

**GEM CITY DOG OBEDIENCE CLUB, INC.**  
**CONSTITUTION**

**ARTICLE I - NAME AND OBJECTS:**

**Section 1. NAME.** The name of this organization shall be, the Gem City Dog Obedience Club, Incorporated, hereinafter referred to as GCDOC. This organization may do business as 'Gem City Agility Club' when engaged in the holding of agility or earthdog events.

**Section 2. THE OBJECTS OF THE CLUB WILL BE:**

- A) To promote public awareness, appreciation, and understanding of the properly trained dog as helper, partner, and "best friend" of humanity.
- B) To promote "Canine Good Citizenship," and the training, humane treatment, and responsible ownership of all dogs.
- C) To sponsor and conduct classes for the training of dogs and their handlers, using, refining, and continually improving, the most humane and effective training methods.
- D) To promote interest in, and appreciation of, purebred dogs, and their health, genetics and rescue.
- E) To promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.
- F) To hold all licensed and sanctioned events sponsored by the club in accordance with the rules, policies and procedures of the organization from which the license or sanction has been issued.
- G) To conduct agility trials and earthdog tests under the rules and regulations of The American Kennel Club.

**ARTICLE II - LEGAL STATUS AND BYLAWS:**

**Section 1.** The club, which is incorporated as a nonprofit organization under the laws of the State of Ohio, 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 2.** GCDOC shall not engage in any activities inconsistent with maintenance of such Federal Income Tax exempt status which it may be granted under Title 26, United States Code, Section 501, or any applicable successor statutes.

**Section 3.** The members of the club shall adopt and may from time to time revise such bylaws as may be required to carry out these objects.

**GEM CITY DOG OBEDIENCE CLUB, INC.**  
**BYLAWS**

**ARTICLE I - MEMBERSHIP:**

**Section 1. ELIGIBILITY.** There shall be five types of membership open to all persons, 18 years of age and older, who are in good standing with the American Kennel Club (AKC) and the United Kennel Club (U.K.C.), and all similar organizations, and who subscribe to the purposes of this club. Members must pay the yearly dues and meet the club's minimum annual service requirement, working to support two club functions, activities or committees, as set forth in the Standing Rules. Dues cannot be renewed if the annual service requirement is not met.

**Section 2. DUES.** GCDOC's fiscal year is January 1 to December 31. The Membership year is November 1 to October 31. Membership dues shall be established by the board and shall not exceed \$100 per year, payable to the Membership Chair on or before the last day of October. Dues for new members paid on or after July 1, shall carry over to the following year. No member may vote or hold office if that member's dues are not paid for the current year. During the month of September the Membership Chair **shall make available** to each member a statement of dues for the ensuing year. After November 1 dues have lapsed, but members have a maximum of **30** days to reapply for membership. Such reapplying members must pay a reinstatement fee and dues as set forth in the Standing Rules.

**Section 3. TYPES OF MEMBERSHIP.** There shall be five types of membership.

- A) **Regular.** A regular member enjoys all club privileges, including the right to vote and hold office. Applicants for membership must first complete two classes, or equivalent training, before applying to become members. Application is made on a form supplied by the Membership Chair, which contains the applicant's agreement to abide by the Constitution and Bylaws and the Standing Rules. Before an applicant can be voted for regular membership, he or she must meet the minimum service requirement of working to support two club functions.
- B) **Household.** Additional persons over the age of 18, who reside in a single household may apply to become GCDOC members at the time application is made by the initial applicant. Additional household members pay a reduced dues amount as set forth in the Standing Rules. Each additional household member has a vote and shall meet the minimum annual service requirement.
- C) **Junior.** Junior membership is available to children who are at least eight (8) but under eighteen (18) years of age. If a parent or guardian is a member in good standing, the dues are a reduced fee as set forth in the Standing Rules. If a parent or guardian is not a member, the fee and function requirements are the same as for an applicant member. Written permission of a parent or guardian is required for junior membership and each junior must be accompanied by a parent, guardian, or responsible adult while on club premises. Junior members shall not be eligible to vote or hold club office.

