

LOMITA OBEDIENCE TRAINING CLUB CONSTITUTION

ARTICLE I - NAME AND OBJECTIVES

- Section 1: The name of the Club shall be Lomita Obedience Training Club, Inc.
- Section 2: The objective of the Club shall be:
- A. To promote a greater interest in training and handling of dogs in obedience competition and other dog related sports;
 - B. To promote canine good citizenship and responsible dog ownership;
 - C. To cultivate a high standard of good fellowship and good sportsmanship among persons interested in dogs.
- 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 benefit any member or individual.
- Section 4: The members of the Club shall adopt and may from time to time revise such Standing Rules as may be required to carry out these objectives.

ARTICLE II - MEMBERSHIP

- Section 1: There shall be five (5) types of membership, active, associate, lifetime, junior and honorary, open to all persons who subscribe to the purposes of this club.
- A. Active members shall endeavor to further the objectives of the club. They shall be entitled to all active membership privileges.
 - B. Associate members shall endeavor to further the objectives of the club. They shall be entitled to all active membership privileges EXCEPT voting privileges.
 - C. Lifetime members are those members who are elected by the membership in recognition of meritorious service and are exempt from membership dues. They shall be entitled to all active membership privileges.
 - D. Junior members are those under eighteen (18) years of age. A junior member is not eligible to vote until he/she is sixteen (16) years of age.
 - E. Honorary members may be elected by a voice vote of a majority of members present at any regular meeting. Such members shall have no voting privileges.
- Section 2: Membership dues shall be set by the membership and shall be payable on or before the first day of January each year. No member may vote whose dues are not paid for the current year. During the month of November the treasurer shall have sent to each member a notice of his/her dues for the ensuing year.

Section 3: Election to membership. Each applicant for membership shall submit an application on a form approved by the Board of Directors which shall provide that the applicant agrees to abide by the Constitution and Standing Rules of the Club. The application shall state the name and address of the applicant. All applications are to be filed with the secretary and each application is to be published in the next newsletter following its receipt. The applicant will be voted on at the first meeting applicant attends after publication. The affirmative vote of three-fourths (3/4) of the members present shall be required to elect the applicant. The new member shall submit dues payment for the current year upon election to membership.

Eligibility Criteria for Lifetime Membership: A member in good standing for at least 15 consecutive years. And an instructor, training assistant, training aide or Match Chairman for at least 5 years. The nomination will be reviewed and approved by the board. Members that make significant contributions to the club in any given year may be honored at the annual Installation and Awards banquet.

Applicants for membership who have been rejected by the club may not re-apply for six (6) months after such rejection.

Section 4. Termination of membership. Memberships may be terminated by:

- A. Resignation. Any member in good standing may resign from the club upon written notice to the secretary.
- B. Lapsing. A membership will be considered lapsed and automatically terminated if the member's dues remain unpaid after the last day of February. Persons who have allowed their membership to lapse must reapply for membership as provided in Article 11, Section 3 of the Constitution. In no case may a person whose dues are unpaid be allowed to vote at any meeting.
- C. Expulsion. A membership may be terminated by expulsion as provided in Article VII of the Constitution.

ARTICLE III - MEETINGS

Section 1. Club Meetings. Meetings of the club shall be held on a monthly basis at such hour and place as may be designated by the membership. The quorum for such meeting shall be 20% but not less than five (5) active members in good standing.

Section 2. Special Club Meetings. Special club meetings may be called by the president or by a majority vote of the members of the Board of Directors who are present and voting at a regular or special meeting of the Board of Directors or by the secretary upon receipt of a petition signed by three (3) members of the club who are in good standing. Such special meetings shall be held at such an hour and place as may be designated by the person or persons authorized to call such meeting. Written

notice of such meetings shall be mailed by the secretary at least three (3) days and no more than ten (10) days prior to the date of the meeting. The notice must state the reason for the meeting and no other club business may be transacted thereat. The quorum for such meeting shall be 20% but not less than five (5) active members in good standing.

Section 3. Board Meetings. Meetings of the Board of Directors shall be held at such time and place as may be designated by the Board of Directors. Written notice of such meeting shall be mailed by the secretary at least three (3) days prior to the date of the meeting. The quorum for such meeting shall be a majority of the Board of Directors.

