

Club Bylaws

Patriot Sporting Spaniel Club Incorporated

Issue Date 4 March 2011

Document control

date	version no.	author	change/addition
4 Mar 2011	2	Bryan MacLaren Club Secretary	Formatting improvements with changes approved by the membership on February 27, 2011

Table of contents

1	Article One. Name and Objects	5
1.1	<i>Section One</i>	5
1.2	<i>Section Two</i>	5
1.3	<i>Section Three</i>	5
1.4	<i>Section Four</i>	5
2	Article Two. Memberships	6
2.1	<i>Eligibility for Individual Membership</i>	6
2.2	<i>Eligibility for Junior Membership</i>	6
2.3	<i>Eligibility for Family Membership</i>	6
2.4	<i>Dues</i>	6
2.5	<i>Election to Membership</i>	6
2.6	<i>Termination of Membership</i>	7
3	Article Three. Meetings and Voting	8
3.1	<i>Club Meetings</i>	8
3.2	<i>Special Club Meetings</i>	8
3.3	<i>Board Meetings</i>	8
3.4	<i>Special Board Meetings</i>	8
3.5	<i>Voting</i>	9
4	Article Four Directors and Officers	10
4.1	<i>Board of Directors</i>	10
4.2	<i>Officers</i>	10
4.3	<i>Vacancies</i>	11
5	Article Five. The Club Year, Annual Meetings and Elections	12
5.1	<i>The Club Year</i>	12
5.2	<i>Annual Meeting & Elections</i>	12
5.3	<i>Nominations</i>	12
6	Article Six. Committees	13
6.1	<i>Section 1</i>	13
6.2	<i>Section 2</i>	13

7	Article Seven. Discipline	14
7.1	<i>American Kennel Club Suspension</i>	14
7.2	<i>Charges</i>	14
7.3	<i>Board Hearing</i>	14
7.4	<i>Expulsion</i>	15
8	Article Eight. Amendments	16
8.1	<i>Section 1</i>	16
8.2	<i>Section 2</i>	16
8.3	<i>Section 3 Dissolution</i>	16
9	Article Nine. Order of Business	17
9.1	<i>Section 1</i>	17
9.2	<i>Section 2</i>	17
9.3	<i>Section 3</i>	18

1 Article One. Name and Objects

1.1 *Section One*

The name of the club shall be Patriot Sporting Spaniel Club Incorporated

1.2 *Section Two*

The objects of the club shall be:

- A. To encourage and promote the quality in breeding of pure-bred Sporting Spaniels and to do all possible to bring their natural qualities to perfection.
- B. To conduct sanctioned matches and hunting tests under the rules and regulations of the American Kennel Club.
- C. To promote all similar activities designed to encourage the development of better breeds of dogs.
- D. Charitable, educational and social; to foster and advance educational, social and charitable ideas relative to the training, breeding and ownership of Sporting Spaniels.
- E. To promote friendship, understanding, cooperation and sportsman like competition among owners and breeders of Sporting Spaniels at Field Trials and all similar activities.

1.3 *Section Three*

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.

1.4 *Section Four*

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.

2 Article Two. Memberships

2.1 *Eligibility for Individual Membership*

An applicant shall be 18 years or older and in good standing with the American Kennel Club and who subscribe to the purposes of this Club.

2.2 *Eligibility for Junior Membership*

An applicant shall be less than 18 years of age and be sponsored by a member in good standing. A junior member does not have voting rights but may serve on a committee and may participate in Club activities under member supervision.

2.3 *Eligibility for Family Membership*

This membership covers husband, wife and all their children under 18 years of age. Husband and wife must fulfill same requirements as those for Individual membership. Children in the family will be governed by the same rules as set forth in Article II, Section 2. Husband and wife will have the same rights as Individual Members. Family members over the age of 18 are entitled to one vote each. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and owners in its immediate area.

2.4 *Dues*

Individual membership dues shall be set by vote of the members at the annual meeting. Family membership dues shall be 50% more than the individual membership dues and junior membership dues (children not covered under family membership) shall be 50% less than individual membership dues. All dues are payable on or before the 1st day of March of each year. No member may vote whose dues are not paid for the current year. During the month of January the Treasurer shall send to each member a statement of his dues for the ensuing year. Membership cards will be issued by the Secretary upon payment of dues.

2.5 *Election to Membership*

Each applicant for membership shall apply on a form as approved by the Board Directors and which shall provide that the applicant agrees to abide by this constitution and bylaws and the rules of The American Kennel club. The application shall state the name and address of the applicant. Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the secretary and each application is to be read at the first meeting of the club following its receipt. Applications should carry the endorsement of one or two members who are in good standing. At the meeting the application will be voted upon by secret ballot and affirmative votes of 3/4 of the members present and voting at that meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the Club may re-apply after six months.

