

## **Central Carolina Cavalier King Charles Spaniel Club**

### **CONSTITUTION**

#### **ARTICLE I**

#### **Name and Objects**

**SECTION 1.** The name of the Club shall be:

**Central Carolina Cavalier King Charles Spaniel Club.**

**SECTION 2.** The objects of the Club shall be:

(a) to encourage and promote quality in the breeding of pure-bred Cavalier King Charles Spaniels and to do all possible to bring their natural qualities, including sound health and temperament, to perfection;

(b) to urge members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only standard of excellence by which Cavalier King Charles Spaniels shall be judged;

(c) to do all in its power to protect and advance the interests of the breed by encouraging responsible breeding practices and sportsmanlike competition at dog shows, obedience trials and tracking tests.

(d) to conduct sanctioned and licensed specialty shows, obedience trials and tracking tests under the Rules and Regulations of The American Kennel Club.

(e) to provide educational opportunities for Cavalier King Charles Spaniel breeders, exhibitors, and owners, and the pet-buying public.

(f) to encourage member participation in community activities which promote the sport of pure-bred dogs and responsible dog ownership.

**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 inure to the benefit of any member or individual.

**SECTION 4.** The members of the Club shall adopt and may from time to time revise such bylaws as may be required to carry out these objects.

# BYLAWS

## ARTICLE I Membership

**SECTION 1. Eligibility.** Membership is 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 this Club. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the Cavalier King Charles Spaniel breeders, exhibitors, and owners in its immediate area.

There are two classes of membership:

- **Associate Membership:** This membership is open to any individual interested in being a member of the Club. These members are entitled to all club privileges, except voting and holding office.
- **Regular Membership:** This membership is open to any Associate Member of the Club. To become a Regular Member, an Associate Member must attend at least two Member Meetings, participate in at least two club activities, and show an active interest in promoting the goals and objectives of the Club. Regular Members in good standing enjoy all club privileges, including the right to vote and hold office.

A Member is in good standing if the member is not in arrears in payment of dues and is not under a disciplinary suspension by the Club or by AKC.

**SECTION 2. Dues.** Membership dues shall be set by the board of directors and shall not exceed \$50 per year, per person. Any change in membership dues shall be effective for the club year following the date adopted by the board. Any two members residing in the same household may join as a household membership at a total dues level lower than would apply for each separate individual; if either is a regular member, the regular member(s) will be eligible to vote and hold office. No Regular member may vote whose dues are not paid for the current year.

**SECTION 3. Renewal of Membership.** During the month of April the Membership Chair will send a statement of dues for the ensuing year to each member. If the member has consented to received electronic notices, this statement may be sent electronically. Dues are payable on or before the 1st day of June of each year. The payment of dues on or after August 1 of each year by any member, must be reviewed and approved by the Board. After September 1, the unrenewed membership is lapsed according to Section 5 of this Article.

**SECTION 4. Election to Membership.** Each applicant for membership shall apply on a form approved by the Board of Directors, which shall provide that the applicant agrees to abide by these constitution and bylaws and the rules of the American Kennel Club. The application shall state the name, address, and occupation of the applicant, and it shall carry the endorsement of two Regular Members in good standing, not residing in the same household. Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the Membership Chair, and the Membership Chair will present the applications for Membership to the Board at the next Board Meeting after they are complete. The Board will consider each application, and at the next regular Member Meeting, will recommend to the Membership whether the applicant should be considered for Membership. The Membership Chair will cause the names of applicants coming up for a vote at a regular Member Meeting to be published in the Newsletter in which the notice of the Meeting is published. The applications will be voted upon at the next Club meeting, and affirmative votes of 2/3 of the Regular Members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the Club may not re-apply within six months after such rejection.

**SECTION 5. *Termination of Membership.*** Memberships 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. Obligations other than dues may be considered a debt to the club and must be paid in full prior to resignation.

(b) by lapsing. A membership will be considered as lapsed if such member's dues remain unpaid 60 days after the first day of the fiscal year; however, the Board may grant an additional 30 days of grace to such delinquent members in meritorious 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. After September 1, a membership will be fully lapsed, and the member must reapply for admission to the Club as an associate member.