Section 4. Special Board Meetings. Special meetings of the Board of Directors may be called by the president or secretary upon receipt of written request signed by at least three (3) members of the Board of Directors. Such special meeting shall be held at such time and place as designated by the person authorized herein to call such a meeting. Written notice of such meeting shall be mailed by the secretary at least three (3) days and not more than ten (10) days prior to the date of the meeting. The notice must state the reason for the meeting and no other club business may be transacted thereat. The quorum for such meeting shall be a majority of the Board of Directors.

Section 5. Voting. Each active member in good standing, whose dues are paid for the current year, shall be entitled to one (1) vote on any issue at any meeting of the club at which he/she is present. Furthermore, at the annual meeting only those members who have attended at least five (5) regular meetings in the previous year may vote in the election of members of the Board of Directors. Proxy voting will not be permitted at any club meeting or election.

ARTICLE IV – OFFICERS AND DIRECTORS

Section 1. Board of Directors. The Board of Directors shall be composed of the president, vice-president, secretary, treasurer, sergeant at arms, technical advisor, and two (2) trustees, all of whom shall be members in good standing. No member shall be eligible for office until he/she has been a member in good standing and has attended six (6) regular meetings during the fiscal year. They shall be elected for a one (1) year term at the club's annual meeting as provided in Article V and shall serve until their successors are installed. General management of the club's affairs shall be entrusted to the Board of Directors.

Section 2. Officers. The club's officers, consisting of president, vice-president, secretary, and treasurer, shall serve in their respective capacities both with regard to the club and its meetings and the Board of Directors and its meetings.

- A. The president shall preside at all meetings of the club and the Board of Directors and shall have the duties and powers normally appurtenant to the office of president and, in addition, to those particularly specified in the Constitution and Standing Rules. The president shall be an ex-officio member of all committees except the nominating committee.
- 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 record of all meetings of the club and of the Board of Directors and of all matters of which a record shall be ordered by the club. He/she shall publish information regarding meetings, keep a roster of the members of the club with their addresses, have charge of the correspondence and carry out such other duties as prescribed in this Constitution and the Standing Rules.
- D. The treasurer shall collect and receive all monies due or belonging to the club. He/she shall deposit the same in a bank satisfactory to the Board of Directors in the name of the club. The treasurer's books shall be at all times open to the inspection of the Board of Directors and he/she 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/she shall render an account of all monies received and expended during the previous fiscal year.

Section 3. Vacancies. Any vacancies occurring on the Board of Directors during the year shall be filled for the unexpired term of office by a majority vote of all of the then members of the Board of Directors at its first regular meeting following the creation of such vacancy, or at a special Board meeting called for the purpose, except that a vacancy in office of president shall be filled by the vice-president and the resulting vacancy in the office of vice-president shall then be filled as stated above.

ARTICLE V – CLUB YEAR, ANNUAL MEETING, ELECTION

Section 1. 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 installation at the January meeting and continue through the installation at the next January meeting.

Section 2. Annual meeting. The annual meeting shall be held in the month of November at which time the directors and officers for the ensuing year shall be elected from among those nominated in accordance with Section 3 of this article. They shall take office after their installation at the January meeting. Each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within fifteen (15) days after the installation.

- Section 3. Nominations. No person may be a candidate in a club election who has not been nominated. The nominating committee shall consist of five (5) members, two (2) of whom shall be selected by the Board of Directors from its own membership at their regular September meeting. The Chairperson shall be selected first. The other three (3) members shall be selected by the membership at their regular September meeting. It shall be the Chairperson's duty to call a committee meeting by October 15th.
- A. The committee shall nominate one (1) candidate for each office, sergeant at arms and technical advisor and two candidates for trustee one of which shall be the Past President and, after securing the consent of each person so nominated, shall immediately report their nominations to the secretary in writing. The secretary shall notify the membership.
- B. Additional nominations may be made at the November meeting by any member in attendance provided by 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 the 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 (1) position and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination from the nominating committee.

ARTICLE VI – COMMITTEES

- Section 1. The president, with the approval of the Board of Directors, may each year appoint standing committees to advance the work of the club in such matters as the club's match, trophies, annual prizes, membership and any other fields which may be well served by committees. Special committees may also be appointed by the president, with the approval of the Board of Directors, to aid on particular projects.
- Section 2. Any committee appointment may be terminated by a majority vote of the full membership of the Board of Directors upon written notice to the appointee and the president may appoint successors to those persons whose services have been terminated.

