

**SANTA ANA VALLEY KENNEL CLUB
CONSTITUTION AND BY-LAWS**

CONSTITUTION

**ARTICLE I
Name and Objects**

SECTION 1. The name of the club shall be SANTA ANA VALLEY KENNEL CLUB

SECTION 2. The objectives of the Club shall be:

- (a) To further the advancement of all breeds of purebred dogs;
- (b) To do all in its power to protect and advance the interests of all breeds of purebred dogs and to encourage sportsmanlike competition at dog show and obedience trials.
- (c) To conduct sanctioned matches, dog shows and obedience trials under the rules of the American Kennel Club.

SECTION 3. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall insure 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 out these objectives as provided for in Article VII.

BYLAWS

**ARTICLE I
Membership**

SECTION 1. *Eligibility.* There shall be four membership types open to all persons eighteen years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of the 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.

Regular (Individual) - Enjoys all club privileges including the right to vote and hold office.

Household - Two (2) adult members residing in the same household, each eligible to vote and hold office.

Associate - Entitled to all club privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the club's area but are not active).

Associate Household - Two (2) adult members residing in the same household, entitled to all club privileges except voting and office holding (offered to individuals who live outside of the club's area; also offered to individuals who live in the club's area but are not active).

SECTION 2. *Dues*. Membership dues shall not exceed for Regular Membership shall be \$20.00 per individual and \$40.00 for a Household Membership (two members at one address). Dues for incoming Associate Regular Membership (non-voting member) will be \$15.00 per Individual and \$25.00 for a Associate Household Membership (two members at one address). Thereafter, dues shall be fixed from time to time by the Board of Directors. No annual increase shall exceed 50% without approval of the membership. Dues are payable on the first day of January of each year. During the month of November the Corresponding Secretary shall cause to be sent to membership a statement of dues for the ensuing year. This may be accomplished by publishing dues renewal in which is prominently referred to as the Sombrero.

SECTION 3. *Election to Membership*. Each applicant for membership shall apply on a form approved by the Board of Directors. They shall be given and agree to abide by the constitution and bylaws of Santa Ana Valley Kennel Club. The applicant shall also agree to abide by the rules of the American Kennel Club. The application shall clearly state the name, address, e-mail and occupation of the applicant and it shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year.

- (a) All applications are to be filed with the Corresponding Secretary and published in the first possible edition of the Sombrero following its receipt. At the next Club meeting that the applicant attends, applications will be voted upon by the voting members present and a majority vote shall be required to elect to membership. Applicant must be present to be voted on.
- (b) Applicants for membership who have been rejected by the club may not reapply within six (6) months after such rejection.
- (c) If a member joins in the last quarter of the year their membership dues will carry over for the following year.

SECTION 4. *Termination of Membership*. Membership may be terminated:

- (a) By resignation. Any member in good standing may resign from the Club upon written notice to the Corresponding Secretary; but no member may resign when in debt to the Club. Obligations other than dues must be paid in full prior to resignation. Dues obligations are considered a debt to the Club and they become incurred on the first day of each calendar year.
- (b) By lapsing. A membership shall be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the first day of the calendar year; however, the board may grant an additional thirty (30) days of grace to such delinquent

members in special cases. 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 VI of these bylaws.

ARTICLE II

Meetings and Voting

SECTION 1. *Club meetings.* Meetings of the Club shall be held monthly in the greater Anaheim area at such day, hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be sent by the Corresponding Secretary and/or listed in the Sombrero at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members in good standing.

SECTION 2. *Special Club meetings.* Special Club meetings may be called by the President, or by a majority of the members of the Board who are present and voting at any regular or special meeting of the Board; and shall be called by the Secretary upon receipt of a petition signed by five regular members of the Club who are in good standing. Such special meetings shall be held in the greater Anaheim area, at such place, date and hour as may be designated by the person or persons authorized herein to call such meeting. Written notice of such a meeting shall be sent by the Secretary at least (5) and not more than fifteen (15) 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 thereat. The quorum for such a meeting shall be 20% of the regular members in good standing.

