



# THE RAPID CITY KENNEL CLUB, INC.

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*The Rapid City Kennel Club is a nonprofit organization to further the advancement of all breeds of purebred dogs and to encourage sportsmanlike competition at dog shows and obedience trials under the rules of the American Kennel Club.*

## Constitution

### Article I Name and Objects

Section 1. The name of the Club shall be Rapid City Kennel Club, Incorporated.

Section 2. The objects of the Club shall be:

- To further the advancement of all breeds of pure-bred dogs;
- To do all in its power to protect and advance the interests of all breeds of pure-bred dogs and to encourage sportsman-like competition at dog shows and obedience trials;
- To conduct sanctioned matches, dog shows, and obedience trials under the rules and regulations of The American Kennel Club.

Section 3. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from the dues or donations to the Club shall inure to the benefit of any members or individual.

Section 4. The members of the Club shall adopt and may from time to time revise such by-laws as may be required to carry out these objects.



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## By-Laws

### Article I Membership

#### Section 1. Eligibility

There shall be three types of voting membership open to all persons 18 years of age and older who are in good standing with The American Kennel Club and who subscribe to the purpose of this Club.

Regular membership: Open to individuals 18 years of age and older.

Household Membership: Open to 2 adult members residing in the same household, each able to vote and hold office.

Lifetime Membership: Open to individuals who have been voting members for a minimum of 25 consecutive years, provided that written notification is presented to the board upon reaching lifetime membership status. Lifetime members entitled to all club privileges but are exempt from payment of annual dues.

- a) Voting: eligible to vote and hold office.
- b) Non-voting: an option for those Lifetime members who are no longer able to attend meetings on a regular basis; are not counted in determining a quorum.

Associate membership: Open to all individuals with all club privileges except voting and holding office and offered to individuals who live outside or inside the club area, but are unable to attend the meetings on a regular basis.

There shall be one type of non-voting membership open to individuals between the ages of 10-17 who are in good standing with The American Kennel Club and subscribe to the purpose of this Club.

Junior Membership: Open to all individuals between the ages of 10-17 for the purpose of fostering interests in pure-bred dogs in young people.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeds and exhibitors in its immediate area.

#### Section 2. Dues

The annual dues shall be paid by the first day of January of each year. The Board of Directors with membership approval shall set the annual dues. No member may vote whose dues are not paid for the current year. During the month of November, the Secretary shall send to each member a statement of his/her dues for the ensuing year.

#### Section 3. Election to Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this constitution and by-laws and the rules of The American Kennel Club. The application shall state the name, address, and occupation of the applicant and it shall carry the endorsement of two members in good standing that shall not be of the same household or the same immediate family as the applicant or each other. Accompanying the application, the prospective member shall submit dues payment for the current year. All applications are to be filed with the Secretary prior to the start of a regular meeting. Each application is to be read at the first Board meeting of the Club following its receipt. The application will then be reviewed by the Board and published in that month's newsletter. Any comments from

membership shall be submitted to the Secretary prior to the following Board of Director's Meeting. The applicant will be approved/denied by the Board and the applicant will be notified immediately by mail. Applicant will be provided an explanation in the case of rejection. Applicant can appeal within 30 days in writing to the secretary or reapply six months after rejection.

Junior applicants must have two adult sponsors in good standing that shall not be of the same household or the same immediate family as the applicant or each other. One of the sponsors must be willing to be the designated mentor for the Junior applicant.

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

#### Section 4. Termination of Membership

Membership may be terminated:

By resignation. 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.

By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 15 days after January 1; however, the Board may grant an additional 15 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.

By expulsion. A membership may be terminated by expulsion as provided in Article VI of these by-laws.

## **Article II Meetings and Voting**

#### Section 1. Club Meetings

Meetings of the Club shall normally be held in the greater Rapid City area on the fourth (4th) Wednesday in January, March, May, July, September, and October at such hour and place as may be designated by the Board of Directors. Written notice of any change of such meeting shall be mailed or emailed 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 the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, and shall be called by the Secretary upon receipt of a petition signed by five (5) members of the Club who are in good standing. Such special meeting shall be held in the greater Rapid City area at such place, date, and hour as may be designated by the person(s) authorized herein to call such meetings. Written notice of such a meeting shall be mailed or emailed at least 5 days and not more than 15 days prior to the date of the meeting and said notice shall state the purpose of the meeting and no other Club business may be transacted thereat. The quorum for such a meeting shall be 20% of the voting members in good standing.

#### Section 3. Board Meetings

Meetings of the Board of Directors shall be held in the greater Rapid City area on the second Wednesday of each month, at such hour and place as may be designated by the Board. The Secretary shall mail or email written notice of any change of such meeting at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

#### Section 4. Special Board Meetings

Special meetings of the Board may be called by the President; or shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held in the greater Rapid City area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. The Secretary shall mail or email notice of such meeting at least 5 days and not more than 10 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat.

Section 5. Each member in good standing who is eligible to vote and whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club as which they are present. Proxy voting will not be permitted at any Club meeting or election.

Section 6. Email Notifications for Board Meetings, General Club Meetings and Other Club Notices. The Club may use email to send notifications to members of meeting notices, dues notices, meeting minutes, and newsletters and to send meeting notices to board members provided that the member or board member has signed an authorization agreeing to this method of communication. Such authorization is revocable, and will also release the club from any liability should the notification be received late or not at all by the member or board member due to circumstances beyond the club's control.

