

**Greenville Area Dog Club, Inc.  
Constitution & By-Laws**

**Revised November 6, 2023**

**SECTION 1.** The name of the Club shall be the Greenville Area Dog Club, Inc.

**SECTION 2.** The purpose of the Club shall be:

- a** To further the advancement of all breeds of purebred dogs and welcome mixed breeds.
- b** To protect and promote membership cooperation, advance the interest in all breeds of dogs, encourage sportsmanlike competition, training of dogs and their handlers under the American Kennel Club Training Rules and Regulations where applicable.
- c** To promote canine welfare.
- d** To conduct obedience, conformation matches and/or canine performance events under the rules of the American Kennel Club or any other recognized canine sports event.

**SECTION 3.** The Club shall not be conducted or operated for profit and no part of any profit or remainders or residue from dues or donations to the club shall benefit 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 purposes.

**BY-LAWS**

**ARTICLE 1**

**MEMBERSHIP**

**SECTION 1. HOW TO BECOME A REGULAR MEMBER:**

- (a-1)** Complete one (1) Obedience or Performance class session, with the same dog and handler. Must complete 7 of 8 class days or have an excused reason for being absent any more than one (1) day of class. Otherwise, candidate must complete the second class of their choice to apply for membership.
- (a-2)** Hold an accredited title.
- (a-3)** In lieu of completing a training class, an honorary member may become a regular member, if they are interested in helping the club by paying full membership dues. As a regular member they are able to hold office and vote.
- b** Request membership application from the Secretary
- c** Return the completed application with the membership dues, and the endorsement of two (2) members to the Treasurer.
- d** Application goes before the Board for review.
- e** Applicant must attend one (1) Club meeting before being eligible to be voted on. The Secretary will read the application at the meeting following its receipt.
- f** Club will vote on applicant after the reading of the application at that meeting. Club will vote by secret ballot.
- g** Applicant will be notified by the Secretary of approval and receive copies of the Constitution,

Training Rules and Regulations, and Code of Ethics. If not approved, the membership fee will be refunded.

## **SECTION 2. TRAINING PRIVILEGES FOR MEMBERS**

- a Members are eligible to train in any class. Fee for class will be half (1/2) of regular price.
- b Inactive Members pay half (1/2) of membership fee with no privileges of voting or training.

## **SECTION 3. DUES**

- a Membership dues shall be payable on or before March 31 each year. No member may vote whose dues are not paid for the current year.
- b Members wanting to go inactive must apply to the Secretary of their intentions and pay half (1/2) of regular dues.

## **SECTION 4. JUNIOR MEMBERSHIP**

- a Anyone applying for a Junior Membership must complete one (1) training class and one (1) meeting.
- b Children between the ages of nine (9) and seventeen (17) may become a member of the club with all privileges, except voting or holding an office. Annual dues for Juniors will be half (1/2) the regular membership dues. No immediate family members can train under a Junior Member or obtain a membership through a Junior Member. However, membership can be changed to a regular member at age eighteen (18) with remaining half (1/2) of full membership fee.
- c Applicant will be voted on at a membership meeting by written ballot.

## **SECTION 5. HONORARY MEMBERS**

- a Persons who, by reason of their interest in the purpose of this Club, and have been benefactors of the Club are eligible.

## **SECTION 6. REINSTATEMENT OF MEMBERSHIP**

- a Memberships that have lapsed past thirty (30) days must pay a flat fee of fifty dollars (\$50.00) plus current pro-rated membership dues and must attend the membership meeting for reinstatement and be voted on by written ballot.

## **SECTION 7. RESIDENCE**

- a Unrestricted

## **SECTION 8. MEMBER IN GOOD STANDING**

- a Dues must be paid to date.
- b Be free from debt to the Club.
- c Attend a minimum of four (4) meetings during the club membership year, which runs from April 1 to March 31. The Christmas party is considered one (1) meeting. Attendance will be taken at all meetings. **OR** Actively participate in events of the club as determined by the board. **OR** Actively participate in the training program as an instructor or assistant.
- d Members not in good standing are not eligible to run for office.

## **SECTION 9. TERMINATION OF MEMBERSHIP**

- a Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club.
- b A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the first of the fiscal year. However, the Board may grant an additional thirty (30) days 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 unpaid as of the date of that meeting.
- c A membership may be terminated by expulsion as provided in Article VI, Section 4, of these By-Laws.

## **ARTICLE II MEETINGS AND VOTING**

### **SECTION 1. CLUB MEETINGS**

Meetings of the Club shall be held within a twenty-five (25) mile radius of the City of Greenville, as needed, at such hour and place as may be designated by the Board of Directors. The quorum for such meetings shall be twenty-five percent (25%) of the membership present.

