

**CONSTITUTION**  
**AND**  
**BY-LAWS**  
**of the**  
**Flagstaff Kennel Club**

Revised: October 15, 2012

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CONSTITUTION  
OF THE  
FLAGSTAFF KENNEL CLUB

NAME AND OBJECTS

Section 1. The name of the Club shall be Flagstaff Kennel Club.

Section 2. The objects of the Club shall be:

- a. To further the advancement of all dogs,
- b. To conduct sanctioned matches, dog shows, obedience trials, and other approved activities under the rules and regulations of The American Kennel Club and to encourage sportsmanlike competition at these events.
- c. To educate and promote public understanding of the ethics and responsibilities of dog breeding, competition, and ownership.
- d. To demonstrate the benefits that individuals and the community can derive from the presence of well-trained dogs.
- e. To serve the community through activities such as school and civic programs, preparation and distribution of educational materials, scholarships, donations to worthwhile causes, and participation in community activities to enhance the human/animal bond.

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 By-laws as may be required to carry out these objects. The Constitution and By-laws shall be reviewed at least every five years and accepted or amended as necessary to ensure accuracy. Any member may submit recommendations for changes to the Policies and Procedures document to the Board of Directors. Any revisions will be approved by the Board of Directors and presented to the general membership.

BY-LAWS  
OF THE  
FLAGSTAFF KENNEL CLUB

ARTICLE I.           MEMBERSHIP

Section 1.   Eligibility

There shall be five 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:

- a. Regular membership for all persons 18 years of age and older;
- b. Junior membership for all persons under 18 years of age;
- c. Family membership for two or more of the immediate family; See Section 3 of this Article.
- d. Life membership (20 year continuous membership) may be granted in recognition of long-time service. This requires a nomination and affirmative votes of 2/3 of the members present at the meeting. Annual dues do not apply to Life Members.
- e. Associate membership for anyone wishing to receive Club newsletters.

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

Section 2.   Dues

During the month of November, the Membership Chair shall send to each member a statement of dues for the ensuing year. Dues are submitted to the Membership Chair whose responsibility is to collect, record and maintain the current Membership list. See Article III Section 2(e) regarding Membership Chair.

Dues are considered delinquent if not paid by January 31st of the new year. Membership will be terminated if dues are not paid by January 31<sup>st</sup>, however, payment of dues within a one year period will reinstate membership in the year of payment. An inactive membership for more than one year must apply for Club membership as described in Section 3 of this Article. Dues paid with

applications are applied to the current year and if paid in November or December will be carried over in payment of dues for the next year.

### Section 3. Election to Membership

Each applicant for membership shall apply on a form as approved by the Board of Directors. The application shall state the name, address and occupation of the applicant and it shall carry the endorsement of two members in good standing<sup>1</sup>. Upon acceptance to the Club, the new member shall submit dues payment for the current year and agree to abide by the Constitution and Bylaws and the rules of The Flagstaff Kennel Club.

Each member identified on a family membership must be present for their individual reading of the application. Refer to Policies and Procedures

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

### Section 4. Termination of Membership

Memberships may be terminated:

a. by resignation. Any member may resign from the Club upon written notice to the Secretary; whereupon the Secretary will notify the Membership Chair.

b. by lapsed dues. Payment of dues within a one year period will reinstate membership in the year of payment. See Section 2 (Dues) of this Article.

c. by expulsion. A membership may be terminated by expulsion as provided in Article VI, Section 4. Once a person's membership has terminated he/she must go through the process of Election to Membership as stated in Article I Section 3.

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<sup>1</sup>A member in good standing is one who is current with membership dues and who is not suspended from activities within the Club. Further, the member must participate in or support at least one Club activity and attend at least one General meeting per year.

## ARTICLE II. MEETINGS AND VOTING

### Section 1. Club Meetings

Meetings of the Club shall be held in the Flagstaff area, at such time and place as may be designated by the Board of Directors. A minimum of 9 business meetings will be held per year. Written or email notice of each such meeting shall be sent by an officer at least 7 days prior to the date of the meeting or published in the monthly newsletter. Twenty percent (20%) of the members in good standing must be present to constitute a quorum at such meetings.

### Section 2. Special Club Meetings

Special Club meetings may be called:

- a. by the President, or
- b. by a majority vote of the members of the Board, or
- c. by an Officer upon receipt of a petition signed by 7 members of the Club who are in good standing.

Such special meetings shall be held in the Flagstaff area at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written or email notice of such a meeting shall be mailed by an Officer at least ten days and not more than 30 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. Twenty percent (20%) of the members in good standing must be present to constitute a quorum at such meetings.

