

**Treasure Coast Kennel Club of Florida, Inc.**  
**Constitution & By-Laws**

**Article I**

**Name & Objects**

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

**Section 2.** 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 as 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, matches and at any other event for which the club is eligible .

(d) To conduct sanctioned and licensed shows, obedience trials, 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.** 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.

**Article II**

**Membership**

**Section 1. ELIGIBILITY:** There shall be two types of membership open to all persons who are in good standing with the American Kennel Club, and who subscribe 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 representative of the breeds and exhibitors in its immediate area.

**Household Membership:** Shall be defined as follows: a husband and wife, and any children under the age of 18 or Two (2) adults residing in the same household, each eligible to vote and 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 (3) 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 payment.

**Lifetime Membership:** Shall be defined as follows: when an Active Member has maintained membership for an 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. Lifetime members shall not pay dues but retain the right to vote or hold office.

**Associate or Non-Voting membership:** Entitled to all club privileges except voting and holding office. If non-voting transfers to active he/she must meet active criteria.

**Section 2. DUES:** The amount of the annual dues to be charged shall be determined by the membership of the club and shall not exceed \$100.00 per year. Any new member approved for membership after July 1st, shall pay 50% of the annual dues. During the month of November the Secretary shall transmit notice, in the Newsletter, to each member that dues are payable for the current year. Dues are payable January 1st. After February 1st a 50% penalty will be assessed.

Membership will be considered lapsed if not paid in full including penalty by March 1st.

**Section 3. ELECTION TO MEMBERSHIP:** Each applicant for voting (Single or Household) 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 this constitution, by-laws, and rules of the American Kennel Club. The application shall state name, address, occupation of the applicant 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 must know the applicant for a minimum of one (1) year). Accompanying the application, the prospective member shall submit a non-refundable application 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 make an investigation after the applicant has attended three (3) meetings and volunteer at a club offered event from date of application. After all requirements have been met, the Committee Chairman will read the investigation report 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.

Each applicant for non-voting (Associate or 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 this constitution, by-laws, and rules of the American Kennel Club. The application shall state name, address, occupation of the applicant 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 must know the applicant for a minimum of three (3) months). Accompanying the application, the prospective member shall submit a non-refundable application 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 make an investigation. After all requirements have been met, the Committee Chairman will read the investigation report 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; but a member may not 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.

(b) By lapsing: a membership will be considered lapsed and automatically terminated if such member's dues and penalty fee remain unpaid after March 1st.

(c) By expulsion: a membership may be terminated by expulsion as provided in Article VII, Section 4 of these Constitution and By-laws.

### **Article III** **Meetings**

**Section 1.** Monthly meetings of the club shall be held in the vicinity of Fort Pierce, Florida on the fourth Tuesday of each month, whenever possible, at such hour and place as may be designated by the President. Written notice of each such meeting shall be transmitted by the Secretary or Newsletter at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 20% of the voting members in good standing.

**Section 2. SPECIAL CLUB MEETINGS:** Special Club meetings may be called by a majority vote of the members of the board who are present, and voting at any regular or special meeting 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 herein to call such meetings. Written notice of such meetings shall be transmitted by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice shall state the purpose of the meeting and that no other Club business shall be transacted there at. The quorum for such a meeting shall be 20% of voting members in good standing, including 50% of the Board if Directors.

**Section 3. MEETINGS OF THE BOARD:** Meetings of the board of Directors shall be held in the Fort Pierce Area whenever possible, but not less than six times per year, at such 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 meeting shall be a majority of the

board.

**Section 4. SPECIAL BOARD MEETINGS:** 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 meeting 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 date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted there at. A quorum for such a meeting shall be a majority of the board.

**Section 5.** The club may send members notifications of club meetings (also included would be dues notices; minutes and newsletters) and board meetings via email, provided that:

The member or board member has signed an authorization agreeing to this method of communication. Such authorization, which is revocable, will also release the club from any liability should the notification be received late or not received by the member or board member due to circumstances beyond the club's control.

**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 is present. Proxy voting will not be permitted at any club meeting or election.

## **Article IV** **Directors and Officers**

**Section 1. BOARD OF DIRECTORS:** The Board shall be comprise of the President, Vice President, Secretary, Treasurer and four(4) 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 Club's affairs shall be entrusted to the Board of Directors. The immediate Past President will attend the meetings of the Board of Directors in an advisory position. Officers and members of the Board unable to fulfill the duties of the office or who are absent from 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 with regard to the Club and its meetings and the Board and its meetings.

(a) The **PRESIDENT** shall be the administrative and the executive head of the club. The President shall preside at all meetings of the club and at all meetings of the Board of Directors. He 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 him, and he shall perform all other duties usually attached to the office of President.

(b) The **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, he will be in a position to undertake and properly perform the duties of the President, for so long a time as the absence or the incapacitation of the President shall endure. He shall be the Chairman of the Membership Committee. He shall further be required to perform any and all duties that may be assigned to him by the President, the Board of Directors or by the Club.