### **Article III Directors and Officers**

#### **Section 1. Board of Directors**

All Board of Directors and Officers shall be covered by the Errors and Omissions Policy paid for by the Club. The Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, and four other persons, all of whom shall be members in good standing. The officers shall serve one-year terms and the four other directors shall serve two-year terms. They shall be elected at the Club's annual meeting as provided in Article IV 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.

The President shall preside at all meetings of the Club and of the Board, and shall have duties and powers normally appurtenant to the Office of President in addition to those particularly specified in these by-laws.

The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.

The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which the Club shall order a record. The Secretary shall have charge of correspondence, notify members of meetings, notify members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed in these by-laws.

The Treasurer shall collect and receive all moneys due or belonging to the Club. The Treasurer shall deposit the same in a bank designated by the Board, in the name of the Club. The books shall at all times be open to inspection of the Board and the membership. The Treasurer shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported. The Treasurer shall render an account of all moneys received and expended during the previous fiscal year annually at the beginning of the new fiscal year. The Treasurer shall be bonded or insured in such amount as the Board of Directors shall determine.

Delegate – The Club may choose to elect a delegate at the Club's annual meeting as provided in Article IV who shall serve a one-year term. The duties of the delegate shall be to represent the views and concerns of the Club at AKC Delegate meetings.

#### **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 current members of the Board. The Board will fill the vacancy at the first board meeting following the creation of a vacancy. The Vice-President shall automatically fill a vacancy in the office of President and the Board shall fill resulting vacancy in the office of Vice-President.

### **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 correspond with the Club's fiscal year.

## Section 2. Annual Meeting

The annual meeting shall be held in the month of October at which officers, (Delegate to the American Kennel Club), and the Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of the Article. They shall take office at the January Board of Directors meeting and each retiring officer shall turn over to their successor in office all properties and records relating to the office by the January Board of Directors meeting.

Section 3. The nominated candidate receiving the greatest number of votes for each office shall be elected. The nominated candidates for other positions on the Board who receive the greatest number of for such positions shall be declared elected.

## Section 4. Nominations

No person may be a candidate in a Club election who has not been nominated. During the month of August the Board shall select a Nominating Committee consisting of three members, and two alternates, not more than one of whom may be a member of the Board. The Secretary shall immediately notify the committee persons of their selection. The Board shall name a Chairperson for the committee and it shall be that person's duty to call a committee meeting to select the nominees on or before September 1. The committee shall immediately report their nominations to the secretary in writing. Additional nominations from the general membership will be accepted at the September General membership meeting.

The committee shall nominate one candidate for each office, and for Delegate, who may but need not be an officer or director of the Club, and candidates for the other positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing. Such nominations shall be published in the next newsletter and the Secretary shall, at least two weeks before the October meeting, notify each member in writing of the candidates so nominated.

Additional nominations may be made at the September 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, the proposer shall present to the Secretary a written statement from the proposed candidate signifying their willingness to be a candidate. No person may be a candidate for more than one position (except the position of Delegate). Additional nominations, which are provided for herein, may be made only from among those members who have not accepted a nomination. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section. No two members of the same household may serve in an elected capacity during the same fiscal year.

## **Article V Committees**

Section 1. The Boards may each year appoint standing committee chairpersons to advance the work of the Club in such matters as dog shows, obedience trials, annual prizes, membership and other fields which may well be served by committees. The committee chairperson will appoint the remaining committee members. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects. The remaining committee members may be chosen by the committee chairperson with final Board approval.

Section 2. 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 those persons whose services have been terminated.

## **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 any of 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 interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$10.00, which shall be forfeited if the Board following a hearing does not sustain such charges. 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 interests of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests to 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 3 weeks or more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges to the defendant and to the complainant by certified mail with return receipt together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses as he/she wishes.

### Section 3. Board Hearing

The Board shall have complete authority to decide whether counsel may attend the hearing, but both the complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and the defendant, the Board may by a majority vote of the full membership of the Board suspend or reprimand the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board reaches a decision, its findings shall be put in written form and filed with the Secretary, who in turn, shall notify each of the parties of the Board's decision and penalty, if any.

### Section 4. Expulsion

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The members shall then vote by secret written ballot on the proposed expulsion. A 2/3 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. Amendments to the constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the 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 Secretary for a vote within three months of the date when the Secretary received the petition.

Section 2. The constitution and by-laws may be amended by a 2/3 vote of the members present and 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 or emailed to each member at least two weeks prior to the date of the meeting.

Members shall vote by written ballot or show of hands on the proposed constitution or by-laws changes.

Section 3. No amendment to the constitution and by-laws that is adopted by the Club shall become effective until the Board of Directors of The American Kennel Club has approved it.

## **Article VIII Dissolution**

Section 1. Dissolution

The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club, other than for the purpose of reorganization, whether voluntary or involuntary or by the 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 the debts of the Club its property and assets shall be given to a charitable organization of the benefit of dogs selected by the Board of Directors.

**Article IX**  
**Order of Business**

Section 1. At the meetings 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  
Minutes of the last meeting  
Report of the President  
Report of the 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. At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

Minutes of the last meeting  
Report of the Secretary  
Report of Treasurer  
Report of Committees  
Unfinished Business  
New Business  
Adjournment

**Article X**  
**Parliamentary Authority**

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 by-laws or any special rules of order the Club may adopt.