



# **ADIRONDACK HIGH PEAKS DOG TRAINING CLUB**

## **CONSTITUTION**

### ARTICLE I - NAME AND PURPOSE

SECTION I. Name: The Name of the Club shall be  
"Adirondack High Peaks Dog Training Club."

SECTION II. Purpose: The purpose of the Club shall be to:

- (A) Promote the training of dogs & their owners.
- (B) Disseminate knowledge regarding obedience training.
- (C) Conduct classes for the training of dogs and their handlers.
- (D) Hold and support a variety of K-9 events.
- (E) Promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.

SECTION III. 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 IV. 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 objectives.

## **BY-LAWS**

### ARTICLE I - MEMBERSHIP

SECTION I. Eligibility: Membership shall be open to all persons 16 years of age and older who subscribe to the purposes of this Club.

SECTION II. Four types of membership:

- (A) Individual membership shall be open to all persons 16 years of age and older. Dues for Individual membership shall be \$20.00 per calendar year.

*To be considered active the member must attend 1 membership meeting or activity per year.*

- (B) Family membership shall be open to persons 16 years and older living in the same household. Dues for Family membership shall be \$30.00 for two people, plus \$10.00 for additional members, per calendar year.

*To be considered active members must attend 1 membership meeting or activity per year.*

- (C) Supporting membership shall be open to persons who wish to support this Club in its endeavors. Supporting members shall not be eligible to hold office or vote, nor shall they receive reduced rates for training classes or seminars. Supporting members shall receive the Club newsletter and notification of club events. Dues for Supporting membership shall be \$20.00 per calendar year for an individual or \$30.00 for two people, plus \$10.00 for additional members, per calendar year for a family.
- (D) Honorary members may be recommended in writing to the Board of Directors by any Club member. Honorary members shall not be eligible to hold office or vote, nor shall they receive reduced rates for training classes or seminars. Honorary members shall receive the Club newsletter and notification of club events. An honorary member shall be exempt from payment of dues.

### SECTION III. New Member Procedure

- (A) Individual, Family, Supporting Member Applications: Each applicant for membership shall submit to the Membership Chairperson a completed application on a form as approved by the Board of Directors. The application shall carry the endorsement of one member in good standing who has had direct contact with the applicant. The endorser shall agree to mentor the applicant during their first year of membership. Additionally, the applicant must have attended one full session of training classes. If dictated by special circumstance, the membership requirements may be waived or modified by the board of directors.

**Biography:** When presenting an application for membership into the club, the prospective member will also submit a brief written biography to the Membership Chairperson. When the application is deemed complete, the biography will be published to the Membership via any approved method of club communication.

**Dues:** Accompanying the application should be payment of the prospective member's dues for the current year, which shall be held by the Membership

Chairperson until the applicant is approved.

Board Action: The members of the Board of Directors will vote on the prospective member's application once the biography has been published for two weeks. Affirmative votes of three quarters of the Board of Directors will be required to approve the applicant. The new member shall be notified of their status.

An applicant whose membership application is rejected by the club will have their dues payment returned.

(B) Honorary Member Recommendation: The written recommendation for each Honorary member shall be published via any approved method of club communication. The members of the Board of Directors will vote on the prospective member's application once the recommendation has been published for two weeks. Affirmative votes of three quarters of the Board of Directors will be required to approve the applicant. The Honorary member shall be notified of their status.

SECTION IV. Dues: Each member shall receive notice of his dues for the coming year. Membership dues should be delivered to the Membership Chairperson on or before the first day of February of each year. A late fee of \$5.00 will be assessed for dues paid after that date. See Section V (B) for further deadlines. No member may vote or hold office whose dues are not paid for the current year. Dues paid for memberships approved after September 30 shall be considered current through the following membership year.

SECTION V. Termination of Membership:

Memberships may be terminated in any of the following ways:

(A) By resignation. Any member may resign from the Club in good standing, upon written notice to the Secretary or Membership Chairperson, if they have paid all membership dues owed. Written notice may be accomplished by marking the box on the renewal form indicating they do not wish to renew their membership. However, no member may resign in good standing when in debt to the Club. Dues obligations are considered a debt to the Club and they are incurred on the first day of the fiscal year unless the member resigns by February 1<sup>st</sup> of that same year.

(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 or hold office whose dues are unpaid as of the date of that meeting.

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

#### SECTION VI. Reinstatement of Past Members:

(A) A past member of the Club who has left the membership in good standing as described in Section V (A) is eligible to be reinstated by meeting the following criteria:

- (1) Submit a completed membership application to the Membership Chairperson
- (2) Be approved for reinstatement by a majority vote of the Board of Directors.

(B) Any past member who left the Club without good standing must reapply under the guidelines in Article I, Section III.

### ARTICLE II - MEETINGS AND VOTING

SECTION I. Club Meeting: Meetings of the Club shall be held in the Saranac Lake area at such date, hour and place as may be designated by the Board of Directors. Notice of each meeting shall be published. The quorum for such meetings shall be 20% of the Individual and Family Members.

SECTION II. Special Club Meeting: 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, or shall be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such meetings shall be held in the Saranac Lake area at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Notice of such a meeting shall be publicized 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 twenty percent of the members in good standing.