- D) **Associate.** If a member is not actively training a dog, he or she may choose to become an associate member. Dues are reduced and associate members may attend meetings, receive the club newsletter, and an annual Membership Directory. Associate members do not have service requirements or training privileges, and may not hold office or vote. Associate members are not computed in determining a quorum. Associate membership may be converted to regular membership with payment of the appropriate dues amount and completion of the minimum service requirement.
- E) **Lifetime.** This is a very exceptional honor, which will only rarely be bestowed. Lifetime members are those persons who, through their membership in this club, have always demonstrated exemplary conduct and sportsmanship, and have consistently performed unusually outstanding service in advancing this club, and its objectives, over an extended period of time. As a general guideline, fifteen years of service should be considered a minimum for lifetime membership consideration. Nominations for lifetime membership must be submitted to the board in writing, with three members seconding. It shall require a two-thirds majority of board members present and voting, by secret written ballot, to present such nomination to the membership for approval at a membership meeting. Voting by the membership shall be by secret written ballot and affirmative votes of two-thirds of members present and voting at that meeting shall be required to elect the lifetime member. Dues shall not be required and all privileges of membership, including voting and holding office, are accorded for life.

**Section 4. ELECTION TO MEMBERSHIP.** All applications filed with the Membership Chair shall be published in the club newsletter. Following completion of requirements for membership, as stated in the Standing Rules, the list of those eligible to be voted for membership shall be published in the club newsletter, along with notice of the club meeting. Voting is by secret written ballot and affirmative votes of two-thirds of members present and voting at that meeting shall be required to elect the applicant. Applicants for membership who have been rejected by the club may not reapply within six months after such rejection.

**Section 5. TERMINATION AND REINSTATEMENT OF MEMBERSHIP.** Membership may be terminated

- A) **By Resignation.** Any member in good standing may resign from the club upon written notice to the Secretary, but no member may resign when in debt to the club. Dues' obligations are considered a debt to the club and they become incurred on the first day of November. After a resignation's acceptance by the board, the member may not reapply for membership as a reinstating member. He or she must follow the requirements for membership as stated in the Standing Rules.
- 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 November. Otherwise, he or she must follow the requirements for membership as stated in the Standing Rules. Reinstatement of membership will be at the discretion of the board of directors upon the receipt of a letter of request for reinstatement accompanied by a reinstatement fee and current dues, as set forth in the Standing Rules. In no case may a person be entitled to vote at any club meeting 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 VIII, Section 4, of these bylaws.

## **ARTICLE II - MEETING'S AND VOTING:**

**Section 1. CLUB MEETINGS.** Meetings of the club shall be held in the Dayton, Ohio, metropolitan area, at such hour and place as may be designated by the board of directors. The regularly scheduled meetings shall be held in February, April, June, and September. The annual meeting for the election of officers will be held on the first Friday in November. Written notice of each meeting shall be announced in the club newsletter, ten days in advance of the meeting. The quorum for said meetings shall be 20% of the total Regular, Household and Lifetime Members in good standing.

**Section 2. SPECIAL CLUB MEETINGS.** Special meetings of the members of the club may be called in one of three ways: (A) by the order of the President, or Acting President, should the President be incapacitated by conflict of interest, or any other reason, (B) upon written petition of 10% of voting members in good standing, or (C) by a majority vote of the board of directors. The request shall be delivered to the Secretary, who shall mail to the membership written notice of such a meeting at least 14 calendar days prior to the date of the meeting. Said notice shall state the purpose of the meeting, date, time, and location, and that no other business shall be conducted thereat. The date shall be selected by the member(s) requesting the meeting, to incur minimal impact upon public classes or other club activities. The meeting shall be held in the Dayton, Ohio, metropolitan area. The quorum shall be 20% of eligible voting members.

**Section 3. BOARD MEETINGS.** Meetings of the board of directors shall be held in the Dayton Ohio, metropolitan area. The meetings of the board shall be held monthly unless waived by the board. The meeting shall be at such hour and place as may be designated by the board. A majority of the members of the board of directors shall constitute a quorum. Any member of the board unable to attend must notify the President or Secretary in advance of the board meeting. The meeting schedule shall be published in the Membership Directory.

**Section 4. 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 Dayton, Ohio, metropolitan area at such place, date, and hour as may be designated by the person(s) authorized herein to call such a meeting. Any such notice shall state the purpose of the meeting and no other business shall be conducted thereat. A majority of the members of the board of directors shall constitute a quorum.

