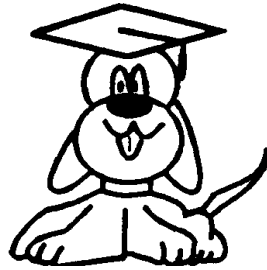


CONSTITUTION AND BYLAWS OF THE

DAUPHIN DOG TRAINING CLUB, INC.

OF

HARRISBURG, PENNSYLVANIA



Revised October 1, 2017

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**CONSTITUTION AND BYLAWS OF THE
DAUPHIN DOG TRAINING CLUB, INC.
OF
HARRISBURG, PENNSYLVANIA**

ARTICLE I

Name and Objectives

- Section 1 This Club shall be named, known, and styled as: **DAUPHIN DOG TRAINING CLUB, INC.**, hereinafter referred to as Dauphin Dog Training Club, DDTC, or the Club.
- Section 2 The objectives of the Club shall be for the purpose of but not limited to: holding classes for the training of dogs and their handlers, holding Obedience and Rally Trials, Agility Trials and Tracking Tests, and other events under the rules of the American Kennel Club, as well as **fostering the spirit of good fellowship** between dog lovers.
- Section 3 The Club shall not be conducted 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 bylaws as may be required to carry these objectives.

ARTICLE II

Membership and Dues

- Section 1 (a) Membership shall be open to all persons who are in good standing with the American Kennel Club and who subscribe to the purpose of the Dauphin Dog Training Club. Types of memberships shall be defined below:
- Section 1 (b) **Single Membership** shall be offered to any individual eighteen (18) years or older.
- Section 1 (c) **Household Membership** shall be offered to a single parent/guardian or two adults residing at the same address and their dependent children under eighteen (18) years of age.
- Section 1 (d) **Junior Membership** shall be offered to persons who have attained their 14th birthday, but who have not attained their 18th birthday by June 1st. A Junior Member shall be entitled to all the Club's rights and privileges except for the right to vote or the right to hold office.

- Section 1 (e) **Probationary Membership** is offered to all prospective new members and shall serve a probationary period of a minimum of ninety (90) days or one training session. Probationary members shall have all rights and privileges of the Club with the exception of the right to vote or to serve on the Board of Director
- Section 1 (f) **Honorary Membership** shall be granted by a majority vote of the Board of Directors to such persons who have performed extraordinary service to the Club for a period of ten (10) or more years. This shall be a voting membership and be for life tenure.
- Section 2 **Membership Dues** shall be established by the Board of Directors, with the approval of the General Membership and payable by January 1 of each year. Members whose dues remain unpaid for sixty (60) days are not in good standing and shall be expelled by the Board of Directors. A letter of resignation must be submitted in order to be eligible to reactivate a membership without paying the initiation fee. Half rate dues will be charged for new members joining this Club from November 1 through December 31.
- Section 3 **Requirements for Full Membership** are that after serving a three-month probationary period, application for membership shall be endorsed by one member of the Club, and that the annual dues must accompany the application, plus an initiation fee. The initiation fee is to be established by the Board of Directors with the approval of the General Membership. All applications must be approved by the Board of Directors at a meeting specified in Article IV, Section 2.
- Section 4 Any member who is **Suspended** from privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a **like period upon a review and concurrence of the Board of Directors.**
- Section 5 **Expulsion** of a member from the Club, except for non-payment of dues, may be accomplished only at a General Membership meeting of the Club and after recommendation of the Board of Directors. The defendant shall be notified in writing of the charges by the Corresponding Secretary a minimum of ten (10) days prior to the Board hearing, and shall have the right to appear before fellow members at an ensuing General Membership meeting. A two-thirds (2/3) vote of those present at the meeting shall be necessary for expulsion.
- Section 6 (a) The Board of Directors shall have the power to **suspend a member's Club privileges** for conduct detrimental to the operation, reputation, or well-being of the Club.

ARTICLE II

Membership (cont'd)

- Section 6 (b) The membership has the authority to **remove a Board Member** for conduct detrimental to the operation, reputation, or well-being of the Club by eighty (80%) per cent of the members vote at a special meeting called for that purpose. There shall be thirty (30) days' notice sent to all members pertaining to any special meeting for this purpose.
- Section 6 (c) **Suspension of a member** of the Club shall be accomplished at a meeting of the Board of Directors. The defendant shall be notified in writing by the Corresponding Secretary a minimum of ten (10) days prior to the Board Hearing and have the privilege of attending the Board Hearing. At the Board Meeting, the member may request a General Membership meeting be called by the Board of Directors to vote on the suspension within thirty (30) days of the request. **Failure to appear** at the Board Hearing invokes Article II, Section 6a.
- Section 6 (d) The **aggrieved member** shall have the right of appeal to the General Membership as per Article IV, Section 3.