SECTION III. Board Meetings: Meetings of the Board of Directors shall be held as designated by the Board in the Saranac Lake area at such date, hour and place as may be designated by the Board. Each Board member and committee

representative shall receive notice of such meetings via any approved method of club communication. The quorum for such a meeting shall be a majority of the Board.

SECTION IV. 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 Saranac Lake area at such place, date and hour as may be designated by the person(s) authorized herein to call such a meeting. Each Board Member and committee representative shall receive notice of such meetings via any approved method of club communication. 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.

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 he is present. Proxy voting will not be permitted at any Club meeting or election.

### ARTICLE III - DIRECTORS AND OFFICERS

SECTION I. Board of Directors: The Board shall be comprised of the President, Vice-President, Secretary, and Treasurer, and five other persons, all of whom shall be members in good standing, and all of whom shall be elected for one-year terms at the Club's annual meeting as provided in Article IV, and shall serve until their successors are elected. The past president shall serve on the Board as ex-officio with full voting rights. 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 meetings.

(A) The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers that normally appertain 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 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. They shall have charge of the correspondence, notify members of meetings, notify new members of their admission 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 or delegated by the board.
- (D) The Treasurer shall collect and receive all moneys due or belonging to the Club. They shall deposit the same in a bank designated by the Board, in the name of the Club. The club books shall at all times be open to inspection by the Board and 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. At the annual meeting, they shall render an account of all moneys 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 term of office for all officers and board members shall be one year. President and Vice-President may serve four (4) consecutive one year terms, and board members may serve two (2) one year terms. There shall be no term limits for Secretary and Treasurer. All officers and board members will still be voted on each year, and additional nominations will be accepted from the floor.

SECTION III. 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 of 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 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, ANNUAL MEETING, ELECTIONS

SECTION I. Club Year: The Club's fiscal year shall begin on the first day of January and end on the 31st day of December. 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 Officers and Board Members for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section IV of this Article. If there is only one nominated candidate for an office, the secret, written ballot shall be waived for that office. If there is only one nominated candidate for each of the offices open, the secret, written ballot shall be waived for the election, and the slate of officers shall be elected by a two-thirds vote of the members present and eligible to vote.

They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his successor in office all properties and records relating to that office within thirty days after the election.

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

SECTION IV. Nominations: No person may be a candidate in a Club election who has not been nominated. During the month of October, the Board shall select a Nominating Committee consisting of three members, not more than one of whom may be a member of the Board. The Board shall name a Chairman for the Committee and it shall be their duty to call a committee meeting, which shall be held on or before December 1.

(A) The Committee shall nominate at least one candidate for each office and at least five candidates for the five other positions on the Board and, after securing the consent of each person so nominated, shall immediately report their nominations in writing.

(B) Additional nominations may be made at the January meeting by any member in attendance provided that the person nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, their proposer shall present to the Secretary a written statement from the proposed candidate signifying their willingness to be a candidate. No person may be a candidate for more than one position.

## ARTICLE V - COMMITTEES

SECTION I. The Board may each year appoint standing committees to advance the work of the Club in such matters as training, building, hospitality, library, membership, newsletter, program, publicity, statistics/awards and sunshine and other fields which may be served well by committees. The President may also appoint committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the President/and or the Board to aid on particular projects.

SECTION II. Any committee member appointed may have the appointment 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 I. Reasons for discipline of a member or other persons shall include but not be limited to:

- (A) Suspension or discipline by any recognized canine or humane organization.
- (B) Misuse of Club funds.
- (C) Misuse of Club property.
- (D) Theft of Club funds.
- (E) Theft of Club property.
- (F) Larceny at Club function.
- (G) Conviction of violating any Federal or State game animal protection law.
- (H) Misrepresenting a dog for personal gain or advantage.
- (I) Wanton destruction of public or private property at a Club function.
- (J) Careless and negligent use of a firearm at a Club function.
- (K) Knowingly aiding in any offense subject to discipline.
- (L) No member shall be permitted to use the name of the club for professional or personal gain through advertising or any other means.

SECTION II. 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, 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. 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 three weeks or more than six weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in their own defense and bring witnesses if they wish.

**SECTION III. 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.

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 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 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 in Section III of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within sixty days but not earlier than thirty days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing on their 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 on their own behalf if they so wish. The meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and eligible to vote at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## ARTICLE VII - AMENDMENTS

SECTION I. 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 petition was received by the Secretary.

SECTION II. The constitution and by-laws may be amended by a two-thirds 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 each member notified at least two weeks prior to the date of the meeting.

## ARTICLE VIII - DISSOLUTION

SECTION I. Dissolution: The Club may be dissolved at any time by the written consent of not less than two-thirds of the 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 payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs as selected by the Board of Directors.

During a calendar year (January 1 - December 31), if there is no recorded club activity and no meetings that have a quorum of members, than the Treasurer as directed by the Board of Directors shall close the accounts and distribute the remaining assets to the appropriate charitable organization for the benefit of dogs, and the club shall thereupon become dissolved.

## ARTICLE IX - ORDER OF BUSINESS

SECTION I. At meetings of the Club, the order of business, as 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
- Reports of Committees
- Election of Officers and Board (at annual meeting)
- Unfinished Business
- New Business
- Adjournment

SECTION II. At meetings 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
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

SECTION III. Business Procedure: In all cases not in conflict with these constitution and by-laws, Robert's Rules of Order shall govern the business procedure of the Club.

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