### **SECTION 2. SPECIAL CLUB MEETINGS**

Special Club meetings may be called by the President, or by the Vice President, or by the majority vote of the Board Members who are present and voting at any regular or special meeting of the Board. The Secretary may call a special meeting upon receipt of a petition signed by five (5) members of the Club who are in good standing. Such special meetings shall be held within twenty-five (25) miles of the City of Greenville, at such a place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice to the membership of such meetings shall be mailed or emailed by the secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting. No other Club business may be transacted at this time. The quorum for such a meeting shall be twenty-five percent (25%) of the members present.

### **SECTION 3. BOARD MEETINGS**

Meetings of the Board of Directors shall be held in or within a twenty-five (25) mile radius of the City of Greenville once a month at such hour and place as may be designated by the majority of the Board. No business shall be conducted without five (5) voting Board Members.

### **SECTION 4. EMERGENCY BOARD MEETINGS**

The President may call an emergency Board meeting verbally, at their discretion. Such meetings shall be held in or within twenty-five (25) miles of the City of Greenville at such place, date, and hour as the President chooses. Five (5) voting Board Members for such a meeting shall be a majority of the Board.

## **SECTION 5. VOTING**

Each member whose dues are paid for the current year shall be entitled to vote at any meeting of the Club at which they are present, except for election of officers in which the member must be in good standing in order to vote. Proxy of absentee voting will not be permitted at any Club meeting or election. All votes taken shall pass by a majority vote of the members present, which is fifty-one percent (51%).

## **ARTICLE III DIRECTORS AND OFFICERS**

### **SECTION 1. BOARD OF DIRECTORS**

The Board shall be comprised of the President, Vice President, Secretary, Treasurer, and three (3) Board Members elected one per year for three-year terms, at the Club's annual meetings as provided in Article IV, Section 2, and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

### **SECTION 2. OFFICERS**

The Club's officers, consisting of the President, Vice President, 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 Board, and shall have the duties and power pertaining to the specified in these By-Laws.
- b** The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacitation.
- c** The Secretary shall keep a record of all meetings of the Club and of the Board and all matters of which a record shall be ordered, by the Club. They shall have charge of the correspondence, notify members of special meetings, notify new members of their election to the membership, notify officers and the directors of their election to office, keep a roll of the members of the Club with their addresses and carry out other such duties as are prescribed in these By-Laws.
- d** The Treasurer shall collect and receive all monies due or belonging to the Club. They shall deposit the same in a bank designated by the Board, in the name of the Club. They shall at all times, be open to inspection of the Board and they shall report to them at every meeting the condition for all monies received and expended during the fiscal year. The Treasurer shall be bonded if the Board of Directors so desire, and the bond will be from the Club treasury.
- e** Each of the Directors of Obedience and Performance Training, shall be voted on by the Club at the annual meeting. They will hold office for a period of one (1) year. The Directors of Obedience and Performance Training will be primarily responsible for the training matters of the Club. Each of the Directors shall have voting privileges on the Board. Each Director will be accountable to the Greenville Area Dog Club's Board of Directors. Each Director may appoint an Assistant Director who shall have duties and exercise the power of that respective Director if so needed.
- f** If a Director should hold another Board position, they only have one vote.

### **SECTION 3. VACANCIES**

Any vacancy occurring on the Board or among the Officers during the year shall be filled for the unexpired term of office by the majority vote of all the then members of the Board and approved by twenty-five percent (25%) of the members present, or at an emergency 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 the Vice President shall be filled by the Board.

Any office or Board Member absent for more than two (2) consecutive meetings, (without cause), will be vacated and a new member will be appointed by the Board, approved by twenty-five percent (25%) of the members present, at its first regularly scheduled meeting following the creation of such vacancy. 1968

## **ARTICLE IV THE CLUB YEAR, ANNUAL MEETINGS, ELECTIONS**

### **SECTION 1. CLUB YEAR**

The Club's fiscal year shall begin on the first (1<sup>st</sup>) day of January and end on the thirty-first (31<sup>st</sup>) day of December. For the purposes of dues and annual elections the cycle will run from the first (1<sup>st</sup>) day of April and end on the thirty-first (31<sup>st</sup>) day of March.

### **SECTION 2. ANNUAL MEETING**

The annual meeting shall be held in the month of April at which Officers and Directors of the ensuing year, shall be elected by secret written ballot from among those nominated in accordance with Section four (4) of this Article. They shall take office upon conclusion of the meeting and each retiring officer shall turn over to their successors in office all pertinent materials within thirty (30) days after the election.

### **SECTION 3. ELECTIONS**

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. Votes will be tallied with a neutral general member assisting, sealed, and held for thirty (30) days by the President and recorded in the minutes by the Secretary.