2.6 *Termination of Membership*

Membership may be terminated:

- A. By resignation. Any member in good standing may resign from the Club upon written notice to the Secretary.
- B. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year; however, the Board may grant an additional 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 that meeting.

3 Article Three. Meetings and Voting

3.1 *Club Meetings*

Meetings of the Club shall be held at least four times each year, at such hour and place as may be designated by the Board of Directors, in the greater W. Royalston, MA area.

The Secretary shall provide written notice of each meeting to all members at least 10 days prior to the date of the meeting. The quorum for such meetings shall be 5 voting members, in good standing.

3.2 *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 members of the Club who are in good standing. Such special meetings shall be held 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 provided to all members by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting. A quorum for such a meeting shall be 5 voting members.

3.3 *Board Meetings*

Meetings of the Board of Directors shall be held at least once per year in the greater W. Royalston, Ma area at such hour and place as may be designated by the Board. Written notice of each such meeting shall be provided to all members by the Secretary at least five days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

3.4 *Special Board Meetings*

Special meetings of the Board may be called by the President, and 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 at such place, date and hour as may be designated by the person authorized herein to call such a meeting.

The Secretary shall provide to all members notice of such a 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. A quorum for such a meeting shall be a majority of the Board.

3.5 *Voting*

Each Individual member (and husband and wife under family membership) in good standing whose dues are paid for the current year shall be entitled to one vote per person at any meeting of the Club at which he is present. Proxy voting will not be permitted at any club meeting or election.

4 Article Four Directors and Officers

4.1 *Board of Directors*

The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and three other persons all of whom shall be elected for 2 year terms at the Club's annual meeting as provided in Article V and shall serve until their successors are elected. General Management of the Club's affairs shall be entrusted to the Board of Directors.

4.2 *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 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.
- B. The Vice-President shall have the duties and exercise the power 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 shall have charge of the correspondence, notify members of meetings, notify new members to their election of membership, notify officers and directors of their election to office, keep a roll of the members of the Club with their addresses, issue membership cards and carry out such other duties as are prescribed in these by-laws.
- D. The Treasurer shall collect and receive all monies due or belonging to the Club. He shall deposit the same in a bank designated by the Board, in the name of the Club. His books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting he shall render an account of all monies received and expended during the

previous fiscal year. The Treasurer shall be bonded in such an 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 the officers and four other persons.

4.3 *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 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 the 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.

5 Article Five. The Club Year, Annual Meetings and Elections

5.1 *The Club Year*

The Club's fiscal year shall begin on the 1st day of May and end on the 30th day of April.

5.2 *Annual Meeting & Elections*

The annual meeting shall be held in the month of April at which Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 3 of Article V. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his or her successor in office all properties and records relating to that office within 30 days after the election.

5.3 *Nominations*

The President may appoint a nominating committee of not less than three members to prepare nominations for officers and board members for the ensuing year.

- A. The committee shall, as soon as practicable, but not later than three weeks before the March meeting, report their nominations to the secretary in writing.
- B. The Secretary shall, at least two weeks before the March meeting, notify each member in writing of the candidates so nominated.
- C. Additional nominations may be made at the March meeting.
- D. Nominations cannot be made at the Annual Meeting or in any manner except as provided in this section.

6 Article Six. Committees

6.1 *Section 1*

The Board may each year appoint standing committees to advance the work of the club in such matter as field trials, hunt tests, trophies, annual prizes, membership and other fields 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 aid it on particular projects.

6.2 *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.

7 Article Seven. Discipline

7.1 *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 the Club for a like period.

7.2 *Charges*

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the sport. Written charges specifications must be filed in duplicate with the Secretary together with a deposit of \$10 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 and 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 or the breed. 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 own defense and bring witnesses if he or she wishes.

7.3 *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 or 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.

7.4 *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 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. 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, if present, to speak in his or her own behalf if he or she wishes. 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.

8 Article Eight. Amendments

8.1 *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 20% (or no less than 10 voting) members 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 petition was received by the Secretary.

8.2 *Section 2*

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

8.3 *Section 3 Dissolution*

The Club may be dissolved at any time by the written consent of not less than 2/3 of the voting members. In the event of the dissolution of the Club, other than for purposes of reorganization 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 payments of the debt 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.

9 Article Nine. Order of Business

9.1 *Section 1*

At a meeting of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

Roll Call

Minutes of last meeting

Report of President

Report of Secretary

Report of Treasurer

Report of Committees

Election of Officers and Board (at Annual Meeting)

Election of new members

Old business

New business

Good of the Club

Adjournment

9.2 *Section 2*

At a meeting of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Reading of minutes of last meeting

Report of Secretary

Report of Treasurer

Reports of committees

Unfinished business

New business

Adjournment

9.3 *Section 3*

The rules contained in the current edition of “Roberts Rules of Order, Newly revised” shall govern the club in all cases to which they are applicable and in which they are not in consistent with these bylaws and any other special rules of order the club may adopt