ARTICLE VII – DISCIPLINE

- Section 1. Suspensions. Any person who is suspended from the privileges of a recognized registry body (i.e., American Kennel Club, ASCA, United Kennel Club, etc.) shall be automatically suspended from the privileges of the club for a like period.
- Section 2. Charges. Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the club or its objectives. 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. The secretary to promptly notify the Board of Directors of said charges and they shall meet and set a date of a board hearing, not less than three (3) weeks nor more than (6) weeks thereafter. The secretary shall promptly send one (1) copy of the charges to the accused 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 of Directors shall have complete authority to decide whether counsel may attend the hearing but both the complainant and the defendant shall be treated equally in that regard. The complainant must appear in person at the hearing. Should the charges be sustained after hearing all the evidence and testimony presented by the complainant and defendant, the Board of Directors may, by a majority of those present, suspend the defendant from all privileges of the club for not more than six (6) months from the date of the hearing. If it deems that punishment insufficient it may recommend to the membership that the penalty be expulsion. In each 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 of Directors' recommendation. Immediately after the Board of Directors 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 of Directors decision and penalty, if any.
- Section 4. Expulsion. Expulsion of a member from the club may accomplished only at a meeting of the club following a board hearing and upon the Board of Directors 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 sixty (60) days, but not earlier than thirty (30) days, after the Board of Directors' recommendation of expulsion. The defendant shall have the privilege of appearing on his/her own behalf, though no evidence shall be taken at this meeting. The president shall read the charges and the Board of Directors' findings and recommendations and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. 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 of Directors suspension shall stand.

ARTICLE VIII – AMENDMENTS

- Section 1. Amendments to the constitution may be proposed by the Board of Directors, by duly appointed committee or by written petition addressed to the secretary and signed by 20% of the membership in good standing. Amendments proposed by such petition shall be considered by the Board of Directors and must be submitted to the members by the secretary for a vote within thirty (30) days of the date when the petition was received
- Section 2. The constitution may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for that purpose, provided the proposed amendment(s) 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 1. Dissolution. The club may be dissolved at any time by the written consent of not less than 75% of the members. In the event of dissolution of the club, whether voluntary or involuntary or by operation of the law, none of the property of the club nor any proceeds thereof, nor any assets of the club shall be distributed to any members of the club. After payment of the debts of the club, its property and assets shall be given to the charitable organization for the benefit of dogs selected by the Board of Directors.

ARTICLE X – ORDER OF BUSINESS

- Section 1. At meetings of the club the order of business, so far as the character and nature of the meeting may permit, shall be as follows:
- Verification of quorum
 - Introduction of guests
 - Election of new members
 - Minutes of the last meeting
 - Report of the president
 - Report of the secretary
 - Report of the treasurer
 - Report of committee chairpersons
 - Election of officers and board members (at annual meeting)
 - Unfinished business
 - New business
 - Adjournment

Section 2. At meetings of the Board of Directors the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

Reading of the minutes of the last meeting
Report of the secretary
Report of the treasurer
Report of committees
Unfinished business
New business
Adjournment

ARTICLE XI – AUTHORITY AND PARLIAMENTARY PROCEDURE

Section 1. Authority. Subject to this constitution Robert’s Rules of Order shall govern all club procedures.

Section 2. Parliamentarian. A parliamentarian may be appointed by the president.

Revisions

September, 2014: Removed “Training Director” from first sentence in Article IV - Officers and Directors, Section 1 - Board of Directors. Added “Revisions” section to last page of document. - JR, Club Secretary

November, 2016: Added “Associate” membership type to Article II, Section 1. Replaced “notify new members of election to membership, notify officers and directors of election to office” with “publish information regarding meetings” in Article IV, Section 2. Removed “one of whom shall be the past president” from Article IV, Section 1. - JR

April, 2018: Added ... Eligibility Criteria for Lifetime Membership: A member in good standing for at least 15 consecutive years. And an instructor, training assistant, training aide or Match Chairman for at least 5 years. The nomination will be reviewed and approved by the board. Members that make significant contributions to the club in any given year may be honored at the annual Installation and Awards banquet. - JR