

Hutchinson Kennel Club, Inc.  
Constitution and By-Laws  
(Including all amendments through 2022)

## **CONSTITUTION**

### ARTICLE I Name and Objects

Section 1. The name of the club shall be Hutchinson Kennel Club, Inc.

Section 2. The objects of the Club shall be:

- A. To further the advancement of all breeds of purebred dogs and engage in educational activities devoted to this advancement.
- B. To conduct dog shows, obedience trials, agility trials, sanctioned matches, and any other event for which the club is eligible under the Rules and Regulations of The American Kennel Club.
- C. To do all in it's power to protect and advance the interests of dog shows, obedience trials, tracking tests, agility trials and to encourage sportsmanlike competition at such events and to conduct sanctioned matches, dog shows, obedience trials, tracking tests, agility trials and any other event for which the club is eligible under the Rules and Regulations of the American Kennel Club.

Section 3. This corporation is not organized for profit, and no part of the net earnings of this corporation shall inure to the benefit of any member of the Board of Directors or any other individual except that this corporation may make payments of reasonable compensation for services rendered. The corporation shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office to an extent that would disqualify it from tax exemption under section 501(c)(4) of the Internal Revenue Code.

Section 4. 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.

# By-laws

## Article I- Membership

Section 1. Eligibility. There shall be three types of paid membership, open to all persons eighteen years of age and older and one that is open to persons under 18 years of age, who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area. There shall also be an honorary membership following all the same parameters.

- A. Household membership includes two adult members and children residing in the same household. A household may have two adults eligible to vote and hold office. Children may automatically transition into an individual membership at the age of 18. Children may stay on the household membership until the age of 26. This is a paid membership.
- B. An individual membership shall include only the person listed on the membership. This is a paid membership. If an individual membership wants to become a family membership then all adult individuals must have been through the new member process.
- C. Junior membership is open to minors under 18 years of age; a non-voting/non office holding membership which may automatically convert to regular membership at age 18. This is a paid membership.
- D. Supporting membership - This membership is by donation and allows for participation in club activities but not voting, office holding, class discounts or individual club usage. Offered by the Board to inactive members.

- E. An honorary membership is given by majority vote of the membership to an individual who has made significant contributions to the sport or club; honorary members pay no dues and are not eligible to vote.

Section 2. Election to membership. Each applicant for membership shall apply on a form as approved by the Board and which shall provide that the applicant agrees to abide by this Constitution and By-Laws and the rules of the American Kennel Club. This application shall state the name, address, occupation, telephone number of the applicant, and email address, and shall be signed by two (2) members in good standing of the Hutchinson Kennel Club as the sponsors. Accompanying the application, the prospective member shall submit dues payment for the current year. However an applicant joining within the last two (2) months of the fiscal year shall pay full annual dues, which shall apply for the forthcoming year.

All applications are to be filed with the Club Secretary in advance of any meeting in which the applicant is applying for membership. Each applicant shall be brought to a membership meeting of the Club as a guest of their sponsors (each of whom shall have been a member in good standing for at least two years, and be introduced to the Club membership. At this time a brief resume of the applicant's qualifications for membership and their reasons for desiring to become a member shall be presented to the Club. After the initial introduction, Applicants will need to attend one additional membership meeting and thereafter at the next meeting (3rd meeting), the applicant shall be voted upon and an affirmative secret vote of two-thirds of the members attending will be required to elect the Applicant. Applicants will need to be present at the meeting in which they are voted on, but will not be present during the voting process. The meeting attendance requirement may be waived by the Board of Directors upon request of the applicant's sponsors.

Applicants for membership who have been rejected by the club can reapply six months after the date of rejection.

- A. Dues. Membership dues shall not exceed \$75.00 per individual membership and \$100.00 per household membership, per year, payable on or before the first day of January of each year. No member may vote whose dues are not paid for the current year. The membership shall be notified that dues for the ensuing year are due and payable on or before January first in the notice of the November meeting each year.
- B. Special Assessments. There shall be no obligatory special assessments.
- C. Good Standing. A member in good standing is an individual who is not suspended by the American Kennel Club or the Hutchinson Kennel Club who pays their dues, attends the required meetings (3 per year), and participates in club activities. Members not in good standing will lose voting privileges until they return to good standing. Sponsors need to be a member in good standing for at least 2 years and over the age of 18. Sponsors are required to help the membership applicant assimilate into the club activities.

