches under the rules and regulations of The American Kennel Club.
- (F) 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 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 objects.

### **ARTICLE II - *Membership***

**Section 1. *Eligibility.*** Voting membership shall be open to all persons eighteen years of age and older who are in good standing. Good standing shall be defined as an individual who is not suspended by the American Kennel Club or this club and whose dues for the year are already paid. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the exhibitors in its immediate area.

#### **Section 2. *Types of Membership.***

##### 1. Voting

- (A) Single Membership - Open to those 18 years and older
- (B) Same Household Membership - Open to two (2) persons 18 years and older living in the same household.
- (C) Lifetime membership - open to those who have been continuous members for 30 years. Lifetime members are exempt from paying dues, but are eligible to vote and hold office.

2. Non-Voting:

- (A) Junior Membership - Open to persons under 18 years of age with all privileges and responsibilities with the exception of voting and holding office.

**Section 3. Dues.** Dues for membership shall be set at the September Board of Directors meeting for the following year. Dues for membership shall not exceed amounts as follows: Single - \$50.00, Same Household - \$65.00, Junior - \$35.00. Dues amount will be announced at the October General Membership meeting and ADTC website. Dues are payable on or before the January annual meeting. Any member whose dues are not paid by the annual meeting will be sent a statement of dues by the membership chairperson.

Payment of dues must be made within 30 days of the annual meeting for the member to remain in good standing. No member may vote whose dues are not paid for the current year.

**Section 4. Election to Membership.** Each applicant for 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, the By-laws and the rules of the American Kennel Club. The application shall state the name and address of the applicant and it shall carry the endorsement of two members in good standing. All applications shall be read and recommendations made at a Board meeting before a first reading at a general membership meeting. The applicant shall be present for a reading at a general membership meeting within a three (3) month period. Accompanying the application, the prospective member shall submit dues payment for the current year along with the initiation fee if prospective member did not come through a Club sponsored Beginner class. All applications are to be filed with the Membership Chairperson. At the next meeting following the reading, voting at the meeting shall be required to elect the applicant. Applicants for membership who have been rejected by the Club may not re-apply within six (6) months after such rejection. The Membership Chairperson shall collect dues, notify new members of their election to membership and keep a role of members of the Club with their addresses.

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

- (A) By resignation. Any member in good standing may resign from the club upon written notice to the Recording 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 past the annual meeting. However, the Board may grant an additional sixty (60) 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 not paid as of the date of the meeting.

- (C) By expulsion. A membership may be terminated by expulsion as provided in Article VII of this Constitution and By-Laws.

### **ARTICLE III - Meetings**

**Section 1. Club Meetings.** Monthly meetings of the Club shall be held in the vicinity of Allentown, January through December of each year, at such hour, day and place as may be designated by the Board of Directors. Meeting notices are to be published on the ADTC website. The quorum for such meetings shall be 20% of voting members in good standing. Such Club Meetings may also be held via “Virtual,” “Electronic,” or “Teleconference/Videoconference” means by which all persons participating in the meeting can hear each other. Participation in a virtual, electronic or teleconference/videoconference means shall constitute presence in person at the meeting.

**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 receipt of a petition signed by five members of the Club who are in good standing. Such special meetings shall be held in the vicinity of Allentown 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 a meeting shall be mailed by the Recording Secretary at least five (5) days and not more than 15 days prior to the date of the meeting and said notice shall state the purpose of the meeting and no other Club business may be transacted there at. The quorum for such a meeting shall be 20% of the members in good standing. Such Club Meetings may also be held via “Virtual,” “Electronic,” or “Teleconference/Videoconference” means by which all persons participating in the meeting can hear each other. Participation in a virtual, electronic or teleconference/videoconference means shall constitute presence in person at the meeting.

**Section 3. Board Meetings.** Meetings of the Board of Directors shall be held on any given day at such hour and place as may be designated by the President with the approval of the Board of Directors. Written notice of each such meeting shall be given by the Recording Secretary at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board of Directors. Such Club Meetings may also be held via “Virtual,” “Electronic,” or “Teleconference/Videoconference” means by which all persons participating in the meeting can hear each other. Participation in a virtual, electronic or teleconference/videoconference means shall constitute presence in person at the meeting.

**Section 4. Special Board Meetings.** Special meetings of the Board may be called by the President and shall be called by the Recording Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings shall be held in the vicinity of Allentown at such hour and place designated by the person authorized herein to call such a meeting. Written notice of such meetings shall be mailed or e-mailed by the Corresponding 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 a meeting shall be a majority of the Board of Directors. Such Club Meetings may also be held via "Virtual," "Electronic," or "Teleconference/Videoconference" means by which all persons participating in the meeting can hear each other. Participation in a virtual, electronic or teleconference/videoconference means shall constitute presence in person at the meeting.

**Section 5. Voting.** Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he/she is present. Proxy voting will not be permitted at any club meeting or election.

#### **ARTICLE IV - Director and Officers**

**Section 1. Board of Directors.** The Board shall be comprised of the Officers (President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Training Director), and five other persons, all of whom shall be members in good standing and all of whom shall be elected for one-year term at the Club's Annual Meeting as provided in Article V. The immediate Past President may serve as honorary member of the Board without voting rights for one year or may be elected to a voting position. Two members of a household may serve on the board, but only one member of that household can be a club officer. A household shall refer to all individuals residing at an address. General management of the Club's affairs shall be entrusted to the Board of Directors. In addition to the foregoing, the Board of Directors may authorize payment of Annual Recurring Operating Expenses without general membership approval. All other expenses in excess of \$500.00 must be approved by the General Membership.

**Section 2. Officers.** The Club's Officers consisting of the President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer and Training Director, 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 this Constitution and By-laws.
- (B) The Vice-President shall have the powers and exercise the duties of the President in case of the President's absence, death or incapacity and also serve as Parliamentarian.
- (C) 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. The Recording Secretary shall notify Officers and Directors of their election to office and carry out such other duties as are prescribed in this Constitution and By-Laws.

- (D) The Corresponding Secretary shall have the duties of correspondence and notification of special Board meetings. Corresponding Secretary shall ensure the nomination committee report of candidates shall be published on the ADTC website by November 5<sup>th</sup>.
- (E) The Treasurer shall collect and receive all monies due or belonging to the Club and receipt thereof. He/she shall deposit same in a bank satisfactory to the Board, in the name of this Club. His/her books shall be at all time open to inspection of the Board, and he/she shall report at every meeting the condition of the Club's finances and every item or receipt or payments not before reported; at the annual meeting he/she shall render an account of all monies received and expended during the previous fiscal year. The books shall be presented to the Audit Committee no later than eight (8) weeks after the annual meeting. The Treasurer shall be bonded with the expense of such bonding borne by the Club.
- (F) The Training Director, either personally or by appointing person or persons, shall have the responsibility of directing the instruction of the Club's training classes. He/she shall also be responsible for organizing and directing Training Committee meetings.
- (G) No officer or board member should be removed from office without just cause. Board members shall attend general meetings and assume duties and responsibilities as needed throughout the year.

**Section 3. Vacancies.** Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual 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 resulting vacancy in the office of Vice President shall be filled by the Board.

## **ARTICLE V - 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 thirty-first 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 January at which Directors and Officers for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 5 of this article. Or, if there is only one nominee for each Office and Board position, the President may instruct the Recording Secretary to cast one unanimous vote. 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 within thirty 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 nominated candidates for other positions on the Board who receives the greatest number of votes for such position shall be declared elected.

**Section 4. *Nominations.*** No person may be a candidate in the Club election who has not been nominated. During the month of September, the Board shall select a Nominating Committee, consisting of five members, not more than one of whom shall be a member of the Board. The Board shall name a chairperson for the Committee, and it shall be his/her duty to call a committee meeting which shall be held on or before October 31. The chairperson shall also announce at the October General Meeting that a member desiring to be considered for nomination should contact the chairperson or member of the nominating committee on or before October 21st.

- (A) The Committee shall nominate one candidate for each office and five candidates for the five other positions on the Board and immediately report their nominations to the Corresponding Secretary in writing. The Nominating Committee should first secure the consent of each candidate before reporting their selections to the Corresponding Secretary.
- (B) Upon receipt of the Nominating Committee's report, the list of the candidates shall be published on the ADTC website by November 5<sup>th</sup>.
- (C) The Nominating Committee Chairperson shall keep a list of all persons who declined nomination and the position for which nomination was declined. This list shall be available at the membership meeting at which additional nominations from the floor are taken.
- (D) Additional nominations may be made at the December meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed and provided further, that if the proposed candidate is not in attendance at the meeting, his/her proposer shall present to the Recording Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. Had he/she already declined a nomination by the Nominating Committee, he/she may run for a position(s) only if it is different than the one for which he/she was nominated by the Nominating Committee. No person may be a candidate for more than one position, and 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.
- (E) Nominations cannot be made at the annual meeting in January or in any manner other than provided in this Article V, Section 4.

## **ARTICLE VI - *Committees***

**Section 1.** The Board may each year appoint standing committees to advance the work of the Club in such matters as training of members, dog shows, obedience trials, rally trials, tracking trials, agility trials, trophies, annual prizes, membership, audit 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 standing committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice by certified US mail to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

**Section 3.** The Board must select an audit committee at the January Board meeting consisting of at least three members, at least one of which must be a member of the Board.

## **ARTICLE VII - *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 privileges of the 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 training of dogs. Written charges with specifications must be filed in duplicate with the Recording Secretary together with a deposit of ten dollars (\$10.00), which shall be forfeited if such charges are not sustained. The Corresponding Secretary shall promptly notify the Board, which shall meet and first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the Club it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a hearing date not less than three (3) weeks or more than six (6) weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of hearing and an assurance that the defendant may personally appear in his/her 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 this regard. Should the charges be sustained after hearing all evidence and testimony presented by complainant and defendant, the Board may by a majority vote to those present 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/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 Recording Secretary. The Recording 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 of 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 findings and invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members present at the meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

**Section 5. *Reprimand.*** A reprimand, or written warning, may be directed to a member after charges have been filed in accordance to these bylaws, and it is determined that the member's conduct was not severe enough to warrant a suspension or a recommendation for expulsion.

## **ARTICLE VIII - *Amendments***

**Section 1. *Proposing Amendments.*** Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Recording Secretary and signed by 20% of the members in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to members with the recommendation of the Board by the Recording Secretary for a vote within three (3) months of the date when the petition was received by the Recording Secretary.

**Section 2. *Voting.*** This Constitution and By-Laws may be amended by a 2/3 majority vote of the members present and voting at any regular meeting called for the purpose, but the proposed amendments must be embodied in the call for any such meeting and mailed by US mail or e-mail to each member at least two (2) weeks prior to the date of such meeting.

## **ARTICLE IX - *Dissolution***

**Section 1. *Dissolution.*** The Club may be dissolved at any time by written consent of not less than 2/3 of the 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 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 charitable organizations, selected by the Board of Directors, for the benefit of dogs.

## **ARTICLE X - *Notices***

All notices shall be sent either via the US Postal Service or e-mail or as otherwise delineated herein.

## **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: minutes of the last meeting, report of the Treasurer, report of the Secretaries, report of the President, report of the committees, election of Officers & Board (at the annual meeting), election of new members, unfinished business, new business and adjournment.

## **ARTICLE XII -*Rules of Order***

**Section 1.** The rules contained in Robert's 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 special rules of the Club.

# **ALLENTOWN DOG TRAINING CLUB, INC.**

## **REGULATIONS REVISED OCTOBER 2017**

### **REGULATIONS**

1. No vicious dogs, wolves or wolf-hybrids are allowed in the club or in any class or club events.
2. No members knowingly will bring a sick dog to Club or to Club events.
3. On meeting nights (as designated by the President and Board of Directors) training will stop promptly at 7:30 PM, unless otherwise designated by the President. Training will continue after such meetings when training is indoors.
4. Each member is allowed to bring no more than three dogs to inside training.
5. All members who use the facilities and equipment of the Club are responsible for setting up and returning equipment to its proper place.
6. Members are responsible for keeping training areas and all club equipment in a clean and neat condition. Each member is required to clean-up, remove and properly dispose of any mess made by his/her dog. Members abusing this rule may lose training privileges for up to two (2) months and/or may be suspended. This rule applies to indoor and outdoor training.
7. Dogs are to be kept on leash except when working under control of the handler. Members abusing this rule may lose training privileges for up to two (2) months and/or may be suspended or expelled.
8. The Club presents plaques or certificates to members whose dogs have earned obedience or other AKC titles during the year. The requirements which are strictly adhered to are as follows:
  - (a) A member receiving an award must have been a member for six (6) months by December 31<sup>st</sup>.
  - (b) A person must have obtained two legs toward a degree while a member of the club.
  - (c) A member must have trained, owned and handled his/her dog to completion of all obedience titles earned during that year.
  - (d) A member will receive a plaque upon completion of their CD or Preferred CD. Certificates will be awarded for any other AKC titles or Championships earned while their owner is a member of the club but prior to earning their CD or PCD. If the member later earns a CD/PCD with that dog, the Championship and/or other AKC titles will be added to their award plaque.

(e) The following information must be given to the Trophy Chairperson in writing before January 1st: dog's call name, name and date of shows, scores, breed of dog and degree obtained.

(f) All members receiving plaques and/or certificates can obtain them at the annual banquet or the next regular meeting. Afterwards, a member must make his/her own arrangements, within a month, to pick up his/her trophy from the Trophy Chairperson. All unclaimed trophies may be used at the Club's discretion.

(g) Annual dues shall have been paid before a trophy may be awarded.

9. Board and Club meetings shall be open to members and their immediate family or household, those with applications on file, and guests invited by a board member.

10. No person shall work a dog in club training unless he/she and the dog's owner is a member or has an application for membership on file.

11. Shall any dog be deemed dangerous to other people or dogs, the Board may by a majority vote exclude said dog from Club training and activities. This action will not affect the membership of the owner. The owner shall have the right to appeal his/her case before the Board.

12. Any officer or director missing three board meetings and/or five general meetings during the calendar year, without justification, will be asked to step down. Justification represents incidents such as work, illness, family emergency, etc.

### **Membership Regulations**

1. Membership to ADTC is open to all interested parties.

2. Dues must be submitted with application for membership. Those applications made in September or October shall be accompanied by half (1/2) of the present dues. Membership applications made in November and December shall pay full membership dues applicable to the next year.

3. An initiation fee of ten dollars will be charged for each new membership application into the Allentown Dog Training Club for those members whose memberships have lapsed. Exceptions will be those people who have acquired membership through an Allentown Dog Training Club Beginner's class within the last twelve months.

4. Once a person has filed an application for membership, he/she must be present at a meeting for a first reading of his/her application within three months after the application has been read at a Board meeting. Otherwise the applicant will have to reapply.

## **Training**

1. Members who wish to train a dog shall have to pass a test of proficiency given by any two (2) trainers and/or board members.
2. A member will be granted half price fee for the Beginner's training class, however current Club dues must be paid and members must assist in clean- up if needed.
3. Children desiring to attend classes shall not be under twelve (12) years old. Exceptions to this age requirement may be made at the sole discretion of the trainer.