SECTION 3. *Board Meetings.* Meetings of the Board of Directors shall be held monthly in the greater Anaheim area, at such day, hour and place as may be designated by the Board. Written notice of such meeting shall be sent by the Corresponding Secretary at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

SECTION 4. *Special Board Meetings.* Special meetings of the Board may be called by the President; and shall be called by the Corresponding Secretary upon written request signed by at least three members of the Board. Such special meetings shall be held in the greater Anaheim area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Written notice of such meeting shall be sent by the Corresponding Secretary at least 5 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 thereat. A quorum for such a meeting shall be a majority of the Board.

SECTION 5. *Voting.* Each regular 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 is present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III
Directors and Officers

SECTION 1. *Board of Directors.* General management of the Club's affairs shall be entrusted to the board of Directors. The Board shall be comprised of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, the Delegate to the American Kennel Club (see Article III, section 2), Show Chairperson (see Article III, section 2) and four(4) Directors, all of whom shall be members in good standing. Directors elected by the members as hereinafter provided and shall serve for one year-terms as provided in Article IV, Section 2.

SECTION 2. The Editor of the Sombrero/Web Master and the Show Chairman will serve as an appointed ex-officio member of the Board without voting privileges. The AKC Delegate will serve for a two (2) year term as an elected ex-officio member of the Board without voting privileges.

SECTION 3. *Officers.* The Club's officers consisting of the 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 President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appointed to the office of President in addition to those particularly specified in these bylaws. He/she shall be bonded in such amount as the Board of Directors determine, the cost of which is to be paid by the Club.
- (b) The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. He/she will assist the President in compliance with the By-Laws of the SAVKC.
- (c) The Recording 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 and carry out such other duties as are prescribed in these bylaws.
- (d) The Corresponding Secretary shall 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 which shall be sent to any member in good standing upon written request not more than once every club year, and carry out such other duties as are prescribed in these bylaws.
- (e) The Treasurer shall collect or receive all moneys due or belonging to the Club. He/she shall deposit all monies in a bank approved by the Board, in the name of the Club. His/her books shall at all times be open to inspection of the Board and he/she shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment above a Board specified level not before reported. At the annual meeting he/she shall render an account of moneys received and expended during the previous fiscal year audited as authorized by the Board of Directors. The Treasurer and all check signatories shall be bonded in such amount as the Board of Directors may determine, the cost of which is to be paid by the Club.

- (f) The Delegate to the American Kennel Club shall represent the Club at meetings of delegates of the American Kennel Club.

SECTION 4. *Directors.* Each Director shall have a responsibility and assist the club in all duties as needed or assigned including Club events, shows, matches, performance activities and Board and Membership meetings. Directors shall coordinate, promote and publicize performance activities (obedience, rally, agility, etc.).

SECTION 5. The Show Chairperson shall be appointed by the board two years in advance at the October meeting. He/she shall be authorized to appoint his/her assistant and/or as many assistants and committees as he/she shall deem necessary.

SECTION 6. *Event Show Committee.* Members of the Board of Directors shall act as the Event Show Committee.

SECTION 7. *Vacancies.* Any vacancies occurring on the Board or among the offices during the year shall be filled by a majority vote of the members of the Board of Directors in attendance at its first regular meeting following creation of such vacancy, or at a Special Board Meeting called for that purpose. A vacancy in the office of the President shall be filled automatically by the Vice-President. The resulting vacancy in the office of Vice-President shall be filled as provided above.

ARTICLE IV

The Club Year, Annual Meetings, Elections

SECTION 1. *Club Year.* The Club's fiscal year shall begin on the 1st day of July and end on the 30th day of June.

- (a) The Clubs official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

SECTION 2. *Eligibility.* In order to be eligible for nomination to an office of this Club, a person must have been a regular member for at least the six (6) months immediately preceding the nomination and in compliance with Article 1 Section 1.

SECTION 3. *Nominations.* No person may be a candidate in a club election who has not been nominated. During the month of April, the board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the board. The Corresponding Secretary shall immediately notify the committeemen and alternates of their selection. The board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held by May 1st.

- (a) The committee shall nominate one candidate for each office and positions on the board and, after securing the consent of each person so nominated, shall immediately notify their nominations to the Corresponding Secretary via USPS mail or email.
- (b) Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall, at least two weeks before the June meeting, notify each member in writing via USPS mail or email of the candidates so nominated.
- (c) Additional nominations may be made at the June 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. No person may be a candidate for more than one position.
- (d) Nominations cannot be made at the annual meeting or in any manner other than as provided in this section.