**Section 5. VOTING.** Each voting 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 or she is present. Proxy voting or absentee ballots shall not be permitted in any club meeting or election. For matters of electing officers, directors and other members of the board the quorum shall be 20% of eligible voting members present and voting, with those candidates receiving the largest number of votes being elected. For any vote to amend the Constitution or Bylaws, the quorum shall be 20% of eligible voting members with a two-thirds vote required for passage.

## **ARTICLE III - DIRECTORS AND OFFICERS:**

**Section 1. BOARD OF DIRECTORS.** The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Membership Chair, Registrar, Obedience Director, Agility Director, Conformation Director, and four Board Members at Large. The club officers shall be elected for a one year term at the Club's annual meeting as provided in ARTICLE IV, Section 2, and shall serve until their successors are elected. General management of the club's affairs shall be entrusted to the board of directors. No board member shall vote, or otherwise act in an official capacity, on any matter concerning which the board member has an actual or apparent conflict of interest. Board members shall adhere to the highest standards of ethics and avoid even the appearance of impropriety. The board shall designate a depository for funds of the club and no money shall be withdrawn therefrom except under authority of the board, and then only by check drawn and signed by the Treasurer, or, in the Treasurer's absence, by the President. The board shall pass upon all bills and other demands for payment, and a true and permanent record thereof be kept by the Treasurer. Any members of the board may be removed from office for conduct prejudicial to the best interests of the club or for failure to fulfill the responsibilities of his or her office. (Article VIII, Sections 2-4)

**Section 2. OFFICERS.** The club's officers, consisting of the President, Vice President, Secretary, and Treasurer shall serve in respective capacities, both with regard to the club and its meetings and the board and its meetings.

- A) **PRESIDENT** The President shall preside at all meetings of the club and of the board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these bylaws. He or she shall, with the Secretary, execute contracts approved by the board of directors on behalf of the club, and perform such other duties as may be assigned to him or her by the board of directors. He or she may commit club funds as specified in the Standing Rules without prior board approval; however, all transactions shall be presented at the next board meeting. He or she presides at all meetings of the club. The President does not have a vote, except in the case of a tie.
- B) **VICE PRESIDENT** The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. He or she is, upon election, a voting member of the board of directors. He or she may commit club funds as specified in the Standing Rules without prior board approval; however, all transactions shall be presented at the next board meeting. The President and Vice President may together jointly commit funds as specified in the Standing Rules without prior board approval, but all such transactions shall be presented at the next board meeting.
- C) **SECRETARY** The Secretary shall be required to keep a record of all correspondence of the club. He or she shall keep minutes of club and board meetings and after they are approved or corrected, such minutes shall be signed by the presiding officer and the Secretary. The minutes shall be published. The Secretary shall be responsible for mailing all club notices and other club correspondence, and carry out such other duties as are prescribed in these bylaws. He or she is, upon election, a voting member of the board of directors.
- D) **TREASURER** The Treasurer shall collect and receive all moneys due or belonging to the club. He or she shall deposit the same in a bank designated by the board in the name of the club. His or her books shall at all times be open to inspection by the board and he or she shall report the club's financial status. The Treasurer shall keep a true record of all moneys

received and expended, by category, so that at any time he or she will be able to report on all transactions. A complete report for the current fiscal year will be provided at the annual meeting. The Treasurer shall chair the Finance Committee. The Treasurer may be bonded or insured in such amounts as the board shall determine, and the board shall approve for payment all premiums for bonds so required. He or she is, upon election, a voting member of the board of directors. The Treasurer shall cause to be prepared and file such annual or periodic tax, informational, or related returns or other documents as may be required by the Federal, state or local government.