Section 3. Termination of Membership. Memberships may be terminated:

- A. By resignation. Any member may resign from the Club by written notice to the Club Secretary.
- B. By lapsing. A membership will be considered lapsed and automatically terminated if such members dues remain unpaid 45 days after January first. In no case may a person be entitled to vote at any Club meeting if their dues are unpaid as of the date of that meeting. Lapsed membership means loss of all club privileges.
- C. By expulsion. A membership may be terminated by expulsion as provided in Article VII of these Constitution and By-Laws.

## Article II - Meetings

Section 1. Club Meetings. Meetings of the Club shall be held monthly, at such hour and place in the greater Hutchinson area as may be designated by the Board. The quorum for such meetings shall be 10% of the members

in good standing. Notice of membership meetings shall be given to all club members each year.

Section 2. Special Club Meetings. Special Club meetings may be called by the President, or by the majority vote of the members of the Board of Directors who are present and voting at any regular or special meeting of the Board of Directors or by the Club 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 hour and place in the greater Hutchinson area as may be designated by the person or persons authorized herein to call such meetings. Notice of such meetings shall be sent by the Club Secretary at least five days and not more than fifteen days 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. The quorum for such meetings shall be 10% of the members in good standing.

Section 3. Board Meetings. Meetings of the Board of Directors shall be held at such hour and place in the greater Hutchinson area as may be designated by the Board of Directors. The quorum for such meetings shall be 50% of the voting Board members. Notice of Board meetings shall be given to all members of the Board of Directors. Members may request notice of the next board meeting from the President.

Section 4. Special Board Meetings. Special meetings of the Board of Directors may be called by the Club President or by the Club Secretary upon receipt of a written request signed by at least three members of the Board of Directors. Such special meetings shall be held in the greater Hutchinson area or via any other accepted means by the person authorized to call such a meeting. Written notice of such meetings shall be sent by the Club Secretary or President at least five 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. A quorum for such a meeting shall be 50% of the Board of Directors.

Section 5. Proxies. 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 they attend. Proxy voting will not be permitted at any Club meeting or election.

Section 6. Meeting Notice. Notice shall be sent to all members of club meetings and special club meetings. The Club shall send notification via email, social media, or other method that may be developed to inform the recipient of the date and time of meetings. Notice will be sent to the Board of Directors of special board meetings.

### Article III Directors and Officers

Section 1. Board of Directors. The Board of Directors shall be comprised of the Club President, Vice President, Secretary, Treasurer, Immediate Past President and three members-at-large, all of whom shall be members in good standing. General management of the Club's affairs shall be entrusted to the Board of Directors. All members of the Board will have equal voting power.

- A. The term of office for the Club President, Vice-President, Secretary, and Treasurer shall be one year.
- B. The term of the three members at large shall be three years, one member to be elected each year for a three year term,

all of whom shall be elected at the Club's annual meeting as provided in Article IV.

Section 2. Officers. The Club's officers, consisting of the Club 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 Club President shall preside at all meetings of the Club and the Board and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified in these Constitution and By-Laws.
- B. The Club Vice President shall have the powers and exercise the duties of the Club President, in case of the President's death, absence or incapacity.
- C. The Club 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 be in charge of the correspondence, notify -members of meetings, notify new members of their election 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 other duties as are prescribed in these Constitution and By-laws.
- D. The Club Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore. They shall deposit the same in a bank satisfactory to the Board, in the name of the Club. Their books shall at all times be open to inspection of the Board and they shall report 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 they shall render an account of all monies received and expended during the previous fiscal year. The treasurer will be bonded and the expense of bonding will be borne by the Club.

E. AKC Delegate. Among other duties, the Delegate shall report to the Club all actions and matters discussed at AKC's Quarterly Delegate Meetings. This is an ex officio non-voting position. This position is appointed with a term of one year.

Section 4. 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

#### Club Year, Annual Meeting, Elections

Section 1. Club Year. The Club's fiscal year shall be 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 of the next annual meeting.

Section 2. Annual Meeting. The annual meeting shall be held in the month of December, at which time directors and officers for



the ensuing year shall be elected by secret vote from among those nominated in accordance with SECTION V of this Article. They shall take office immediately upon conclusion of the meeting, and each retiring officer shall turn to his successor in office all properties and records relating to that office within 30 days after election.

Section 3. Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

Section 4. Nominations. No person may be a candidate in a Club election who has not been nominated. During the month of August the Board shall select a nominating committee consisting of five members and two alternates, not more than one of whom may be a member of the Board. The Club Secretary shall immediately notify the committee persons and alternates of their election. The Chairperson for the committee shall be the outgoing member at large (or if unavailable shall be appointed by the Board) and it shall be their duty to call a committee meeting which shall be held on or before September 15.