SECTION 4. *Annual Meeting.* The annual meeting shall be held in the month of July, at such day, time and place as shall be fixed by the Board of Directors. Notice of the annual meeting shall be given as provided in the case of special meetings. At the annual meeting all officers and directors shall be elected to serve for a term one (1) year and the Delegate to the American Kennel Club shall be elected to serve for a term of two (2) years and shall assume office immediately following their election.

- (a) Voting shall be by secret written ballot. Each retiring officer shall turn over to his successor in office all properties and records relating to that office within thirty (30) days after the election.

SECTION 5. *Voting for Officers.* Directors and Delegate to the American Kennel Club. Voting for Officers, Directors, and the Delegate to the American Kennel Club shall be by regular members present and voting at the annual meeting and shall be by secret ballot shall be elected to that office. All ballots shall remain in the Clubs file for not less than sixty (60) days following the election.

SECTION 6. *Succession in Office.* There are no term limits for any officer, director or for the Delegate to the American Kennel Club and may remain in office if they receive a majority vote.

SECTION 7. *Judges Selection Committee.* The Judges Selection Committee, including a Chair will be appointed by the Show Chair with approval of the Board. The Committee will consist of three (3) members. The members will serve for a period of one year. Committee member(s) need not be a member of the Board of Directors. The purpose of the Committee is to select a complete judges show panel to the Board of Directors for approval.

ARTICLE V
Committees

SECTION 1. The President with Board approval may each year appoint standing committees to advance the work of the Club in such matters as dog shows, obedience trials, annual awards, education and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the President with Board approval to aid it on particular projects.

SECTION 2. Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The President with Board approval may appoint successors to those persons whose services have been terminated.

ARTICLE VI
Discipline

SECTION 1. *American Kennel Club Suspension.* Any member who is suspended from any of the privileges of the American Kennel Club automatically shall be suspended from the privileges of the 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 a deposit of \$50.00 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 interest of the Club it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date of 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/her own defense and bring witnesses, if he/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 the 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 (6) 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 fellow members at

the ensuing club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn shall notify each of the parties of the Board'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 proceeding may occur at a regular or special meeting of the Club to be held within sixty (60) days, but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendations and shall invite the defendant, if present, to speak in his own behalf if he/she wishes. The regular members shall then vote by secret written ballot on the proposed expulsion. A two-thirds vote of those present and voting 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. Amendments to these bylaws may be proposed by the Board of Directors or by written petition addressed to the Recording Secretary, signed by twenty (20) percent of the regular 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. A vote must be conducted within three (3) months of the date when the petition was received by the Corresponding Secretary.

SECTION 2. The Constitution and bylaws may be amended by a secret vote of the regular members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and **sent** either via USPS or via e-mail to each member at least two weeks prior to the date of the meeting.

SECTION 3. No amendment to these bylaws that is adopted by the Club shall become effective until it has been approved by the American Kennel Club.

ARTICLE VIII Dissolution

SECTION 1. *Dissolution.* The Club may be dissolved at any time by written consent of not less than two-thirds (2/3) of the regular members in good standing. In the event of the dissolution of the Club other than for the purposes of reorganization whether voluntary or involuntary or by operation of 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 property and assets shall be given to a charitable organization for the benefit of dogs.

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 shall be as follows:

Roll Call
Minutes of last meeting
Report of President
Report of the Vice-President
Report of Corresponding Secretary
Report of Treasurer
Report of Delegate to the AKC
Report of Show Chairperson
Report of Directors
Report of Committees
Election of Officers and Board (at annual meeting)
Election of New Members
Unfinished business
New business
Program (Guest Speaker / Educational Training)
Adjournment

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

Roll Call
Reading of the minutes of last meeting
Report of Corresponding Secretary
Report of Treasurer
Report of Directors
Report of Vice-President
Report of Delegate to the AKC
Report of Show Chairperson
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 bylaws and any other special rules of order the club may adopt.

Adopted:

Approved by AKC:

Effective Date: