

# Treasure Coast Kennel Club of Florida, Inc.

## Constitution and By Laws-05/07/2024

### Article 1

#### Names and Objectives

**Section 1. CLUB NAME:** The Name of the Club shall be Treasure Coast Kennel Club of Florida. Inc.

**Section 2: CLUB OBJECTIVES:** The objectives of the Club shall be as follows:

- (a) To encourage the discriminate breeding of all pure-bred dogs, to protect the genetic value of quality dogs, and do all possible to bring their natural qualities to perfection.
- (b) To urge members and breeders to accept the standards of all breeds to approved by the American Kennel Club.
- (c) To do all in its power to protect and advance the interest of all breeds by encouraging sportsmanlike competition at dog shows, obedience trials, agility trials matches and at any other event for which the club is eligible.
- (d) To conduct sanctioned and licensed shows, obedience trails, agility trials, matches and any other event for which the club is eligible under the Rules and Regulations of the American Kennel Club.
- (e) To conduct conformation, obedience training and agility training classes, and educational seminars.

**Section 3: OPERATIONAL STATUS:** 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: BY-LAWS MODIFICATION:** The members of the club shall adopt and any from time to time revise such by-laws as may be required to carry out these objectives. (See ARTICLE VIII.)

**Section 5: ELECTRONIC NOTIFICATION:** The club may send members notifications of club meetings (also included would be dues notices and minutes) and board meetings via email.

## Article II

### Membership

**Section 1. ELIGIBILITY:** There shall be two types of memberships open to all persons who are in good standing with the American Kennel Club, and who subscribes to the purposes of this Club, Voting and Non-voting. Membership is to be unrestrictive as to residence; the Club's primary purpose is to be representative of the breed and exhibitors in its immediate area.

**Household Membership:** Shall be defined as follows; two adults and any children under the age of 18 or two (2) adults residing in the same household, each adult to eligible to vote or hold office.

**Junior Membership:** Shall be defined as follows; children under 18 years of age whose parents or guardians are not active members but shall have written permission from parents or guardians. Junior members may not vote or hold office.

**Single Membership:** Shall be open to any individual over the age of 18. Enjoys all club privileges including the right to vote and hold office.

**Honorary Membership:** Shall be defined as follows; when it has been determined that an Active Member has made significant contributions to the Club his/her name shall be presented to the Board of Directors by three members in good standing. After Board approval his/her name shall be presented to the membership for approval. Honorary members shall not pay dues nor vote or hold office. Honorary members can vote and hold office if they maintain annual dues.

**Lifetime Membership:** Shall be defined as follows; when an Active Member has maintained membership for excess of twenty (20) years his/her name shall be presented to the Board of Directors by three (3) members in good standing. After Board approval his/her name shall be presented to the membership for approval, if already a voting member. Lifetime members shall not pay dues but still retain the right to vote and /or hold office. If not an office holder, Lifetime Members shall not be counted on establishing a meeting quorum.

**Non-Voting Membership:** Entitled to all club privileges except voting and holding office. If a non-voting member requests a transfer to voting status. They must be a member in good standing.

**Voting Membership:** Entitled to all club privileges, including voting and holding office. To retain voting status, voting members must also maintain good standing status.

**Good Standing** is defined as having paid annual dues as a Non-Voting member, participation in three (3) meetings a year and ten hours of volunteering in club sponsored events and/or work at the clubhouse.

**Section 2. Dues:** The amount of the annual dues (\$40, 2024) to be charged shall be determined by the Board of Directors of the club and shall not exceed \$100.00 per year. Any new member approved for membership after July 1<sup>st</sup> shall pay 50% of the annual dues. During the month of November, the Secretary shall transmit notice to each member that dues are payable for the current year. Dues are payable January 1<sup>st</sup>. After February 1<sup>st</sup> a 50% penalty will be assessed. Membership will be considered lapsed if not paid in full including penalty by March 1<sup>st</sup>.

**Section 3. ELECTION TO MEMBERSHIP:**

**(a) Application:** The form shall provide that the applicant agrees to abide by the Constitution, By-Laws, Standing Rules and rules of the American Kennel Club. The application shall state name, address, occupation, and all other pertinent information as stated in the said form, and it shall carry the endorsement of two (2) voting members in good standing (sponsors must know the applicant for a minimum of three (3) months). The membership committee will review the applicant has attended three (3) meetings and volunteers at a club offered event from the date of application the committee is recommendation to the Board of Directors.