(c) The **SECRETARY** shall be required to keep a true and correct record of each and every meeting of the club and Board of Directors; in a permanent binder which he or she shall secure for this purpose; said record of minutes of the minutes shall be read at the next meeting and approved minutes shall be transposed exactly, word by word, into the permanent book and shall be signed by the recording Secretary and the presiding officer, who will verify same. The SECRETARY shall have charge of all correspondence of the club, keeping on file copies of letters written and all letters received. Upon election of a member he shall send them a written notice of his election and furnish him with a copy of the Constitution, By-Laws and current membership list of the club. He shall notify officers and members of election and appointment, and shall issue notices to members of all meetings. He shall keep a roll of members of the club with their addresses. He shall prepare and submit at the April and October meeting a report showing those members who are eligible to vote at the Annual Meeting.

(d) The **TREASURER** shall collect and receive all monies due or belonging to the Club and receipt thereof in a binder. He shall deposit same in a bank satisfactory to the Board, in the name of the Club. His books shall at all times be open to inspection of the Board and he shall report to them in every meeting the condition of the Club's finances and every item or receipt or payment not before reported, and at the Annual Meeting he shall render an account of all monies received and expended during the previous year. He shall keep a separate ledger of all show monies and report such as separate from the General fund. All disbursements of the Club shall be made by check signed by the Treasurer and/or President. The Treasurer shall perform any and all duties assigned to him by the Board of Directors, the President or by the club in regular or special meetings assembled and he 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 that this club is or will become member of, will be elected in the same manner as the Officers and Directors and will attend the meetings 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 the 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 President.

## **ARTICLE V**

### **The Club year, Annual Meeting and Election**

**Section 1. CLUB YEAR:** the Club's fiscal year shall begin the first day of January and end on the 31st day of December. The Club's 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 December at which directors and officers for the ensuing year shall be installed. Each retiring officer shall turn over to his successor in 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 year 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 at the December 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 nominated 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 five members and two alternates, not more than one of whom may be a member of the board. The Secretary shall immediately notify the committeeman and the alternates of their selection. The board shall name a Chairman for the committee and it shall be his duty to call a committee meeting which shall be held on or before September 15th.

(a) The committee shall nominate one candidate for each office and four candidates for the four other 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 receipt of the Nomination Committee's report, the Secretary shall, before October 15th, notify each of the candidates so nominated. He 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 subsequent to the report of the Nomination Committee by any member in attendance provided that the person so nominated accepts when his name is proposed and is cognizant of the duties of that



office, and provided further, that if the proposed candidate is not in attendance at this meeting, his or her proposed shall present to the Secretary a written statement from the proposed candidate signifying his 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 manor other than provided in this section.

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

**Section 1.** Immediately following the All Breed Show the Board shall appoint the Following committees:

(a) **SHOW CHAIRMAN:** Who will be in direct charge of and responsible for all phases of the Club's dog shows and sanctioned matches. The Show Chairman shall appoint his or her committee heads and shall be a member of the Board ex-officio.

**Section 2.** At its first or second meeting of each official year, the Board shall appoint the following committees:

(a) **TRAINING COMMITTEE:** Will consist of a conformation, obedience and agility chairman who shall be appointed by the Board and who shall coordinate all the respective training activities of this Club.

(b) **MEMBERSHIP COMMITTEE:** The Vice President shall be Chairman of this committee. A Membership Committee consisting of the Vice President as Chairman and three (3) members shall be appointed at the beginning of each fiscal year by the Board of Directors. Such committee duties shall include the investigation of each applicant as their general character, kennel conditions, objectives and intentions.

(c) **Such** other committees as are considered desirable.

**Section 3.** 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 his written findings to the next Club meeting.

**Section 4.** 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 service has 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 the 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 Secretary together with a deposit of ten dollars (\$10.00) 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 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 date of a hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send a copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

**Section 3. BOARD HEARING:** Should the 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 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 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.

**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 Article VII. Such regular or special meeting of the Club is to be held within sixty (60) days, but not thirty (30) days the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf. The President shall read the charges and the board's finding, and invite the defendant, if present, to speak in his own behalf, if he so wishes. The meeting shall then vote by secret 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.

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

**Section 1.** 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 recommendations 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 Constitution and By-Laws may be amended by a 2/3 vote (by secret ballot) of the voting members 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 weeks prior to the date of such meeting.

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

**Section 1. DISSOLUTION:** The Club may be dissolved at any time by the written consent of not less than 2/3 of the entire voting members. In the event of the dissolution of the 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

charitable organization for the benefit of dogs selected by the Board of Directors.

**ARTICLE X**  
**Order of Business**

**Section 1.** 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
- Acknowledgment 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 the Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished business
- New business
- Adjournment

**Section 2.** 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 minutes of last Board meeting
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Unfinished business
- Consideration of membership application
- New business
- Adjournment

**ARTICLE XI**

**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 any other special rules of order the club may adopt.

Approved May 26<sup>th</sup>, 2009