### Section 3. Board Meetings

Meetings of the Board of Directors shall be held in the Flagstaff area a least quarterly and as needed, at such hour and place as may be designated by the Board. Written or email notice of each such meeting shall be sent by an Officer at least 7 days prior to the date of the meeting or published in the monthly newsletter. If cancellation of the Board meeting is required due to extenuating circumstances, as determined by the President, telephone or e-mail notification may be used. Rescheduling of the meeting requires the 7 day notification as described above. The quorum for such a meeting shall be a majority of the Board. Board meetings, with the exception of executive sessions necessary for consideration of personnel or other sensitive issues, may be attended by any interested Club member. A summary of Board meetings will be shared at the next regular Club meeting, whereas only the results of executive sessions will be reported. Board meetings are published in the newsletter and are open to the general membership.

#### Section 4. Special Board Meetings

Special meetings of the Board may be called by the:  
President, or

An Officer, upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held in the Flagstaff area at such place, date and hour as may be designated by the person authorized herein to call such meeting. Written or email notice of each such meeting shall be sent by an Officer to all members at least 7 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. The quorum for such a meeting shall be a majority of the Board. See related Section 5, e (Telephone Vote).

#### Section 5. Voting

a. Each member in good standing, including the President, shall be entitled to one vote at any meeting of the Club at which he/she is present. In all instances where there is a tied vote, the group will discuss the issue further. After additional discussion, a 2<sup>nd</sup> vote will be taken. In the event of a 2<sup>nd</sup> tie vote, the issue will be tabled until the next meeting.

b. If five general members are in opposition to a Board decision reported in the Board Minutes, and submit their signed statement of opposition to the Board within 30 days of the regular meeting at which the Board minutes were presented, the Board will be required to postpone enactment of its decision and submit the question to the general membership at the next scheduled meeting after receipt of the submission. To override a Board decision, Twenty percent (20%) of non-Board members in good standing must be present to constitute a quorum. A 2/3 vote of the quorum is required.

c. The Board, at its discretion, may refer any item within its jurisdiction to a vote of the general membership.

d. Voting by Mail. Only specific actions, stipulated in these By-laws, may be voted upon by mail. The proposed action must be submitted to the entire general membership in writing for vote and decision. A date by which the ballots must be returned shall be specified on the ballot. Action taken in this matter shall be as effective as action taken at a duly called meeting. Voting is not restricted to postal mail service and other electronic means may be used.

e. Voting by electronic means. When the President or at least three members of the Board deem it inexpedient to call a special board meeting for a particular purpose, he/she may submit the matter to the Board of Directors by E-mail communication for vote and decision, requesting that each Board member

waive notice of a special meeting and agree to an E-mail vote. Action taken in this manner shall be as effective as action taken at a duly called meeting, but shall be affirmed by the Board at the next regular or special meeting.

- f. Proxy voting will not be permitted.

### ARTICLE III. DIRECTORS AND OFFICERS

#### Section 1. Board of Directors

The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and five other persons, all of whom shall be members in good standing. All members of the Board shall be elected for two year terms as provided in Article IV and shall serve until their successors are elected. General management of the Club's affairs and authorization of the disbursement of funds shall be entrusted to the Board of Directors. Board members must actively participate by attending at least half of scheduled board meetings and contribute during discussions and votes.

#### 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 the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these By-laws.

- a. The Vice-President will secure speakers for monthly meetings.
- b. The Vice-President shall have the duties and exercise the powers of the President in case 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 of all matters of which a record shall be ordered by the Club. He/She shall , maintain a current Policies and Procedures manual documenting routine operational decisions (rules for disbursement of funds, accounting procedures, handling of mail, property management, etc.), and carry out such other duties as are prescribed in these By-laws.

- A Correspondence Secretary shall maintain club correspondence with the AKC and related correspondence to the All-breed show and other club correspondence as needed.

- d. The Treasurer shall collect all moneys due or belonging to the Club. Annual membership dues shall be collected by the Membership Chair and turned over to the Treasurer. He/She shall deposit the same in a bank designated by

the Board, in the name of the Club. His/her books shall at all times be open to inspection of the Board and report at every meeting the condition of the Club's finances and significant receipts or payments not before reported; and at the February meeting, he/she shall render an account of all moneys received and expended during the previous fiscal year. The Treasurer is responsible for providing financial information to the club's accountant for filing of the annual tax return; completing and filing the Corporation Commission Annual Report; and shall obtain certificates of insurance for all club events. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

Unauthorized expenditures: Any non-recurring expenditure over \$100.00 requires authorization from the Board of Directors.

### Section 3. Vacancies

Any Vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of all the then members of the Board at its first Board Meeting following the vacancy; 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 IV. THE CLUB YEAR AND ELECTIONS

### Section 1. Club Year

The Club's fiscal year shall begin on the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> day of December.

