

# **LAKE ERIE LABRADOR RETRIEVER CLUB**

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE I**

#### **Establishments and Objectives**

##### **Section I. Name**

The name of the club shall be the Lake Erie Labrador Retriever Club.

##### **Section II. Objectives**

The objectives of club shall be:

- A. To encourage and promote quality in the breeding of purebred Labradors Retrievers, and to do all possible to bring their natural qualities to perfection.
- B. To encourage members and breeders to accept the standard of the breed as approved by the American Kennel Club as the only standard by which Labrador Retrievers are judged.
- C. To do all in its power to protect and advance the interests of the breed by educating and encouraging sportsmanlike competition at dog shows, obedience trials, agility trials, field events, and tracking tests.
- D. To conduct sanctioned and licensed specialty shows, obedience trials, agility trials, field events, and tracking tests under the rules and regulations of the American Kennel Club.
- E. To promote responsible pet ownership.

##### **Section III. Non-Profit 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 of the club shall inure to the benefit or any member or individual.

##### **Section IV. By-Laws Revisions**

The members of the Club shall adopt By-Laws to carry out Objectives in Article I Section II. Said By-Laws shall be reviewed annually and revised from time to time.

## Article II

### Membership

#### Section I. Eligibility

There shall be two types of memberships open to all persons eighteen (18) years or age or older who are in good standing with the American Kennel Club and who subscribe to the purposes of this club.

##### A. Voting

- i. **Single Membership** – An individual person eighteen (18) years or older. Enjoys all privileges of the Club including voting and holding office.
- ii. **Family Membership** – Enjoys all privileges of the Club including holding office, except that only two persons eighteen (18) years of age or older in the family may vote at Club meetings.

##### B. Non-Voting

- i. **Associate Membership** - May not vote or hold office.
- ii. **Newsletter Membership** – Fundamentally, a person who just receives the monthly newsletter. May not vote or hold office.
- iii. **Junior Membership** – Any person aged eight (8) to eighteen (18) years. Enjoys all privileges of the Club, but may not vote or hold office.
- iv. **Honorary Membership** – Enjoys all privileges of the Club, but may not vote nor hold office. This is a membership given to individuals who have greatly contributed to the Club and need not ever pay annual dues.

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

#### Section II. Dues

Membership dues shall be payable on or before the first day of January of each year. No member may vote whose dues are not paid for the current year. During the month of November, the Treasurer shall send to each member a written statement of dues for the ensuing year. Any member whose dues have not been paid by January 15<sup>th</sup> shall be notified in writing by the Treasurer that their membership shall lapse unless paid by the date specified in Section IV (B) of this Article. Dues amounts may be reviewed and modified at the discretion of the Board, but shall not exceed fifty dollars (\$50).

#### Section III. Election to Membership

Each application for membership shall apply on a form approved by the Board of Directors who shall provide that the applicant agrees to abide by the Constitution and By-Laws, and the rules of the American Kennel Club. The application shall state the name and address of the applicant and shall carry the endorsement of two persons who are members in good standing of the Lake Erie Labrador Retriever Club and who shall not reside in the same household.

All applications are to be filed with the Membership Chairperson and each application shall be read aloud at the first meeting of the Club following its receipt. The application will be voted

upon at the general membership meeting after the applicant attends two (2) Club meetings and/or functions within six (6) months of application and following the publication of the applicant's name in the Club's newsletter. Affirmative votes of  $\frac{3}{4}$  of the members present and voting at the meeting shall be required to elect the applicant. The election results shall be announced immediately after the election and recorded in the minutes of the meeting.

Applicants shall submit dues upon being voted in as a member.

Applications are voted upon monthly.

Applications for membership who have been rejected by the Club may not reapply within twelve (12) months after such rejection.

#### **Section IV. Termination of Membership**

- A. By expulsion. A membership may be terminated by expulsion as provided in Article VII of the By-Laws.
- B. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of the beginning of the fiscal year. However, the Board of Directors may grant up to an additional ninety (90) days of 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 the meeting. A person can request reinstatement and pay dues rather than reapply for membership.
- C. 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. Dues obligations are considered a debt to the Club and they become incurred on the first day of the fiscal year.
- D. Members whose memberships have terminated for any reason may reapply for membership in the same manner as the original application.