### **Section 3. OTHER BOARD MEMBERS.**

- A) **MEMBERSHIP** The Membership Chair shall be elected for one year, and shall keep the records of members in good standing, collect money for dues and deliver the money to the Treasurer. He or she shall accept applications for membership. Following completion of membership service requirements the Membership Chair shall provide the names of all applicant members to the board of directors for consideration of membership. Written ballots will be provided at the next membership meeting. The Membership Chair is responsible for producing an annual Membership Directory. He or she is upon election, a voting member of the board of directors.
- B) **REGISTRAR** The Registrar shall be elected for one year and shall coordinate class scheduling with the Obedience Director, the Agility Director and the Conformation Director. The Registrar has the primary responsibility for class registration of owners and their dogs and other related duties, as may be specified in the Standing Rules. The Registrar may appoint assistant class registrars to work under his or her direction. He or she is upon election, a voting member of the board of directors.
- C) **MEMBERS AT LARGE** There are four members at large elected by the membership for terms of two years; with two members being replaced each year. Each member at large will normally chair at least one committee, as set forth in the Standing Rules.
- D) **OBEDIENCE DIRECTOR** Candidates for the position of Obedience Director shall apply to the Board, by submitting application to the Nominating Committee. The board, following elections at the annual meeting, will then appoint the Obedience Director. He or she shall be a member in good standing of the club. He or she shall, in accordance with the training policies established by the board of directors, have charge of the obedience training classes and the Canine Good Citizen evaluations. He or she shall establish rules and regulations for the proper conduct thereof and shall have the authority to enforce such rules. He or she is upon appointment, a voting member of the board of directors.
- E) **AGILITY DIRECTOR** Candidates for the position of Agility Director shall apply to the board, by submitting application to the Nominating Committee. The board, following elections at the annual meeting, will then appoint the Agility Director. He or she shall be a member in good standing of the club. He or she shall, in accordance with the training policies established by the board of directors, have charge of the training classes involving agility. He or she shall establish rules and regulations for the proper conduct thereof and shall have the authority to enforce such rules. He or she is, upon appointment, a voting member of the board of directors.
- F) **CONFORMATION DIRECTOR** Candidates for the position of Conformation Director shall apply to the board, by submitting application to the Nominating Committee. The board, following elections at the annual meeting, will then appoint the Conformation

Director. He or she shall be a member in good standing of the club. He or she shall, in accordance with the training policies established by the board of directors have charge of the training classes involving Conformation. He or she shall establish rules and regulations for the proper conduct thereof and shall have the authority to enforce such rules. He or she is, upon appointment, a voting member of the board of directors.

**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 the then remaining 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. Any such board member shall hold office until the term of that office expires. In the event both the President and the Vice President shall be absent or incapacitated, by reason of illness, conflict of interest or otherwise, the temporary office of Acting President shall be filled in the following order of succession: Treasurer, Membership Chair, Secretary. The Acting President shall have the duties and exercise the powers of the President.

#### **ARTICLE IV - THE CLUB YEAR, ANNUAL MEETING, ELECTIONS:**

**Section 1. CLUB YEAR.** The club's fiscal year shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December.

**Section 2. ANNUAL MEETING.** The annual meeting shall be held on the first Friday in November, at which officers, directors and other members of the board for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon conclusion of the business meeting, and each retiring officer shall turn over to his or her successor all properties and records relating to that office within 30 days after the election.

**Section 3. ELECTIONS.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for other positions on the board who receive the greatest number of votes for such positions shall be declared elected.

**Section 4. NOMINATIONS.** No person may be a candidate in a club election who has not attended two regular membership meetings during the current club year, and who has not been nominated. No person may be a candidate for more than one position. At the August board meeting, the board of directors shall appoint three members and two alternates to serve as a Nominating Committee, not more than one of which may be a board member. The chair of the committee shall call a committee meeting not later than two weeks following appointment, for the purpose of naming candidates for each office and board position.

- (1) The committee shall nominate the one individual that they consider best qualified for each position. The Nominating Committee shall review the Standing Rules for job functions and qualifications when seeking candidates, and insure that nominees meet all qualification requirements.
- (2) After securing the consent of each person so nominated, the committee shall report their

- nominations to the Secretary in writing.
- (3) Prior to the September meeting, the Secretary shall publish in the newsletter the list of candidates so nominated.
  - (4) Additional nominations may be made at the September meeting by any member in attendance, provided that the person so nominated does not decline when their name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate.
  - (5) Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section. The committee shall prepare the ballots for the annual membership meeting. Counting of ballots shall be done by the chair and two club members attending the meeting. The Committee shall also accept applications for the position of Obedience Director, Agility Director and Conformation Director, and review them to insure all qualification requirements are met before turning them over to the new board, following elections.