**(b) Non-voting:** Each applicant for non-voting (junior) membership must apply on a form approved by the Board of Directors for membership. The form shall provide that the applicant agrees to abide by Constitution, By-Laws, Standing Rules, and the rules of the American Kennel Club. The application shall state name, address, occupation, and all other pertinent information as stated in said form, and it shall carry the endorsement of two (2) voting members in good standing sponsors. Sponsors must know the applicant for a minimum of three (3) months.

**(c) Application Fee:** Accompanying the application, the prospective member shall submit a non-refundable fee of \$5.00. All applications are to be filed with Membership Committee Chairman who in turn shall notify the Membership Committee that such an application has been received. The Membership Committee will review the application after all requirements have been met, the Committee Chair will submit the application to the Board of Directors. After the application has been approved. The Board will approve the application shall be read at the next general meeting of the club. At that time the application shall be voted on, by secret ballot, provided the quorum requirement for voting has been met. Acceptance of the applicant shall require two thirds (2/3) majority of the membership present. Applicants who have been rejected may not reapply within six (6) months after such rejection.

**Section 4. TERMINATION OF MEMBERSHIP:** Membership may be terminated as follows:

(a) By resignation, any member in good standing may resign from the Club upon written notice to the secretary.

(b) By lapsing, a member will be considered lapsed and automatically terminated if such member's dues and penalty remain unpaid after March 1<sup>st</sup>.

(c) By expulsion, a member may be terminated by expulsion as provided in Article VII, Section 4 of the Constitution, By-Laws, and Standing Rules.

### Article III

#### Meetings

**Section 1. Regular Meetings:** Meetings of the club shall be held in the vicinity of Fort Pierce, Florida on the fourth Tuesday of the month, whenever possible, as such hour and place as may be designated by the President. The Secretary via email shall transmit notice of each such meeting at least 10 days prior to the date of the meeting. The quorum for such a meeting shall be 20% of the voting membership in good standing.

**Section 2. SPECIAL CLUB MEETINGS:** Special Club Meetings may be called by a majority vote of members of the Board who are present or voting at any regular or special meetings of the Board. Such Special Meetings shall be held in the Fort Pierce area at such hour and place as may be designated by the person or persons authorized here in to call such meeting. Notice of such meetings shall be transmitted by the Secretary at least five (5) days and not more than fifteen (a day prior to the date of the meeting and said notice shall set the purpose of the meeting and that no other Club business shall be transacted there. The quorum for such a meeting shall be 20% of voting members in good standing including 50% of the Board of Directors.

**Section 3. MEETING OF THE BOARD:** Meetings of the Board of Directors shall be held in the Fort Pierce area whenever possible, but not less than four (4) times per year, at such an hour and place as may be designated by the President. Notice of such meetings shall be transmitted by the Secretary at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be the majority of the Board.

**Section 4. SPECIAL BOARD MEETING:** Special Board meetings may be called by a majority vote of the members of the board who are present and voting at any regular or special meetings of the Board. Such special meetings shall be held in the Fort Pierce area at such hour and place as may be designated by the President or by the person authorized herein to call such a meeting. Written notice of such a meeting shall be transmitted by

the Secretary at least five (5) days and not more than eight (8) days prior to the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted at that time. The quorum for such a meeting shall be a majority of the Board.

**Section 5. ELECTRONIC NOTIFICATION:** The Club may send members notification of the club meetings (also included would be dues notices and minutes) and Board meetings via email.

**Section 6. 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 meeting or election. The Board of Directors for issues requiring action prior to the next Board meeting may make emergency votes via email.

#### Article IV

##### **Directors and Officers**

**Section 1. Board of Directors:** The Board shall be comprised of the President, Vice President, Secretary, Treasurer and five (5) other persons, all of whom shall be elected for one-year terms at the Club's Annual Meeting as provided in Article V and shall be members in good standing. General management of the Clubs affairs shall be entrusted to the Board of Directors. The immediate Past President may attend meetings of the Board in an advisory position. Officers and members of the Board unable perform the duties of the office or who are absent for three (3) meetings without valid reason shall be dropped from the Board and notified by the Secretary before the next meeting.

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

(a) President shall be the administrative and executive head of the club. The President shall preside at all meetings of the club and Board of Directors. They shall exercise general supervision over the business and affairs of the Club. The President shall perform all duties which the Board of Directors of the Club, at any regular or called meeting, may require of them, and they shall person all other duties usually attached to the office of President.