The Club's official year shall coincide with the fiscal year.

### Section 2. Nominations

No person may be a candidate in a Club election who has not been nominated. During the month of September, the Board shall select a Nominating Committee consisting of three members – one board member, two from general membership, and two alternates. The Secretary shall immediately notify the committee persons and alternates of their selection. The Board shall name a Chair for the Committee and it shall be his/her duty to call a committee meeting which shall be held on or before October 1<sup>st</sup>. The duties of the Committee are to identify members in good standing that are willing to run for office.

a. The Committee shall nominate a minimum of one candidate for each open position. See Section 3 of this Article regarding office terms. After securing the consent of each person so nominated, the Committee shall immediately report their nominations to the Secretary in writing.

b. Upon receipt of the Nominating Committee's report, the Secretary shall, before October 15<sup>th</sup>, notify each member in writing of the candidates so nominated.

c. Additional nominations may be made at the November meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. No person may be a candidate for more than one position which is provided for herein.

d. Nominations cannot be made at the December meeting or in any manner other than as provided in this Section.

### Section 3. Elections

The Secretary will perform a separate mailing of ballots only to those members in good standing as of November 14th. The Membership Chair will provide the Secretary with a list of members in good standing.

The votes will be counted by an Officer and Membership Chair at the December meeting, and reported therein. New officers will take office at the next General Meeting or Board of Directors Meeting, whichever occurs first. The first several meetings will be attended jointly by the outgoing and incoming officers and board members.

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

Term of service will be a two year period. The President and Treasurer shall be elected for odd years and the Vice President and Secretary shall be elected for even years. Two Board positions shall be elected for the even years and the remaining three Board positions for the odd years.

A Show Chairman will be elected for a two year term and Judges Selection Chair for a three year term. An election for the Judges Selection Chair will be held in the second year of the term to provide for overlap. Candidates will

be submitted to the Secretary at the post show meeting, with the election results reported in July, The candidate receiving the greatest number of votes for each office shall be declared elected.

## ARTICLE V. COMMITTEES

### Section 1. Appointment

The President and/or Board may appoint members to standing and/or temporary committees to advance the work of the Club in such matters as dog shows, obedience trials, trophies, annual prizes, scholarship, education, newsletter, membership, particular projects, and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board, but shall not be considered officers or members of the Board.

### Section 2. Membership Chair

The membership chair shall not be considered an officer or a member of the Board of Directors. The membership chair shall be appointed by the President or Board of Directors and be responsible for maintaining the Club membership list. See related Article I, Section 2 (Dues).

### Section 3. Show Committee

Show Chair is required to report to the Board of Directors at the General Meeting all expenditures that have increased over \$500 from the prior year's show budget.

### Section 4. 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 President and/or 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 the privileges of this Club for a like period.

In addition, members who have been suspended from the Flagstaff Kennel Club who take any actions in the name of the local club during that suspension period shall be expelled immediately without further action by the general membership or board.

### 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 the Secretary, together 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 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 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 3 weeks or more than 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 his/her own defense and bring witnesses if he/she wishes.

### Section 3. Board Hearing

The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, suspend 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 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 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, supporting documentation 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. Evidence presented at this meeting must be directly pertinent to the charges; no character references, testimonials or similar general statements will be permitted. Club members eligible to vote may ask questions of the defendant or the Board for the purpose of clarification of the case at hand. The meeting 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. This expulsion process pertains to membership in the Flagstaff Kennel Club. If the Board intends to report the expulsion to AKC for additional action, it must include this fact among its recommendations.

### ARTICLE VII. REVISION AND AMENDMENT

#### Section 1. Proposal

Revision or amendment 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. Such petitions 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 petition was received by the Secretary.

#### Section 2. Approval

Revision or amendment of the Constitution and By-Laws requires approval by fifty-one percent (51%) of the members in good standing. The voting can be at any regular or special meeting called for the purpose, or as specified in Article II

Section 5d, {Voting by Mail}, provided the proposed amendments have been sent to each member at least two weeks prior to the date of the meeting or the date specified.

## ARTICLE VIII. DISSOLUTION

### Section 1. Dissolution

The Club may be dissolved at any time by the written consent of not less than two-thirds of the entire membership. In the event of the dissolution of the Club whether voluntary or involuntary or by operation of 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, for the benefit of dogs, selected by the Board of Directors with advice and consent of the membership.

## ARTICLE IX. ORDER OF BUSINESS

### Section 1. General Meetings

At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall include:

- Roll Call
- Summary of last Board Meeting
- Minutes of Last General Meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Committee
- Election of Officers and Boards
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

### Section 2. Board of Directors Meetings

At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall include:

- Reading of Summary of Minutes of Last Board Meeting
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

ARTICLE X. 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.