- A. The Committee shall nominate one or two candidates for each office and one or two candidates for the position on the Board and immediately report their nominations to the Club Secretary in writing.
- B. Upon receipt of the Nominating Committee's Report, the Club Secretary shall, by October, notify each candidate of their nomination.
- C. Any person so nominated who refuses to be a candidate for the position to which he has been nominated shall notify the

Club Secretary, in written format, within ten days of the date of the Club Secretary's notification.

- D. Prior to the November meeting the nominations shall be published to the club members.
- E. The President shall call for additional nominations at the October and November meetings by any member in good standing and in person at the meeting. If the person nominated does not decline when their name is proposed and provided that, if the proposed candidate is not in attendance at this meeting, their proposer shall present to the Club 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 office, and the additional nominations which are provided herein may be made only among those members who were not nominated by the nominating committee or who declined such nomination as above provided. However, no person shall be nominated at the October or November meetings for the same position.
- F. Nominations cannot be made at the annual meeting or in any manner other than as provided in this ARTICLE IV, SECTION 4.

## ARTICLE V Committees

Section 1. Each year the President shall appoint, with approval from the Board, standing committees to advance the work of the Club. These shall include but not limited to: Obedience, Rally,

Agility, Scentwork, and Conformation, conformation shows, agility trials, obedience\ rally trials, and other activities which may well be served by the committees. Such committees and chairpersons shall always be subject to the final authority of the Board. These shall include but not be limited to:

- A. Training committee chairpersons - To include but not limited to: Obedience, Rally, Agility, Scentwork, and Conformation. Positions are appointed by the President and approved by the board. All are equal positions and report to the Board of Directors.
- B. Event committee chairpersons - To include but not limited to: trials, shows, demonstrations, awards banquet, and other events.
- C. Facility committee chairpersons - To include but not limited to: Building Maintenance, Improvement of Facility, Grounds
- D. Financial committees - To include but not be limited to: budget, audit
- E. Special committees may also be appointed by the Board to aid it on particular projects.

Section 2. Any committee appointment may be terminated by 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.

Section 3. Any committee appointment wishing to resign shall provide written notice to the chairperson who will then notify the Board.

## ARTICLE VI Discipline

Section 1. American Kennel Club Suspension. Any member who is suspended from any of the privileges of the American Kennel Club shall automatically be suspended from the privileges of this Club for a like period.

### Section 2 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 \$50.00 which will 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, 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. 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 (3) weeks nor more than six (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 they wish.

Section 3. Board Hearing. The Board shall have complete authority to decide whether counsel may attend the meeting, but both complainant and defendant shall be treated uniformly in this regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board by majority vote 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. And, if it deems that punishment insufficient, the Board may also recommend to the membership that the penalty be expulsion. In such a case, the suspension shall not restrict the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board's decision, its findings shall be put in written form and filed with the Club Secretary. The Club Secretary in turn shall notify each of the parties of the Board's decision and penalty, if any.

Section 4. Expulsion. Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board meeting and upon the Board's recommendation as provided in SECTION 3 OF THIS ARTICLE. Such proceedings may occur at a regular or a special meeting of the club to be held within sixty (60) days but not earlier than (30) 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 the meeting. The Club president shall read the charges and the Board's findings and invite the defendant, if present, to speak on their own behalf if they wish. The members

shall then vote by secret written ballot on the proposed expulsion. A two-thirds (2/3) vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## ARTICLE VII Amendments

Section 1. Proposed Amendments. Amendments to the constitution and bylaws may be proposed by the Board or by written petition addressed to the Secretary signed by 20 percent of the membership in good standing. Amendments proposed by such a petition shall be considered by the Board 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 2. Amendments. These Constitution and By-Laws may be amended by a two-thirds secret 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 sent to each member at least ten days prior to the date of such a meeting.

Section 3. No Amendment to the Constitution and By-laws that is adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

## ARTICLE VIII Dissolution

Section 1. The Club may be dissolved at any time by the written consent of not less than  $\frac{2}{3}$  of the members in good standing. In the event of the dissolution of the club other than for purpose of reorganization whether voluntary or involuntary or by the 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, 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 selected by the Board unless otherwise prohibited by State Law.

## ARTICLE IX Agenda

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:

Minutes of the last Meeting  
Report of the Board  
Report of the Club President  
Report of the Club Secretary  
Report of the Club Treasurer  
Report of Committees  
Election of Officers and the Board (at Annual Meeting)  
Introduction of Prospective Members  
Election of new members

Unfinished business  
New business  
For the good of the Club  
Adjournment

Section 2. 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 Club President  
Report of Club Secretary  
Report of Club Treasurer  
Report of Committees  
Unfinished business  
New Business  
Adjournment

## Article X Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any other special rules of order the Club may adopt.