



LOWER BUCKS DOG TRAINING CLUB, INC. BYLAWS

ARTICLE I Membership

Section I. Membership: Membership shall be open to all persons:

- who are in good standing with the American Kennel Club (AKC).
- who subscribe to the objectives and purposes of the Lower Bucks Dog Training Club Inc.
- whose dues are paid in full.

While membership is to be unrestricted as to residence, the Club's primary purpose is to promote responsible dog ownership in Lower Bucks County & the surrounding area.

There shall be four types of membership as follows:

(a) Single: A single member must be 18 years of age or older and meet the Club qualifications set forth in Section 3. The member is entitled to one vote on any matter brought to a vote at any Club meeting at which the member is present.

(b) Family: Membership is open to family members defined as adults and children who have the same legal residence, who are in good standing with the AKC and who meet Club qualifications as set forth in Section 3. Each member of the family in a family membership, who is 18 years of age or older, is entitled to one vote on any matter brought to a vote at any Club meeting at which the family member is present.

(c) Junior: A junior member must be age 14 thru 17 years and be sponsored by a member in good standing who will take responsibility for said junior member in respect to club affairs and functions. Junior members are entitled to full participation in Club activities but have no vote.

(d) Life: A single member who has paid the life membership fee.

Section 2. Dues:

(a) Membership dues shall be set by the Board of Directors and approved by 66 percent of the voting members present at October's regular meeting. Dues shall be payable on or before the 1st day of January each year.

(b) Notice of dues for the ensuing year shall be sent via mail/email to each Club member by the Corresponding Secretary or by the Board's designee in November.

(c) Dues will not include training class fees; however, a special rate of training class fees for members in good standing may be set by the Board and approved by the membership at a regular meeting.

Section 3. Election to Membership: Each prospective member must attend one general meeting at which an application for membership will be accepted and read. Each applicant for membership shall apply on a form approved by the Board of Directors whereby the applicant agrees to abide by the Constitution and Bylaws of the Lower Bucks Dog Training Club, and the rules and regulations of the American Kennel Club. The application shall state the name, address, phone number(s), e-mail of the applicant, and the class of membership desired, and it shall carry the endorsement of



two Club members in good standing, not of the same household. All applications for membership shall be filed with the Membership Committee and each application shall be read at the first regular Club meeting upon its receipt.

Applicants must attend three general membership meetings within six months of submitting an application. Any exception must be approved by a majority vote of the Board and a majority vote of the membership. At the applicant's third regular meeting, the members shall vote by secret ballot. A majority vote of the members voting shall be required to approve an applicant. The applicant will be notified, in writing/e-mail, of the results prior to the next regular meeting. The applicant must then submit payment of dues for the current year,

New members may request assistance from their sponsors or a mentor and will have provisional membership for a period of six months, during which time they must fulfill one of the following:

- Complete a full training session
- Work at a trial event
- Be recommended by a majority vote of the Board

Applicants for membership who have been rejected by the Club may not re-apply within a six month period after such rejection.

Section 4. Termination of Membership:

(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 are considered a debt to the Club and are 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 after January 1st. However, a lapsed member may petition the Board for reinstatement, upon payment of full dues and a penalty set by the Board.

(c) By expulsion. A membership may be terminated by expulsion as provided in Article VI of these Bylaws.

(d) By board vote at the end of six months of provisional membership

ARTICLE II Meetings And Voting

Section 1. Club Meetings: Regular meetings of the Club shall be held monthly except in July and August within 25 miles of Levittown, Pennsylvania, at such time and place as may be designated by the Club membership. Official notice of the meeting shall be published in the Club's Newsletter, "Bucks Barker". The quorum for such meetings shall be 15 percent of the members in good standing.

Section 2. Special Club Meetings: Special Club meetings may be called by the President, or by a majority vote of the members of the Board at any regular or special



meeting of the Board; or can be called by the Corresponding Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such special meetings shall be held within 25 miles of Levittown, Pennsylvania, at such place, date and time as may be designated by the person or persons authorized herein to call such meetings. Notice of such a meeting shall be sent by the Corresponding Secretary at least 3 calendar days and not more than 10 calendar 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. The quorum at such a meeting shall be 20 percent of the members in good standing. A report on the business transacted at such a special meeting shall be presented at the next regular Club meeting.