ARTICLE III

Location

- Section 1 The principal headquarters of the Club shall be located in the Greater Harrisburg Area, Pennsylvania.
- Section 2 This Club may establish branch offices in such cities, towns, boroughs, villages, and townships of this Commonwealth as shall be deemed advisable from time to time.

ARTICLE IV

Meetings

- Section 1 (a) The parliamentary rules in Robert's Rules of Order shall be used to conduct all meetings of this Club. (Article XIX)
- Section 1 (b) **A General Membership Meeting** shall be held in the greater Harrisburg area during the month of September each calendar year, at such hour and place as designated by the President for the purpose of nominations.

ARTICLE IV

Meetings (cont'd)

- Section 1 (c) **The Annual Meeting** shall be held in the greater Harrisburg area during the month of October each calendar year, at such hour and place as designated by the President for the purpose of updating the membership of the past years' business and voting for a slate of officers and Board Members.
- Section 2 **The Board of Directors shall meet** at least once per month at such hour and place as designated by the President except for the months of September and October when membership meetings take place **at the club. Meetings of the Board may on occasion be held electronically as called by the President.**
- Section 3 **Special Meetings of the General Membership** may be called by the President at such times as deemed necessary, or upon the written request signed by five (5) members of the Board of Directors, or upon written request signed by ten (10%) per cent of the members of the Club.
- Section 4 **Special Meetings of the Board of Directors** may be called by the President or upon written request signed by three (3) members of the Board of Directors.

ARTICLE V

Notices

- Section 1 The General Membership shall be provided two (2) **weeks written or by electronic notice** of the Annual and all General Membership meetings.
- Section 2 The General Membership shall be provided one (1) week notice of any **special** General Membership meeting.
- Section 3 The Board of Directors shall be provided one (1) week notice of any special Board meetings. Emergency Board meetings require no notice, providing there is a quorum present. Minutes shall be taken at all Emergency Board Meetings.
- Section 4 Notices of all General Membership meetings, regular or special, shall be in writing and sent to each member. **Notice of all Board meetings shall be sent to each Board member electronically. In the absence of email, a Board member will be called.** The Club's newsletter or email shall serve as a vehicle for sufficient notice for all regular meetings and it shall be sent to the Club member's latest address as recorded in the membership list of this Club.

ARTICLE VI

Waiver of Notice

- Section 1 Unless otherwise provided by law, whenever any notice is required to be given by the provisions of the Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notices, constitute a waiver of notice.

ARTICLE VII

Training Fees and Positions

- Section 1 All class training fees shall be set by the Board of Directors with the approval of the General Membership.
- Section 2 (a) There shall be a **Director of Obedience** in charge of the obedience training program including assignment and supervision of obedience training personnel.
- There shall be a **Director of Agility** in charge of the agility training program including assignment and supervision of agility training personnel.
- The Director of Obedience and the Director of Agility are appointed/approved by the Board of Directors.
- The Obedience Director and the Agility Director will not be voting members unless they hold a Board position.
- Section 2 (b) There shall be established the positions of **Training Instructors**. Nominees for positions of Training Instructors are to be presented to the Board of Directors by the President for majority vote. Nominees' credentials shall be examined by the Board of Directors.
- Appointments of these positions to be permanent and removal from said positions to be only by resignation of the individual or suspension by a majority vote of the Board of Directors. After a period of two (2) years as an inactive Instructor, said instructor must be reinstated by a majority vote of the Board of Directors.
- Section 3 Upon the recommendation to the Board of Directors, a prorated share of a training fee or a credit may be given to a participant who is the owner of a dog that proves vicious or detrimental to the advancement of the class, or for any other reason which, in the opinion of the Board of Directors, is valid.

ARTICLE VIII

Officers

- Section 1 The officers of this Club shall be the **President**, **First Vice President**, **Second Vice President**, **Recording Secretary**, **Corresponding Secretary**, and **Treasurer**.
- Section 2 All officers shall be members of the Board of Directors.