## APPENDIX                      REVISION AND AMENDMENT

This Appendix presents a history of the revisions and amendments made to the Constitution and By-Laws of the Flagstaff Kennel Club. Changes are presented in chronological order, most recent first. Current By-Laws are in force as written until amended.

### October 2012

#### *By-Laws*

ARTICLE IV, Section 3 removed limit of two consecutive terms.

### December 2010

#### *Constitution*

Section 2.e removed “nursing home and hospital visits”.

Section 4 added Policies and Procedures revision ability.

#### *By-Laws*

ARTICLE I, Section 1.d defined life membership.

ARTICLE I, Section 2 revised termination for non-payment of dues,

ARTICLE I, Section 2.a – e removed to Policy & Procedure Manual.

ARTICLE I, Section 3 revised membership application.

ARTICLE I, Section 4.b revised lapsed dues.

ARTICLE II, Section 1 revised quorum.

ARTICLE II, Section 2 revised quorum.

ARTICLE II, Section 3 revised required Board meetings.

ARTICLE II, Section 4 changed ‘Secretary’ to ‘Officer’.

ARTICLE II, Section 5.b revised quorum.

ARTICLE II, Section 5.d revised acceptable voting means.

ARTICLE III, Section 1 revised Board of Director descriptions.

ARTICLE III, Section 2 revised Officer duties.

ARTICLE IV, Section 3 revised election procedures.

ARTICLE V, Section 3 added Show Committee.

ARTICLE VII, Section 2 revised quorum.

ARTICLE IX, Section 1 minor edits.

ARTICLE IX, Section 2 minor edits.

### March 2005

The Constitution and By-laws were totally revised March 1, 2005, and based on the AKC model. The previous Flagstaff Kennel Club Constitution and By-laws were incorporated into this document with additional revisions.

### September 1989

The following amendments were adopted by the General membership on September 01, 1989.

ARTICLE II, Section 3. Election to Membership. Revised to include that the applicant must be present at the meetings to have application read and voted on.

ARTICLE II, Section 4b. Termination of Membership. Revised so that lapsed membership will be declared inactive instead of terminated and may be reinstated by payment of current dues.

ARTICLE III, Section 1. Club Meetings. Revised to read meetings to be held in Flagstaff area instead of city of Flagstaff. Also revised that meetings will be held monthly instead of first week of month. Notices of meetings will be sent to membership prior to the date instead of 10 days prior.

ARTICLE III, Section 2. Special Club Meetings. Revised to specifically detail (a), (b), and (c) and provides for special meetings to be held in Flagstaff area instead of in the city of Flagstaff.

ARTICLE III, Section 3. Board Meetings. Revised to read Flagstaff area instead of in the city of Flagstaff. Eliminated Meetings to be held on the first Tuesday and included that they be held monthly. Also revised that the notice of such meetings be mailed out by the Secretary prior to the meeting instead of 5 days prior.

ARTICLE III, Section 4. Special Board Meetings. Revised to read Flagstaff area instead of city of Flagstaff.

ARTICLE III, Section 5. Voting.

- a. Revised to include the President in voting matters and to include a provision for tied votes to be tabled until next meeting.
- b. Revised to include provision for voting by mail.
- c. Revised to include provision for telephone vote.

ARTICLE IV, Section 1. Board of Directors

- a. Revised that the Board had authorization for disbursement of funds.
- b. Revised general membership a means to object to a Board decision.
- c. Revised so that Board may refer any item under its jurisdiction to the general membership for a vote.

ARTICLE V, Section 4c. Nominations. Revised for clarification.

ARTICLE VI, Section 1. Committees. Revised so that President may appoint standing committees to aid on particular projects.

ARTICLE VI, Section 2. Committees. Revised to allow for President besides the Board the authority to appoint successors to those committee members whose services have been terminated.

ARTICLE VIII, Section 2. Amendments. Revised to read, Constitution and By-Laws must be amended instead of may be amended by 2/3 vote membership allows for provision of voting by mail according Article III, Section 5b Voting by Mail.

### July 1971

Constitution and By-Laws originally accepted by the members on April 3, 1971 and thereafter revised on July 6, 1971, to provide that:

ARTICLE I, Section 1. Name of Club. Rather than Northern Arizona Kennel Club the name of the Club shall be: FLAGSTAFF KENNEL CLUB.

ARTICLE II, Section 1. Eligibility for Membership was revised to include a Junior Membership for persons under 18 years of age.

ARTICLE III, Section 3. Board Meetings. Revised to provide for monthly Board Meeting, rather than quarterly Board Meetings.