- (b) **Vice President** shall be required to keep fully informed of the condition of the Club, its activities and of its undertakings, so that in the absence or of the incapacitation of the President, they will be able to undertake and properly perform the duties of the President, for as long a time as the absence or the incapacitation of the President shall endure. They shall be the Chairman of the Membership Committee. The Vice President shall further be required to perform all duties that may be assigned to them by the President Board of Directors or by the Club.
- (c) **Secretary:** shall be required to keep a true and correct record of every meeting of the Club and Board of Directors; in a permanent binder which they shall secure for this purpose; said record of minutes. Minutes shall be read at the next meeting and approved minutes shall be transposed exactly, word for word, into the permanent book and shall be signed by the recording secretary and the presiding officer, who will verify same. The Secretary shall oversee all correspondence of the club, keeping on file copies of letters written and all letters received. The Secretary shall notify officers and members of elections and appointments and shall issue notices to members of all meetings. They shall keep a roll of members of the club with their physical and email addresses. The Secretary shall prepare and submit at the April and October meetings a report showing those members who are eligible to vote at the annual meeting.
- (d) **Treasurer:** shall collect and receive all monies, dues or belongings to the Club and receipt thereof in a binder. They shall deposit same in a bank satisfactory to the Board, in the Club's name. Their books shall always be open to inspection by the Board, and they shall report to them in every meeting the condition of the Club's finances and every item or receipt or payment not before the reported, and the Annual Meeting they shall render an account of all monies received and expended during the previous year. All disbursements of the Club shall be made by check signed by the Treasurer and /or President. The Treasurer shall perform all duties assigned to them by the Board of Directors, the President or by the Club in regular or special meetings and they shall perform all other duties usually attached to the office of Treasurer.
- (e) Any officer or Director or Member handling Club funds shall, when required by the Board of Directors, furnish surety bond in such amount as may be determined by the Board of Directors,

**Section 3. Delegates or Representatives:** Delegates or Representatives to any organization this club is or will become member of will be elected in the same manner as the Officers and Directors and may attend the meeting of the Board of Directors in an Advisory position.

**Section 4. VACANCIES:** Any Vacancies occurring on the Board during the year shall be filled for the unexpired term of Office by majority vote of the members of the Board, at its first regular meeting following the creation of such a vacancy, with the exception that the Vice President shall automatically fill the vacancy in the office of the President.

Article V

**The Club Year, Annual Meetings and Elections**

**Section 1. CLUB YEAR:** The Club fiscal year shall begin on the first day of January and end on the 31<sup>st</sup> day of December. The Club official year shall begin immediately at the conclusion of the installation of Officers and Board Members at the Annual Meeting and shall continue through 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 installed. Each retiring officer shall turn over to their successor in the office all properties and records relating to that office within fifteen (15) days after the installation.

**Section 3. ANNUAL ELECTION MEETING:** The annual election meeting shall be held in the month of November at which Officers and Directors for the ensuing years shall be elected by secret written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately after installation after the January Annual Meeting.

(a) All voting members in good standing as of the November meeting shall be entitled to vote in the annual election.

(b) Proxy voting will not be permitted at any Club meeting or election.

**Section 4. ELECTIONS:** The nominating candidate receiving the greatest number of votes shall be declared elected.

**Section 5. NOMINATIONS:** A person may not be a candidate in a Club election who has not been nominated prior to the November Meeting. During the month of August, the Board shall select a Nomination Committee consisting of three (3) members, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committee of their selections. The Board shall name a Chair for the Committee and it shall be their duty to call a committee meeting which shall be held on or before September 15<sup>th</sup>.

(a) The committee shall nominate one candidate for each office and five candidates for the five positions on the Board, and after securing the consent of each person will be

able to fulfill the duties required by that office, shall immediately report their nominations to the Secretary in writing.

(b) Upon the receipt of the Nomination Committee's report, the Secretary shall, before October 15<sup>th</sup>, notify each of the candidates so nominated. The Secretary will also, to give ample time for thought and consideration by/for the candidates, send the nomination committee's slate to the members at least two weeks prior to the October meeting.

(c) Additional nominations may be made at the October meeting after the report of the Nomination Committee by any member in attendance provided that the person so nominated accepts when their name is proposed and is cognizant of the duties of the office, and provided further, that if the proposed candidate is not in attendance at the meeting, the proposed candidate shall present to the Secretary a written statement from signifying their willingness and awareness of the duties of that office to be a candidate.