ARTICLE IX

Duties of Officers

- Section 1 The **President** shall be the chief executive officer of this Club and shall have the following duties: to preside at all meetings of the members and directors; to see that all orders and resolutions of the Board of Directors are carried out; to execute all bond, mortgages and contracts of this Club, affixing the corporate seal thereto; to have general supervision of all other officers of this Club and see that their duties are properly performed; to submit a report of the operations of the Club for the fiscal year to the Board of Directors and members at the Annual Meeting, and from time to time report to the Board of Directors all known matters that may affect this Club; to be ex-officio member of all committees, except the Nominating Committee; and to have the powers and duties and management usually vested in the office of the President in a corporation; and to appoint all Committee Heads, except as herein otherwise provided.
- Section 2 The **First Vice President** shall be vested with all the powers of the President and shall perform all such duties when the President is absent. **The First Vice President** shall oversee all aspects of the agility program. In the event that the **First Vice the** President and the First Vice President shall be absent, the **Second Vice President** shall preside. The **Second Vice President** shall oversee all aspects of the obedience program. Both Vice Presidents shall, from time to time, have other duties as may be assigned by the President or the Board of Directors. In the event that **neither** of the Vice Presidents are available during the absence of the President, one of the other officers may preside using the order set forth in Article VIII, Section 1, to establish the Chair.
- Section 3 The **Recording Secretary** shall attend all sessions of the Board of Directors and all General Membership meetings and act as a clerk thereof, and shall record all votes and minutes of all proceedings in a book to be kept for that purpose, and shall perform such other duties as may be prescribed by the Board of Directors or the President, and under the supervision of the President shall be custodian of the corporate seal.

ARTICLE IX

Duties of Officers (cont'd)

- Section 4 The **Corresponding Secretary** shall attend all sessions of the Board of Directors and all General Membership meetings and act as a correspondent thereof; shall send notices of all meetings to the membership as specified in Article, Sections 1 and 2. The Corresponding Secretary shall act as a correspondent for all members of the Board of Directors and shall perform all duties as may be prescribed by the Board of Directors or the President; and under the supervision of the President, the Corresponding Secretary shall be custodian of all correspondence the Club. The Corresponding Secretary shall send notification of dues to the members sixty (60) days prior to the end of the membership year. The Club's newsletter shall serve as a vehicle for this notice.
- Section 5 (a) The **Treasurer** shall have charge of the funds of this Club in accordance with generally accepted accounting principles. The Treasurer shall deposit the same in the name of this Club in depositories designated by the Board of Directors; shall recommend investment opportunities to the Board of Directors; shall pay all monetary obligations due; shall make a complete and accurate report of the finances of this Club at each meeting of the Board of Directors, at each Annual Meeting of the members, or at any time upon request, to the Board of Directors; shall **advise** on yearly budgets to be submitted to the Board of Directors for approval; shall handle application and negotiations with lending institutions if prescribed by the Board of Directors and all General Membership meetings. A copy of the Treasurer's report shall become a part of the minutes of all meetings where a report is given.
- The Treasurer and/or Assistant Treasurer shall be available to all Committee/Function chairpersons for handling of any receipts expected, if the Chairperson so desires.
- The Treasurer shall compile a year-end Treasurer's Report for submission to the Board of Directors at the January Board meeting and for publication in the Annual Barker.
- The Treasurer's records **may** be audited each year by an appointed auditing committee and a **year-end** report shall be submitted to the Board of Directors. This previous year-ending report shall be completed and presented at the March Board meeting each year. The Treasurer's records shall be turned over to the Audit Committee thirty (30) days after the end of the proceeding calendar year should an **auditing committee be appointed**.
- Section 5 (b) All bills, invoices, or other forms of indebtedness in excess of \$100, except for other authorized expenditures by the Board of Directors, shall be paid only upon approval by a majority vote of the Board of Directors at a meeting as specified in Article IV, Section 2.

ARTICLE IX
Duties of Officers (cont'd)

Other authorized expenditures will include normal expenses that have been approved by the Board of Directors on a blanket approval and as listed in the meeting minutes (i.e., mortgage, utilities, etc.).

All expenses shall be submitted to the Treasurer in the form of a voucher signed by the Committee Chairperson responsible for the item/expense purchase with said voucher attached.

Details for all receipts covered by any specific deposit shall be attached to that deposit slip and noted in the deposit report as to what receipts are included in any one deposit.

Bank statements of all accounts shall be reconciled on a monthly basis.

These records are to be held by the Treasurer in a permanent file for a period of time to be specified by the Board of Directors, but not for less than seven (7) years.

Section 5 (c) There shall be established the position of **Assistant Treasurer**, who in the absence of the Treasurer shall perform the duties of the Treasurer as outlined in Article IX, Section 5 (a).

As an appointee, the Assistant Treasurer(s) shall be a non-voting member of the Board of Directors, unless they hold another Board position or acting in the capacity of Treasurer.

Section 6 The Board of Directors may at any time appoint a Counsel who shall be the legal advisor of this Club.