### **Article III**

#### **Meetings and Voting**

##### **Section I. Club Meetings**

Meetings of the Club shall be held in the Greater Cleveland area at such place, date, and hour as may be designated by the Board of Directors. There shall be a minimum of 10 meetings per year. The quorum for Club meetings shall be twenty (20) percent of the members in good standing.

The Board of Directors shall determine all Club meeting dates for the coming year at the first meeting following its election and shall publish notice of same in the Club's newsletter.

A written reminder of each month's meeting date, time, and location shall be published in that month's edition of the Club's newsletter which shall be mailed via first class mail to each member at least ten (10) days prior to the date of the meeting.

## **Section II. 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 meetings shall be held in the Greater Cleveland area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least five (5) days and not more than fifteen (15) days before the date of the meeting. Any such notice shall state the purpose of the meeting and no other Club business may be transacted thereat. The quorum for such meeting shall be twenty (20) percent of the members in good standing.

## **Section III. Board Meetings**

Meetings of the Board of Directors shall be held in the Greater Cleveland area at such place, date, and hour as may be designated by the Board. The quorum for such meeting shall be a majority of the Board. Written notice of each meeting shall be mailed by the Secretary at least five (5) days prior to the date of the meeting. There shall be a minimum of ten (10) meetings per year.

## **Section IV. Special Board Meetings**

Special meetings of the Board may be called by the President or by the Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings shall be held in the Greater Cleveland area at such place, date, and hour as may be designate by the person or persons authorizing herein to call such meetings. Written notice of such meeting shall be mailed by the Secretary at least five (5) days and not more than ten (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. A quorum for such meeting shall be the majority of the Board.

## **Section V. 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 s/he is present. Family memberships are limited to two (2) votes. Proxy voting or absentee ballots will not be permitted at any Club meeting or election.

# **Article IV**

## **Directors and Officers**

### **Section I. Board of Directors**

The Board shall be comprised of the Officers (President, Vice-President, Secretary, and Treasurer) and three (3) other members, all whom shall be members in good standing and all of whom shall be elected at the Club's annual meeting as provided for in Article V and they shall

serve until their successor are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

## **Section II. 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 meeting(s).

- A. The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in the By-Laws.
- B. The Vice-President shall have the duties and exercise the powers of the President in the cause of the President's death, absence, or incapacity.
- C. The Secretary shall keep a record of all meetings of the Club and of the Board and in all matters of which a record shall be ordered by the club. The Secretary shall have charge of the correspondence and carry out such other duties that may be requested of him/her and as prescribed in these By-Laws. The Secretary shall notify members of meetings, notify new members of their election to membership, notify officers and directors of their election and keep a roll of the members of the club with their addresses.
- D. The Treasurer shall collect and receive all monies due or belonging to the Club. S/he shall deposit the same in a bank designated by the Board in the name of the Club. The ledger books shall at all times be open to the inspection of the Board and every item of receipt or payment not before reported; and at the annual meeting shall render an account of all monies received and expended during the previous fiscal year. The Treasurer may be bonded in such amount as the Board of Directors shall determine.
- E. The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of six (6) persons.
- F. 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 then members of the Board at its first regular meeting following the creation of such vacancy or at a Special Board meeting called for that purpose, except that a vacancy in the office of President shall be filled automatically by the Vice-President and the resulting vacancy in the office of Vice-President shall be filled by the Board.

## **Article V**

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

#### **Section I. Club Year**

The Club's fiscal year shall be the calendar year. The Club's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

#### **Section II. Annual Meeting**

The annual meeting shall be held in the month of January at which the Directors for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with

Section IV of this article. They shall take office immediately upon the conclusion of the election and each retiring Officer shall turn over his/her successor in office all properties and records relating to that office within thirty (30) days after the election.

### **Section III. Elections**

The Officers shall be elected annually and the remaining Board members on alternating years. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates receiving the greatest number of votes for Board positions shall be declared elected. The election tallies shall be announced immediately after the election and recorded in the minutes of the meeting. The ballots shall then be destroyed.

### **Section IV. Nominations**

No person may be a candidate in a Club election who has not be nominated. During the month of October, the Board shall select a Nominating Committee consisting of three (3) members and two (2) alternates. Not more than one (1) of whom may be a member of the Board. The Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a chairperson for the committee and it shall be his/her duty to call a committee meeting which shall be held on or before November 1<sup>st</sup>.