Section 3. Board Meetings: Meetings of the Board of Directors shall be held within 25 miles of Levittown, Pennsylvania, at least 4 times a year at such time and place as may be designated by the Board. All Board meetings are open to the general membership. Official notice of the meetings shall be published in the "Bucks Barker". A quorum for such a meeting shall be a majority of the Board. A report on the business transacted at a Board meeting shall be presented at the next regular Club meeting.

Section 4. Special Board Meetings: A special meeting of the Board may be called by the President, or can be called by the Corresponding Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held within 25 miles of Levittown, Pennsylvania, at such date, time, and place as may be designated by the person authorized herein to call such a meeting. Notice of such a meeting shall be sent by the Corresponding Secretary at least 3 calendar days and not more than 10 calendar 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. A quorum for such a meeting shall be a majority of the members of the Board. A report on the business transacted at such a meeting shall be presented at the next regular Club meeting.

Section 5. Voting: Each single member and each member of the family in a family membership over the age of 18 shall be entitled to one 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 of Directors: The Board shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and two At-large Board Members. All Directors shall have been Club members at least one year prior to their nomination, be in good standing, been elected at the Club's annual meeting as provided in ARTICLE IV and shall serve until their successors are elected. The current Training Director and Training Administrator shall automatically become permanent, appointed members of the Board as per Article V, Section 4.



Officers shall be elected for one-year terms, and except for the Recording Secretary and Treasurer, may not serve more than four terms in the same office in consecutive order; however, there is no limit to the total number of terms a member may serve as an officer.

In addition, whenever a new President is elected, the immediate Past President, if not elected to the Board, will serve as a non-elected, non-voting full member of the Board of Directors for one year.

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, Corresponding 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 belonging 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 absence or incapacity.

(c) The Recording Secretary shall keep a record of all meetings of the Club and of the Board of all matters of which a record shall be ordered by the Club. He/she shall keep a roll of the members of the Club with their addresses and carry out such other duties as are prescribed in these Bylaws.

(d) The Corresponding Secretary or designee of the Board shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership and notify officers and directors of their election to office.

(e) The Treasurer shall collect and receive all monies due or belonging to the Club. He/she shall deposit such monies in a bank satisfactory to the Board of Directors in the name of the Club. The Club's books shall be open to monthly inspection by the Board and/or their designee(s). The Treasurer shall report to the Club at every regular meeting the condition of the club's finances, and at the annual meeting, the Treasurer shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall pay all bills as authorized by the Club. The Treasurer may be bonded in such amount as the Board of Directors shall determine. The expenses of said bonding shall be borne by the Lower Bucks Dog Training Club, Inc.

(f) Each year, after the annual meeting and within 30 days, an Audit Committee consisting of the President, one Director and one Club member who has been a member more than one year, shall audit the Treasurer's books. This audit must be completed before the books and financial records are turned over to his/her successor.

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 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 Vice-President shall be filled by the Board.

Section 4. Attendance of Officers and Directors: If an Officer or Director has two unexcused absences from Board meetings, the Board may, at its discretion, fill the position in accordance with Article III, Section 3.

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 annual installation meeting in January, and continues until the next annual installation meeting.

Section 2. Annual meeting: The annual meeting shall be held in the month of December, at which time officers and directors for the ensuing year shall be elected by written secret ballot from among those candidates nominated in accordance with Section 3 of this Article. They shall take office in January and each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within 30 days after the officers are installed.

Section 3. Nominations: No person may be a candidate in a Club election who has not been nominated. Prior to the 15th of September, the Board shall select a Nominating Committee consisting of three members and two alternates, who are members in good standing, not more than one of whom may be a member of the Board. The Board shall name a Chairperson of the Committee and it shall be the Chairperson's duty to call a Committee meeting which shall be held on or before September 30th.

(a) The Committee shall nominate one candidate for each of the officers and for the two At-Large Board Members. After securing the consent of each person so nominated, the Committee shall immediately report their nominations to the Recording Secretary in writing.

(b) The official report of the Nominating Committee shall, in the month of October, be printed in the Club's Newsletter, "Bucks Barker", for circulation to the entire membership.