ARTICLE X

Fidelity Bonds

Section 1 The Treasurer and Assistant Treasurer(s) shall be bonded and such other officers shall be bonded for any amount or amounts as the Board of Directors deem necessary.

ARTICLE XI

Board of Directors

Section 1 The Board of Directors shall consist of all the officers of this Club as set forth in Article VIII, Section 1, and six (6) other members elected by the membership by majority vote.

ARTICLE XII

Duties and Powers of the Board of Directors

Section 1 The property and business of this Club shall be managed by the Board of Directors.

Section 2 In addition to the general powers of the Board of Directors by virtue of their office, the powers and authority expressly given by law, by terms of the charter of this Club and elsewhere in these Bylaws, the following specific powers are expressly conferred on the Board of Directors. To purchase or otherwise acquire for the Club any property, right or privilege which it is authorized to acquire at such price or consideration, and upon such terms as them deem expedient; to appoint, remove or suspend subordinate agents or servants, to determine their duties and affix their salaries; to confer by resolution upon any officer or agent of this Club the power of permanently removing or suspending any subordinate office of servants; to determine who shall be authorized, on behalf of this Club, to sign receipts, bills, notices, checks, releases, acceptances, endorsements, contracts, and any other instruments; to delegate any of the powers of the Boards to any standing committee, or to any officer or agent of this Club, with such powers as the Board may deem fit to grant; generally to do all such lawful acts and things as are not by law, or by charter, or by these Bylaws directed or required to be done by the members.

Section 3 Any member of the Board of Directors who is absent from three (3) consecutive regular meetings of the Board of Directors, for any unapproved reason, may be automatically relieved of their position on the Board. The Board of Directors at the third consecutive absence may appoint a replacement in accordance with Article XIII, Section 5.

Section 4 Officers, Board Members, and Committee Chairpersons will turn over to their successors within fifteen (15) days after termination of their office or appointment, all Club records, equipment, and supplies. Failure to do so will cause Article II, Section 6 (a), 6 (b) and/or 6 (c) to be invoked.

ARTICLE XIII

Nominations, Elections, and Terms of Office

- Section 1 **Elections** shall be held each year during the October Annual Membership Meeting.
- Section 2 The General Membership shall elect the officers and the members of the Board of Directors, who shall assume duties of office January 1st of the year following election.
- Section 3 (a) During the month of May, the Board of Directors shall select a **Nominating Committee** consisting of five (5) members and two (2) alternates, not more than 2 of whom shall be members of the Board of Directors. The Corresponding Secretary shall immediately notify the committee and alternates of their selection. The Board of Directors shall name a Chairperson for the Committee and it shall be the chairperson's duty to conduct committee meetings, the recommendations from which shall be completed on or before July 1.
- Section 3 (b) The Nominating Committee shall nominate one (1) candidate for each of the Club's offices and one (1) candidate for each of the positions on the Board of Directors and immediately report their nominations and recommendations to the Corresponding Secretary in writing.
- Section 3 (c) Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall forthwith notify each nominee in writing of his or her nomination.
- Section 3 (d) Any member so nominated who refuses to be candidate for the position to which that person has been nominated shall notify the Corresponding Secretary in writing within ten (10) days of the date of the Corresponding Secretary's letter of notification.
- Section 3 (e) Immediately after the expiration of the period in which nominees may decline the nomination, the Corresponding Secretary shall mail to the Chairperson of the Nominating Committee a notice of all such declinations which have been received.
- Section 3 (f) Each member shall be notified in writing of the nominating committee's selections at least ten (10) days prior to the September General Membership meeting. The Club's newsletter shall serve as the vehicle for sufficient notification.
- Section 3 (g) Additional nominations may be made at the September General Membership Meeting by any member in attendance provided that the person so nominated does not decline when his or her name is proposed and provided further, that if the proposed candidate is not in attendance at this meeting, their proposer shall present to the Corresponding Secretary a

ARTICLE XIII
Nominations, Elections, and Terms of Office (cont'd)

written statement from the proposed candidate. No person may be a candidate for more than one (1) office, and the additional nominations which are provided for herein may be made only from among those members who were not nominated by the Nominating Committee or who have declined such nominations as above provided. However, no person who has declined the Committee's nomination may be nominated at this meeting for the same position.