### **SECTION 4. NOMINATIONS**

No person may be a candidate in a Club election who has not volunteered or has not been nominated.

During the month of January, the Board shall appoint the chairmanship of the nominating committee to the third (3<sup>rd</sup>) year retiring Board Member. That chairman shall choose one (1) other member, not a Board Member, to be on the committee to assist them. It shall be their duty to have a meeting on or before February 1 to review the membership list for members who may wish to become officers or Board Members.

- a** The Committee shall nominate at least one (1) candidate for each Board office after securing the consent of each candidate so nominated and shall report their nominations to the Secretary in writing.

- b New candidates for the Director(s) of Training who are running against the current Directors, shall obtain an application from the Secretary to complete. This will be read at the membership meeting following Board approval and be voted on by written ballot. The current serving Directors will need to do the same when opposed. Board approval and a vote will take place as described above.
- c Additional nominations may be made at the annual meeting by any member in attendance provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, their proposer shall present to the Secretary a written statement from the proposed candidate signifying their willingness to be a candidate. Additional nominations may be made from the floor.

## ARTICLE V COMMITTEES

### SECTION 1. MEMBERSHIP

The membership may appoint standing committees to advance the work of the Club in such matters as dog events including trophies, annual awards, membership, etc. Committees shall always be subject to final approval of the membership.

**SECTION 2.** Any committee appointment may be terminated by a majority vote of the membership after a written notice is presented to the Board of Directors.

### SECTION 3. BOARD OF DIRECTORS

The Board of Directors may appoint special committees for the purpose of Club business.

## ARTICLE VI DISCIPLINE

### SECTION 1. SUSPENSION

Any member who is suspended from the privileges of the American Kennel Club or Equivalent Governing Canine Body shall be automatically suspended from the privileges of this 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. Written charges with specifications must be filed in duplicate with a deposit of fifty dollars (\$50) which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions are alleged in the charges, if proven might constitute 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 a Club, it may refuse to entertain jurisdiction. If the Board entertains jurisdictions of the charges, it shall set a date of a hearing by the Board not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a

notice of the hearing and an assurance that the defendant may personally appear in their own defense and bring witnesses if they wish.

### **SECTION 3. BOARD HEARING**

The Board shall have complete authority to decide whether council may attend the hearing, but both complainant and defendant shall be treated uniformly in the regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by majority vote of those present suspend the defendant from all privileges of the Club for not more than six (6) months after the hearing. And, if it deems that punishment insufficient, the Board may also recommend to the membership the penalty be expulsion. In such cases, the suspension shall not restrict the defendant's right to appear before their fellow members at the ensuing Club meeting which considers the Board recommendations. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

### **SECTION 4. EXPULSION**

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of the article. Such proceeding may occur at 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 for expulsion. The defendant shall have the privilege of appearing in their own behalf, if they wish. The members shall then vote by secret ballot on the proposed expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **ARTICLE VII AMENDMENTS**

**SECTION 1.** Amendments to the Constitution and By-Laws may be proposed by the Board of Directors by written petition addressed to the Secretary and signed by twenty percent (20%) of the membership. Amendments proposed by such petition shall promptly be considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for 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 2/3 percent vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been posted at least two (2) weeks prior to the date of the meeting. Voting will be done by written ballot.

## **ARTICLE VIII DISSOLUTION**

### **SECTION 1. DISSOLUTION**

The Club may be dissolved at any time by the written consent of not less than 2/3 percent of the voting members present. In the event of the dissolution of the Club, whether voluntary or

involuntary or by operation of the law, none of the property of the Club, nor any proceeds thereof, nor any assets of the Club, shall be distributed to any members of the Club, but after payment of all debts of the Club, it's property and assets shall be given to a charitable organization for the benefit of dogs. Selections shall be made by the Board of Directors and approved by the membership.

## ARTICLE IX ORDER OF BUSINESS

**SECTION 1.** At meetings of the Club, the order of business, so far as the character and nature of the meetings may permit, shall be as follows:

*Est. 1968*

- Call Meeting to Order
- Secretary's Report
- Treasurer's Report
- Reading of Board Minutes (optional)
- Director(s) of Training
- Report of Committees
- Elections of Officers and Board (at annual meeting)
- Election of New Members
- Old Business
- New Business
- Attendance
- Brag Box
- Adjournment

**SECTION 2.** At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Call Meeting to Order (executive session when necessary)
- Secretary's Report
- Treasurer's Report
- Director(s) of Training
- Report of Committees
- Old Business
- New Business
- Adjournment

**SECTION 3.** In all questions of parliamentary procedures, Robert's Rules of Order shall apply, providing they are not inconsistent with these By-Laws.