The committee shall nominate one candidate for each office and open position on the Board and after securing the consent of each person so nominated, the committee shall immediately report their nominations to the Secretary in writing.

- A. Upon receipt of the Nominating Committee's report, the Secretary shall at least two weeks before the December meeting notify each member in writing of the candidates so nominated.
- B. Additional nominations may be made at the December meeting by any member in attendance provided that the person so nominate 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 for the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position at any given election.
- C. Nominations cannot be made at the Annual Meeting or in any manner other than as provided for in this section.

# **Article VI**

## **Committees**

### **Section I. Standing Committees**

The Board may each year appoint standing committees to advance the work of the Club in such matters as shows, obedience trials, field events, tracking, trophies, annual prizes, membership, and other areas of interest which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to assist on particular projects.

### **Section II. 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 those persons whose services have been terminated.

# **Article VII**

## **Discipline**

### **Section I. American Kennel Club Suspension**

Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this club for a like period.

### **Section II. Charges**

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or breed. Written charges with the specifications must be filed in duplicate with the Secretary along with a deposit of \$10.00 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 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 best interests 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 later than three (3) weeks or more than six (6) weeks thereafter. The Secretary shall promptly send one (1) 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 his/her own defense and bring witnesses if s/he wishes.

### **Section III. Board Hearing**

The Board shall have complete authority to decide whether counsel may attend the hearing but both complainant and the 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 defendant, the Board may by majority vote of those Board members present, suspend the defendant from all privileges of the Club for not more than six (6) months from the date of 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 or her fellow membership at the ensuing 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. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

### **Section IV. 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 for in Section III of this article. Such proceedings 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 day of the Board's recommendation. The defendant shall have the privilege of appearing in his or 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 to speak in his or her behalf if s/he wishes. The members shall then vote by written ballot on the proposed expulsion. An affirmative vote of 2/3 of the members present and voting by secret ballot at the meeting shall be required for expulsion. The tallies of the vote shall be announced immediately after compilation and recorded in the minutes of the meeting. The ballots shall then be destroyed. If expulsion is not voted, the Board's suspension shall stand.

## **Article VIII**

### **Amendments**

#### **Section I. Proposal**

Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by a written petition addressed to the Secretary signed by twenty (20) 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 vote within three (3) months of the date when petition was received by the Secretary.

#### **Section II. Voting**

The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting called for that purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.



# **Article IX**

## **Dissolution**

### **Section I. Dissolution**

The Club may be dissolved at any time by written consent of no less than two-thirds (2/3) of the members. In the event of the dissolution of the club, other than from purposes of reorganization, whether voluntarily or involuntarily or by operation of the law, none of the property of the Club shall be distributed to any members of the Club 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 charitable organization(s) for the benefit of dogs selected by the Board of Directors.

# **Article X**

## **Order of Business**

### **Section I. Club Meetings**

At meetings of the Club, the order of Business so far as the character and nature of the meeting permits, shall be as follows:

1. Roll Call
2. Minutes of Last Meeting
3. Report of the President
4. Report of the Secretary
5. Report of the Treasurer
6. Report of the Committees
7. Election of Officers and Board (Annual Meeting)
8. Election of New Members
9. Unfinished Business
10. New Business
11. Adjournment

### **Section II. Board Meetings**

At meetings of the Board, the order of Business, unless otherwise directed by the majority vote of those present, shall be as follows:

1. Minutes of Last Meeting
2. Report of the Secretary
3. Report of the Treasurer
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Adjournment

# **Article XI**

## **Parliamentary Authority**

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 and any other special rules of order the Club may adopt.

## Standing Rules

Rule adopted on July 18, 2005 –

1. For Nominating Committee Eligibility
  - a. To be eligible to serve on this committee, a member must attend five (5) meetings and/or club events during a twelve (12) month period from October of the previous year through September of the current year.
2. For Executive Board Eligibility
  - a. To be eligible to serve on this committee, a member must attend five (5) meetings and/or club events during a twelve (12) month period from December of the previous year through November of the current year.

**Rule adopted on July 18, 2005 was rescinded by a majority vote on November 18, 2010 according to Robert's Rules of Order.**