- Section 3 (h) Nominations cannot be made at the Annual Meeting or in any other manner than as provided in Article XIII, Sections 3 (a) and 3 (g).
- Section 4 The term of office for all the officers and members of the Board of Directors shall be for one (1) year. A term of office shall be concurrent with the fiscal year as defined in Article XIII, Section 9.
- Section 5 In the event that the office of an officer or position of the Board of Directors shall become vacant, the remaining members of the Board of Directors shall immediately act to fill such vacancy for the unexpired term.
- Section 6 When filling a vacancy, a simple majority vote of the Board members present and voting shall be required to elect a member to an office or to the Board of Directors of this Club. There shall be no vote by proxy.
- The Board of Directors shall consider existing Board members and other Club members who have formally consented to their nomination. Consent of any candidate must be either written or given verbally in person at the Board meeting.
- Section 7 The annual election for the officers and for the members of the Board of Directors in this Club shall be by secret ballot.
- Section 8 Any member in good standing shall be eligible to hold office in this Club either as an officer or a member of the Board of Directors.
- Section 9 The Club's fiscal year shall begin on the first day of January and end on the 31st day of December.
- Section 10 Only those members present and in good standing at the October Annual Meeting may vote for officers and for members of the Board of Directors of this Club.
- Section 11 No more than two (2) votes will be permitted from any family membership.

ARTICLE XIV

Quorum

- Section 1 A quorum for the purpose of holding any meeting of the members shall be at least fifteen (15) members.
- Section 1 (a) A quorum for the purpose of holding any meeting of the members for voting shall be at least twenty-five (25) members.
- Section 1 (b) A quorum for the purpose of the removal of a Board Member shall be at least twenty-five (25) members. An eighty (80%) per cent vote of this quorum shall be required for removal of said Board Member.
- Section 2 A quorum for the purpose of holding any meeting of the Board of Directors shall be the simple majority of the members of the Board of Directors.

ARTICLE XV

Majority Vote

- Section 1 A simple majority vote shall be required to pass any motion at any meeting of the members of the Board of Directors, unless otherwise provided.

ARTICLE XVI

Rights and Obligations of Members

- Section 1 Every member in good standing shall have the right to vote at the General Membership Meeting and to hold office.
- Section 2 Any member must be in good standing to have the right to vote or hold office.
- Section 3 The books, accounts and records of this Club shall be open for inspection to any member of the Board of Directors at any time. Members in this Club may inspect such books, accounts, and records of this Club at the Board Meeting in the following month after the written request to the President.
- Section 4 Club members shall be entitled to copies of the Constitution and Bylaws and membership list with no contact information included. Only those Club members needing to perform official Club business shall be provided with a complete membership list that includes current address, phone numbers and e-mail addresses upon written request to the Corresponding Secretary.

ARTICLE XVII

Standing Committees

- Section 1 There shall be such standing committees as from time to time shall be determined by the Board of Directors.
- Section 2 (a) Standing committees shall perform a continuing function, and remain in existence for the life of the Club, unless abolished by a majority vote of the Board of Directors.
- Section 2 (b) The Training Advisory Committee (TAC) can only be abolished by a majority vote of the general membership present at the meeting called for that purpose.
- Section 3 The TAC Committee shall consist of a representative of each level of obedience and agility.
- Section 4 (a) The Awards Committee shall be a standing committee and can only be abolished by a majority vote of the general membership present at a meeting called for that purpose.
- Section 5 The members of a standing committee shall serve for a term corresponding to that of the Club fiscal year, Article XIII, Section 9, in which appointed; or for such period as determined by the motion creating the appointment and continue their duties until their successors have been chosen.

ARTICLE XVIII

Amendments

- Section 1 This Constitution and Bylaws may be amended by a majority vote of the members present and voting at any regular or special meeting called for that purpose; but the proposed amendments must be embodied in the call for any such meeting and be mailed to each member at least one (1) month prior to the date of such meeting.

ARTICLE XIX

Order of Business

Section 1 At meetings of this 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 SECRETARIES
REPORT OF TREASURER
REPORT OF COMMITTEES
ELECTION OF NEW MEMBERS
ELECTION OF OFFICERS
GENERAL BUSINESS
INPUT FROM GENERAL MEMBERSHIP**

ARTICLE XX

Adoption of Bylaws

Section 1 These Bylaws shall be adopted by a majority vote of the members present and voting at the time of its proposal to the members for ratification.

Section 2 These Bylaws shall be in full force and in effect immediately upon their adoption as set forth in Article XX, Section 1.

Reproduced and verified by the
Board of Directors of the Dauphin
Dog Training Club, Inc. of
Harrisburg, Pennsylvania, 1996.

Amendments incorporated in this reproduction:

Amendments dated:

May 21, 1958
January 9, 1959
August 27, 1965
September 29, 1969
May 26, 1972
April 27, 1973
October 27, 1978
September 25, 1981
February, 1996
October 12, 2000
September 20, 2001