



Keystone Agility Club By-Laws

Article I **Membership**

Section 1. Affiliation: Keystone is a member of the United States Dog Agility Association (USDAA) and the North American Dog Agility Council (NADAC).

Section 2. Eligibility: Membership is open to any person who subscribes to the objectives of this Club, agrees to abide by its Constitution and By-Laws, and is active in the sport of dog agility. Members must agree to abide by the rules and regulations established by KAC in their policies and the regulations of any organization with which KAC is affiliated.

Section 3. : Types of Membership:

A. Active Training Membership: For one person, any age, includes full rights and privileges of KAC including but not limited to: voting rights, eligibility for elected Club office, committee membership, access to regular club training for one dog, and priority registration for training seminars. Active members are expected to fill a work requirement, which will be set by the Board annually. Requires payment of membership and training dues at the prevailing rate and schedule.

B. Active Membership: For one person, any age, includes full rights and privileges of KAC including but not limited to: voting rights, eligibility for elected Club office, committee membership, access to regular club training at the current drop-in fee, and priority registration for training seminars secondary to Active Training Members but before non-members. Active members are expected to fill a work requirement, which will be set by the Board annually. Requires payment of membership dues only at the prevailing rate and schedule.

Both Active Training Members and Active Members are hereinafter referred to as Members.

Experienced Handlers: May take up to two drop-in classes at the prevailing rate. They may then be offered membership, and expected to fulfill the current work requirement.

The Board reserves the right to revoke membership of any applicant.

Section 4. Termination of Membership: Membership may be terminated by:

- A. Resignation:** Any member may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Dues are considered a debt to KAC. No dues will be refunded to a member who resigns. A resigning member must pay the difference between any club discount and the general public fee for any scheduled seminars.

- B. Lapsing:** A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the last day of the installment period and/or required proof of vaccinations and signed waivers have not been submitted; however the Board may grant additional grace periods to such delinquent members in meritorious cases. In no such case may a person be entitled to vote at any club meeting whose dues are unpaid or required forms not submitted as of the date of the meeting, nor may they continue to train unless they pay the drop-in fees.

- C. Expulsion:** A membership may be terminated by expulsion as provided in Article VI of this KAC Constitution and By-Laws.

Article II

Meetings

Section 1. Annual Meetings: The annual meeting of the Club will be held in the month of January at a place, date, and time to be designated by the Board.

Section 2. Regular Meetings: In addition to the annual meeting, there will be bi-monthly meetings held throughout the remainder of the year. The Board will determine the week of the month and day of the week on which regular meetings will be held. Fourteen-day advance notice of all regular meetings will be given either in writing, by phone, or by e-mail notification.

Section 3. Special Meetings: Special meetings may be called by the President or by a majority vote of the Board or by the Secretary upon receipt of a petition signed by ten percent of the active membership. Such a meeting will be held at such hour and place as may be assigned by the Board. The notice of such a meeting will be given in writing or by e-mail notification, 14 days in advance and will state the purpose of the meeting. No other Club business may be conducted at a special meeting.

Section 4. Quorum: For the purposes of Article II, Sections 1, 2 and 3, a quorum

is defined as the presiding officer, a second Board member and 10% of the active members.

Section 5. Board Meetings: The first meeting of the Board will be held immediately following the annual meeting and election. Other meetings will be held at such times and places as are designated by the President or by majority vote of the entire Board. The quorum for a Board Meeting will be 50% of the Board members and the presiding Officer.

Section 6. Voting: Each member will be entitled to one vote at any regular or special meeting of the Club at which the member is present. Proxy voting will not be permitted at any KAC meeting except for special circumstances where proxy voting in writing or by e-mail, submitted to the presiding Officer, will be permitted.

Article III

Directors and Officers

Section 1. Board of Directors: The Board will be comprised of the President, Vice President, Secretary, Treasurer, Training Director, and optionally, the Past President. Two Board members at large may be elected or appointed to serve on the Board. The Board will be elected for one year terms at the KAC annual meeting as provided in Article IV and will serve until their successors are elected. General management of KAC affairs will be entrusted to the Board of Directors.