(d) Nominations cannot be made at the Annual Election Meeting or in any manner other, provided in this section.

## Article VI

### COMMITTEES

**Section 1. ALL-BREED COMMITTEE:** Immediately following the All-Breed Show Board shall appoint the following committees:

(a) All-Breed Show Chairperson: Will be in direct charge of and responsible for all phases of the Club's All-Breed shows and sanctioned matches. The Show Chair shall appoint their committee heads and if not a member of the Board, shall be a member of the Board ex-officio.

**Section 2. AGILITY COMMITTEE:** The Board of Directors shall appoint the Agility Chairperson.

(a) The Agility Chair will be in direct charge of and responsible for all phases of the Club's agility trials. The Show Chair shall appoint their committee heads



and the Pirate Cluster Coordinator and if not a member of the Board, shall be a member of the Board ex-officio.

**Section 3. REGULAR COMMITTEES:** At its first or second meeting of each year, the Board shall appoint the following Committees.

- (a) **MEMBERSHIP COMMITTEE:** The Vice President shall be Chairperson of this committee. The Board of Directors shall appoint a Membership Committee consisting of the Vice President as Chair and three (3) members at the beginning of each fiscal year. Such Committee duties shall include confirming each applicant as their general character, objectives, and intentions.
- (b) Such other committees are considered desirable.

**Section 4. AUDITING COMMITTEE:** At their discretion, the Board of Directors may establish an auditing committee. The Committee shall consist of two (2) members. The committee shall engage the services of a professional accountant to examine the records of the Club and report their written findings to the next Club meeting.

**Section 5. COMMITTEE APPOINTMENT TERMINATION:** 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 these persons whose services have been terminated or who have resigned.

## Article VII

### DISCIPLINE

**Section 1. AMERICAN KENNEL CLUB SUSPENSION:** Any member who is suspended from any privileges of the American Kennel Club automatically shall be suspended from all 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 interest of the Club or breed. Written charges with specification must be filed in duplicate with the Secretary together with a deposit of ten dollars (\$10) which shall be forfeited if such charges are not sustained by the Board following the hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the

Club. If the Board considers that the charges do not allege conduct that 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 date of hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send a copy of the charges to the accused member by certified mail together with notice of hearing and an assurance that the defendant may personally appear in their own defense and bring witnesses if they wish.

**Section 3. BOARD HEARING:** Should charges be sustained after hearing all the evidence, the testimony presented by the complainant and the 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 (6) months from the date of the hearing.

If it seems that punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In such a case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting, which is 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 in turn, shall notify each of the parties of the Board's decision and penalty, if any.

#### Article VIII

### AMENDMENTS

**Section 1. AMENDMENT PROPOSAL:** Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition to the Secretary signed by 30% of the voting membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be transmitted to the membership with the recommendation of the Board by the Secretary for a vote within three (3) months of the date when Secretary received the petition.

**Section 2. AMENDMENT APPROVAL:** The Constitution and By-Laws may be amended by 2/3 vote (secret ballot) of the voting memberships present and quorum requirements having been met, at any regular or special meeting called for that purpose, but the proposed amendments must be embodied in the call for any such meeting and transmit to each 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 with the written consent of not less than 2/3 of the entire voting members, in good standing. In the event of the dissolution

of the Club, (except for reorganization of Club) whether voluntary, 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 a Charitable Organization for the benefit of dogs selected by the Board of Directors.

## Article X

### **ORDER OF BUSINESS**

**Section 1: MEMBERSHIP MEETING:** At a meeting 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 or Written Attendance

Acknowledgement of guest present

Minutes of the last meeting

Report of the Board

Report of the President

Report of the Secretary

Report of the Treasurer

Report of Committee

Election of Officers and Board (annual meeting)

Election of new members

Unfinished Business

New Business

Adjournment

**Section 2. BOARD MEETING:** At meeting of the Board of Directors, the order of business, unless otherwise directed by majority vote of these present, shall be as follows:

Reading of the minutes of last Board Meeting

Report of the Secretary

Report of the Treasurer

Report of the Committees

Unfinished business

Consideration of membership applications

New business

Adjournment

## Article XI

**Section 1. ROBERT'S RULES:** 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 consistent with these By-Law any other special rules of order the Club may adopt.