#### **ARTICLE V - COMMITTEES:**

**Section 1.** All standing committees are described in the Standing Rules. The board may appoint other committees as needed, and has the power to terminate them. Committee chairs, and such other persons as the board may direct, may be invited or requested to attend meetings of the board of directors. Committee chairs shall be appointed for the election year. The duties of committee chairs are outlined in the Standing Rules, but any chair of a special committee shall be informed of their duties by the board as soon as possible.

#### **ARTICLE VI - TRAINING CLASSES:**

**Section 1.** Training classes shall be held at such places as are deemed suitable by both the board of directors and the membership. However, the board will make the final decision.

**Section 2.** Attack training will not be sponsored by this club.

**Section 3.** The club shall cooperate in any way in any way possible with the obedience training of service dogs. Any dog belonging to one of the recognized schools for training service dogs may attend obedience training classes at a reduced price as determined by the board of GCDOC.

**Section 4.** The fees for all classes shall be established by the board of directors and specified in the Standing Rules.

**Section 5.** Any member training a dog not owned or co-owned by him or her, or any other member, shall pay regular nonmember training fees, except as provided in Section 3 with respect to service dogs and trainee service dogs.

#### **ARTICLE VIII - DISCIPLINE:**

**Section 1. DOG ORGANIZATION SUSPENSION.** Any Member who is suspended from the privileges of the American Kennel Club (AKC), United Kennel Club (U.K.C.), or similar organizations, automatically shall be suspended from the privileges of this club for a like period.



At the end of the suspension period, the individual (household) may reapply for membership in accordance with the Standing Rules.

**Section 2. CHARGES.** Any member may prefer charges against another 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 \$100.00, 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, 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 for a hearing by the board, not less than three weeks, nor 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 his or her own defense and bring witnesses if he or she wishes.

**Section 3. 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 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. And 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 or her fellow members at the ensuing membership meeting which considers the board's recommendation. Immediately after the board has reached a decision, its finding 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 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 3 of this Article. Such proceedings may occur at a regular or special meeting of the membership, to be held within 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 in his or her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the board's finding and recommendation, and shall invite the defendant, if present, to speak in his or her own behalf if he or she wishes. The members shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting (quorum required) shall be necessary for expulsion. (See Article II, Section 1) If expulsion is not so voted, the board's suspension shall stand.

**Section 5. REMOVAL OF OFFICERS FOR CAUSE.** A board member may be removed from office for failure to discharge the duties of office, excessive absence, or conduct prejudicial to the best interest of the club. Removal of any officer, director, or other board member shall be preceded by filing of written Charges with Specifications as described in Section 2. The Charges shall be the subject of a board hearing as specified in Section 3, and the board member who is the subject of the Changes shall be accorded the same due process rights and opportunity to present

evidence and testimony as set forth in Section 3. However, to avoid a conflict of interest, the board member who is the subject of the Charges may not vote on the disposition of the Charges, nor participate in any closed deliberations thereon. Should the board vote to recommend to the membership removal from office, the board member who is subject to the Charges shall be accorded all rights and privileges set forth in Article VIII, Section 4.

#### **ARTICLE IX - AMENDMENTS:**

**Section 1.** Proposals to amend the constitution or these bylaws may be initiated by the board of directors, or by a written petition addressed to the Secretary signed by 20% 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 2.** Any proposal to amend the constitution or these bylaws shall be presented to the membership, in writing, at least two weeks prior to the meeting date to amend said constitution or bylaws.

**Section 3.** These bylaws and the constitution may be amended, repealed, or altered by a two-thirds secret written vote of the members present at a regular or special membership meeting. (See Article II, Section 5)

#### **ARTICLE X - 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 or 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 of directors.

#### **ARTICLE XI - 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: Roll Call (at annual meeting); Minutes of the last meeting; Reports of the following: President; Secretary; Treasurer; Reports of committees; Election of officers and board (at annual meeting); Election of new members; Unfinished business; New business; Adjournment.

**Section 2.** At meetings of the board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows: Reading of minutes of the last meeting; Reports of the following: Secretary; Treasurer; Membership, Registrar, Directors - Obedience, Agility, Conformation, Reports of Committees; Unfinished business; New business; Adjournment.