- A. President:** The President will preside at all KAC meetings and will have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in the bylaws. The President assumes overall responsibility for the Club's activities and is responsible to ensure that the Club adheres to this Constitution and By-Laws, of which the President must have a working knowledge. The President will act as Treasurer in the event of a vacancy.

- B. Vice President:** The Vice President will have the duties and exercise the powers of the President in case of the President's death, absence, resignation or incapacitation. The Vice President will assist the Trial Chair with all KAC trials.

- C. Secretary:** The Secretary will keep a record of all meetings of the Club, of all votes, and all matters of which the Club will order a record. The Secretary will have charge of the correspondence, notification of members of club meetings, notification to existing members of new members, notification to the Board of their election to office, Public Relations, and carry out such other duties as are presented in this constitution and by-laws. Some of these duties may be delegated to the Membership Chair.

D. Treasurer: The Treasurer will collect and receive all funds due or belonging to KAC. The Treasurer will deposit the same in a bank satisfactory to the Board in the name of the club. The books will at all times be open to inspection by the officers and Board. They will be reported at every regular Club Meeting, including the condition of the club finances and every item of receipt or payment not before reported. At the annual meeting, the Treasurer will render an account of all funds received and expended during the previous fiscal year. The Treasurer may be bonded in such amount as the officers will determine.

E. Training Director: The Training Director will oversee instructors, club training methods, and classes in general. The Training Director will chair the training committee. The Training Director will organize training seminars and special training events. The Training Director cannot hold any other club office. The Training Director can be removed from position by a 2/3 written vote of the active membership at a special meeting called for that purpose. If removed, the President will appoint an active training member as Training Director within one month. The member, by accepting the position, must resign any Board seat held at that time. If the Training Director resigns, the position will be filled the same as other vacancies.

F. Past President: The past president will act as an advisor to the Board and provides continuity. This position may not always be filled.

G. Board Member at Large: Up to two Board members at large may be elected or appointed by the Board. An effort should be made to select candidates who will ensure that the Board represents members training at all levels and the Board reflects the diversity of the club.

H. President Emeritus: This position is assumed by the founding club president and acts as a consultant to the Board. It is a non-voting, non-elected position.

Section 2. Vacancies: Any vacancies occurring among the officers during the year will be filled for the unexpired term of office by a majority vote of the Board, with the following exceptions:

A. The position of President, in which case the Vice President will assume the position of President and the Vice President position will be filled by majority vote of the Board.

B. The position of Treasurer, in which case the President will assume the position of Treasurer until a replacement is named as provided above.

Section 3. Other Positions – filled by volunteers

- A. Membership Chair:** The Membership chair is responsible for the mailing of the annual membership applications, collecting dues and vaccination records, updating the club directory and distributing it, and notifying the Secretary of anyone in arrears according to the prevailing Membership Policy.
- B. Newsletter Editor:** The Newsletter Editor is responsible for publishing and distributing the club newsletter on a schedule to satisfy the requirement to notify all members of upcoming meetings.
- C. Equipment Manager:** The Equipment Manager is responsible for maintaining all club equipment in safe condition, and making any necessary repairs or replacements.

Article IV

The Club Year, Voting, Nominations and Elections

Section 1. Fiscal Year: The Club's fiscal year will begin on the first day of

begin immediately to the conclusion of
 one month through the election of the
 of the following year and acc

oy
 Emergency financial assistance

ing immediately to the conclusion of the

B. The Secretary will carry out the duties of the club.

Section 5. Nominations and Ballots: No person may be a candidate who has not been nominated in accordance with these by-laws. The Board of Directors will choose a nominating committee in September. The committee will consist of three active members, no more than one of who may be a member of the current Board of Directors. The Board will name a Chairperson of the committee. Members of this Committee will not be eligible for nomination to any office.

- A.** The Nominating Committee will nominate from among the Members of the Club, at least one candidate for each office on the Board and for Board Members at Large (if desired), and will procure acceptance in writing or by e-mail of nominee so chosen. An effort should be made to have the slate reflect the diversity and different training levels of the club. This slate will be reported in a notice mailed out to the membership so that the members at the November meeting may make additional nominations. The Committee will report their slate at the November meeting.
- B.** Additional nominations of eligible Members may be made by written or e-mail petition addressed to the Secretary and received at his/her regular address prior to the November meeting and accompanied by written acceptance of each such additional nominee signifying his/her willingness to be a candidate. Additional nominations may also be made from the floor at the November Meeting. Such a nomination from the floor must be seconded and verbal agreement must be heard from the nominee, if present. If such nominee is not present, a letter of acceptance is then required.
- C.** Nominations cannot be made at the Annual (January) Meeting or in any manner other than as provided above.

Article V

Committees

Section 1. The Board will each year appoint standing committees to advance the work of the Club, including, but not limited to a training committee. The training committee will consist of the Training Director and a minimum of two regular instructors. The Training Committee will act in an advisory capacity to the Training Director. All Training activities must be approved by majority vote of the Training Committee before being adopted as policy.

Section 2. The Board of Directors, by majority vote may terminate a committee appointment or dissolve a committee except for the Training Committee, which cannot be dissolved.

Article VI

Discipline

This section applies to handlers/owners only. Discipline related to dogs is covered in the Aggressive Dog policy.

Section 1. Obligations. Any member not fulfilling obligations to KAC is subject to disciplinary action determined by the Board, up to and including termination of Membership.

Section 2. Charges: Any members 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. The Secretary will promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and the Board will 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 prejudicial to the best interest of the Club, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it will fix a date for a hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary will promptly send one copy of the charges to the accused Member by certified/return receipt mail together with notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she so wishes.

Section 3. Board Hearing: The Board will have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant will be treated uniformly in that regard. Should the charges be sustained by majority vote of the Board after hearing all evidence and testimony presented by the complainant and defendant, the Board may by 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 the punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension will not restrict the defendant's right to appear before his/her fellow Members at the ensuing club meeting that considers the Board's recommendation. Immediately after the Board has reached a decision, its findings will be put in written form and filed with the Secretary. The Secretary, in turn, will notify each of the parties of the Board's decision and penalty, if any, in writing. Any club member who is suspended forfeits all membership dues for that period.

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 2 of this Article. Such proceedings may only occur at a 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. Any club member who is expelled forfeits all membership dues for that period.

1. The defendant will have the privilege of appearing in his/her behalf, though no evidence will be taken at this meeting. The President will read the charges and the Board's findings and recommendations, and will invite the defendant, if present, to speak on his/her own behalf if he/she wishes. The meeting will then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting will be necessary for expulsion. If the expulsion is not so voted, the Board's suspension will stand.

Article VII

Amendments

Section 1. Amendments: 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 active membership. Amendments proposed by such petition will 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 Secretary received the petition.

Section 2. Required Vote: The constitution and by-laws 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 amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

Article VIII

Dissolution

Section 1. Dissolution of the Club may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by sixty-six percent of the active membership. Dissolution proposed by such petition will 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 Secretary received the petition.

Section 2. The dissolution proposal must be addressed at a special meeting. The membership must receive two weeks notice of the meeting and a copy of the dissolution proposal in writing.

Section 3. In the event of dissolution of the Club, other than for the purposes of reorganization, 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

will be distributed to any members of the Club. Its property may be sold and assets given to a charitable organization for the benefit of dogs suggested by the Board of Directors and voted on by the general membership.

Article IX

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, will be as follows:

- Roll Call
- Minutes of the Last Meeting
- Report of the President
- Report of the Treasurer
- Report of Training Director
- Report of the Committees
- Election of Officers (Annual Meeting Only)
- Unfinished Business
- New Business
- Adjournment

Section 2. At Meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, will be as follows:

- Reading of Minutes of Last Meeting
- Report of Treasurer
- Report of Training Director
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

Section 3. Disputes in matters of procedure will operate under "Roberts Rules of Order". A current copy of said rules to be provided by the Club President.

These by-laws were last revised January 12, 2005, and approved on May 9, 2005.