(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 every other month from July through May within the greater Chapel Hill area at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed by the Secretary at least 10 days prior to the date of the meeting. Provided, however, that Members and Board members may agree to receive notice of meetings electronically by e-mail, rather than US postal service, by so noting on their application or annual renewal form. Any notices delivered electronically will be delivered at least 10 days before the date of the meeting. Authorization for electronic notices will be revocable, and will also release the Club from any liability should the notification be received late or not received by the member or board member as a result of circumstances beyond the control of the Club.

The quorum for all member meetings shall be 20% of the Regular Members in good standing.

**SECTION 2. *Special Club Meetings.*** Special Club meetings may be called by the President, or by a majority vote 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 members of the Club who are in good standing. Such special meetings shall be held within the greater Chapel Hill area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed or e-mailed by the Secretary at least 5 days and not more than 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 every other month from June through April within the greater Chapel Hill area, at such hour and place as may be designated by the Board. Written notice of each such meeting shall be mailed or e-mailed to the Board Members by the Secretary at least 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 Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held within the greater Chapel Hill 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 mailed or e-mailed by the 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.*** The Board shall be comprised of the officers and four other persons, all of whom shall be Regular Members in good standing and all of whom shall be elected for one-year terms at the Club's annual meeting, as provided in Article IV, and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

**SECTION 2. *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 appurtenant to the office of President in addition to those particularly specified in these bylaws.

(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.

(c) The 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; shall have charge of the correspondence, notify members of meetings, notify officers and directors of their election to office, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed in these bylaws.

(d) The Treasurer shall collect and receive all moneys due or belonging to the Club. Moneys shall be deposited in a bank designated by the Board, in the name of the Club. The books shall at all times be open to inspection of the Board and a report shall be given at every meeting of the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

**SECTION 3. *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 the 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.

#### **ARTICLE IV**

##### **The Club Year, Annual Meeting, Elections**

**SECTION 1. *Club Year.*** The Club's fiscal year shall begin on the 1st day of June and end on the last day of May. The Club's 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. *Annual Meeting.*** The annual meeting shall be held in the month of May, at which Officers and Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to the successor in office 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 been nominated. During the month of December, the Board shall select a Nominating Committee consisting of three Regular Members and two alternates, not more than one of whom may be a member of the Board. The 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 on or before February 1.

(a) The Committee shall nominate one candidate for each office and 4 additional individuals to serve as Directors, and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.

(b) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the March meeting, notify each member in writing of the candidates so nominated.

(c) Additional nominations may be made at the March 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.

## **ARTICLE V Committees**

**SECTION 1.** The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows, obedience trials, trophies, annual prizes, 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 Board 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; and the Board may appoint successors to those persons whose services have been terminated.

**SECTION 3.** The Club will have a Membership Committee. It will consist of a Chair appointed by the Board, and any additional members that the Board and the Membership Chair may select to assist in accomplishment of its duties. The Membership Committee will be charged with maintaining the records of current membership; distributing membership applications; evaluating the sufficiency of applications and submitting them to the Board; preparing ballots for approved applications for membership; presenting the applications at member meetings for voting; preparing annual renewal notices; and collecting the renewals; updating the membership list and submitting annual dues to the Treasurer for deposit.

## **ARTICLE VI**

### **Discipline**

**SECTION 1.** *American Kennel Club Suspension.* Any member who is suspended from any 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 or the breed. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$100 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, with specifications, 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 3 weeks nor more than 6 weeks thereafter. The Secretary shall promptly send one copy of the charges, with specifications, 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 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 the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present reprimand or 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 fellow-members at the ensuing Club 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 Meeting 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 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 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 own behalf if he wishes. The members shall then vote by secret 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 the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the Regular Members 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.** The constitution and bylaws may be amended by a 2/3 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 mailed to each Member at least two weeks prior to the date of the meeting. If the member has consented to received electronic notices, this notice and the proposed amendments may be sent electronically.

## **ARTICLE VIII Dissolution**

**SECTION 1.** The Club may be dissolved at any time by the written consent of not less than 2/3 of the Regular Members in good standing. 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 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 of Directors.

## **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 Secretary
- Report of 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 majority vote of those-present, shall be as follows:

- Reading of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports 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.