(c) Additional nominations may be made at the November 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 this 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. No person may be a candidate for more than one position.

(d) Nominations cannot be made at the annual meeting or in any manner other than the one provided in this Section 3.

Section 4. Elections: The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for the two At-Large positions who receive the greatest number of votes shall be declared elected.



ARTICLE V Committees

Section 1. The President, subject to the approval of the Board, may, each year, appoint committees to advance the work of the Club. Committees shall always be subject to the final authority of the Board. Committees will be formed by the general membership in good standing, with each member required to work on at least one committee.

Section 2. Any committee appointment may be terminated by a majority vote of the Board upon written notice to the appointee. The President, subject to the approval of the Board, shall appoint a successor to the person whose services have been terminated.

Section 3. The Board shall designate one member of each committee as the Chairman from among the members of said committee. The designated Chairman shall direct the work of the committee.

Section 4. The Board of Directors, subject to the approval of the Club membership at a regular Club meeting, shall appoint the Training Director and Training Administrator. The Training Director shall have the authority to appoint his/her own assistants.

ARTICLE VI Discipline

Section 1. American Kennel Club Suspension: Any member who is suspended from the privileges of The American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2. Charges: Any member may file a complaint against another member for alleged misconduct prejudicial to the best interest of the Club. Written complaint(s) with specific charges must be filed in duplicate with the Recording Secretary together with a deposit of \$10 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding Secretary shall promptly send a copy of the complaint to each member of the Board or present them at a Board Meeting. The Board shall first consider whether the actions alleged in the complaint might constitute conduct prejudicial to the best interests of the Club. If the Board considers that the charges in the complaint are not prejudicial to the best interests of the Club, it may dismiss the complaint. If the Board accepts the complaint, it shall fix a date of for a hearing by the Board of not less than 3 weeks nor more than 6 weeks after receipt. The Corresponding Secretary shall promptly send one copy of the complaint to the accused member by registered mail together with a notice of the hearing. The respondent may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3. Board Hearing: The Board shall have complete authority to decide whether respondent may bring a representative to the hearing. Both complainant and respondent shall be treated uniformly in that regard. If the complaint is sustained, the



Board, by a majority vote of those present, may suspend the respondent from all Club privileges for up to six months from the date of the hearing. If the Board deems that suspension is insufficient, it may recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the respondent's right to appear before his/her fellow members at the ensuing Club meeting. Immediately after the Board has reached a decision, its finding shall be put in written form and filed with the Recording Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the Board's decision.

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 proceeding 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 respondent shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting.

The President shall read the charges and the Board's finding and recommendation, and shall invite the respondent, if present, to speak in his/her own behalf. The members shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII Amendments

Section 1. Amendment to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Recording Secretary, signed by twenty percent 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 Recording Secretary for a vote within three months of the date when the petition was first received by the Recording Secretary.

Section 2. The Constitution and Bylaws may be amended by a two-thirds vote of the members voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed/e-mailed to each member at least two weeks prior to the date of the meeting.

ARTICLE VIII Dissolution

Section 1. The Club may be dissolved at any time by the written consent of not less than two-thirds 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 Club's property, proceeds, or assets shall be distributed to any members. After payment of the Club's debts, 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. The order of business at monthly club meetings, unless otherwise directed by a majority vote of those present, shall be as follows:

Written Roll Call

Minutes of the last meeting

Report of the President

Report of the Recording Secretary (including reports on Board and special club meetings)

Report of the Corresponding Secretary

Report of the Treasurer

Report of the Committees

Election of Officers and Board (at the annual meeting)

Election of new members

Unfinished business

New business

Adjournment

Section 2. The order of business at Board Meetings, unless otherwise directed by a majority vote of those present, shall be as follows:

Roll Call

Reading of minutes of last meeting

Report of the Recording Secretary

Report of the Corresponding Secretary

Report of the Treasurer

Report of Committees

Unfinished business

New business

Adjournment

ARTICLE X Parliamentary Authority

Section 1. The rules contained within Robert's Rules of Order, Newly Revised (11th ed.) shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the laws of the state of Pennsylvania and any special rules of order the Club may adopt.



END

Revised:

October 1, 2007

May 2, 2011

January 31, 2016