



Dog Tracking Club of Maine

Constitution and By-Laws

Dog Tracking Club of Maine Constitution

Article I

Names and Objectives

- Section 1** The name of the club shall be the Dog Tracking Club of Maine.
- Section 2** The objectives of the Club shall be:
- a. To encourage and promote the use of purebred dogs in tracking and to do all possible to develop this natural ability;
 - b. To conduct Tracking test and Sanctioned Tracking Matches under the rules and regulations of the American Kennel Club (AKC);
 - c. To do all possible to promote, develop and advance the sport of tracking.
- Section 3** The Club shall not be conducted or operated for profit, and no part of any profit shall be distributed or used to benefit any individual or member.
- Section 4** The Dog Tracking Club of Maine shall not discriminate and shall comply with all applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, handicap, or veteran's status.
- Section 5** The members of the Club shall adopt and may as necessary revise such By-Laws as may be required to achieve the objectives of the Club.

By-Laws

Article I

Membership

Section 1 **Eligibility.** Membership is open to all persons who are in good standing with the American Kennel Club and who subscribe to the purpose of the Club. While membership is unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

Section 2. **Classes of Membership.** There shall be two classes of membership:

- a. Individual – persons 18 years or older, who will enjoy all privileges of the Club including voting and holding office.
- b. Junior – youngsters (10) through 17 years of age. Junior members may not vote or hold office. They may automatically convert to regular membership upon reaching their eighteenth birthday.

Section 3 **Election to Membership.** Each applicant for membership shall attend one meeting of the Club and shall then apply on a form approved by the Board of Directors. Such a form shall provide that the applicant agrees to abide by this Constitution and By-Laws and the rules of the AKC. The application shall state the name, address of the applicant, breed of dog, and it shall carry the endorsement of one member in good standing. A current year's dues fee must accompany the application.

All applications shall be filed with the Recording Secretary, and each application shall be read at the first Club meeting following its receipt and published in the Club's minutes and/or newsletter. The application shall be voted on at the next Club meeting, and require the affirmation vote of at least $\frac{3}{4}$ of the members present and voting by secret ballot shall be required to elect the applicant to membership.

Applicants for membership who have been rejected by the Club may not reapply within six months of the rejection.

Section 4 **Dues.** Membership dues will be recommended by the Board and approved by the Membership. Dues shall be no more than \$15 per annum, payable on or before the first day of January each year. In no case may a person be entitled to vote whose dues are unpaid as of the date of that meeting. During November, the Treasurer shall send to each member a statement of his/her dues for the ensuing year.

Section 5 **Termination of Membership.** Membership may be terminated:

- a. By resignation. Any member in good standing may resign upon written notice to the Recording Secretary; but no member may resign when in debt to the Club. Dues obligations are considered a debt, and they are incurred as the first day of the Club's fiscal year.
- b. By lapsing. A membership shall be considered lapsed and automatically terminated if such a member's dues remain unpaid 90 days after the first day of the fiscal year. However, the Board may grant an additional 90 days of grace to such delinquent members in meritorious or extenuating circumstances. In no case shall a member be entitled to vote at any meeting if 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 By-Laws.

Article II

Meetings and Voting

Section 1 **Club Meetings.** Meetings shall be held monthly in the Greater Portland, Maine area at such an hour and place as designated by the Board of Directors. Written notice of each meeting shall be sent by the Recording Secretary 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 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 Recording Secretary upon receipt of a petition signed by five members in good standing. Such special meeting shall be held in the Greater Portland area at such a place, date, and hour as may be designated by the person or persons authorized to call such meetings.

Written notice of special meetings shall be sent by the Recording Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting. Such notice shall state the purpose of the meeting, and no other business shall be transacted.

Section 3 **Board Meetings.** Meetings of the Board of Directors shall be held monthly prior to the regular meetings in the Greater Portland area at such an hour and place as designated by the Board. Written notice of each such meeting shall be sent by the Recording Secretary at least five (5)

days prior to the date of the meeting. The quorum for such a meeting shall be the 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 Recording Secretary upon receipt of a written request signed by at least three (3) members of the Board. Such special meetings shall be held within a 100-mile radius of Portland, Maine at such place, date, and hour designated by the person or persons authorized to call the meeting. Written notice of such meeting shall be sent by the Recording Secretary at least five (5) days and not more than ten (10) days prior to the date of the meeting. Such notice shall state the purpose of the meeting and no other business shall be transacted. A quorum for the meeting shall be a majority of the Board.

Section 5 **Voting.** Each member in good standing and whose dues are paid for the current year shall be entitled to one (1) vote at any meeting at which he/she is present. Proxy voting shall 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 President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and immediate Past President, all of whom shall be elected by the general membership (except the Past President) and shall serve for one-year terms. Two other persons shall be elected by the general membership to serve on the Board and shall serve one- and two-year terms respectively. This election shall occur at the Club's annual meeting as provided for in Article IV, and Directors shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors. The Past President shall have full voting privileges.

Section 2 **Officers.** The Club's officers, consisting of the President, Vice-President, Recording Secretary, Corresponding 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.
- b. The Vice-President shall assist the President and shall exercise the duties of the President in the event of the President's absence or incapacity.

- c. The Recording Secretary shall keep a record of all meetings of the Club and of the Board, shall keep a roll of all members, and shall notify members of meetings.
- d. The Corresponding Secretary shall handle all correspondence with individuals outside the Club and shall assist the Recording Secretary with Club correspondence.
- e. The Treasurer shall collect and receive all monies due or belong to the Club. He/she shall deposit such monies in a bank designated by the Board, in the name of the Club. His/her books shall be at all times open to inspection by 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 not previously reported. At the annual meeting, the Treasurer shall render an account of all monies received or expended during the previous fiscal year. The Treasurer may be bonded if the Board so recommends.

Section 3 **Vacancies**. Any vacancies occurring on the Board or among the officers during the year shall be filled until the next annual election by a majority vote of the members of the Board at the first regular meeting following the creation of the 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, and the resulting vacancy created in that office shall be filled by the Board.

Article IV

Club Year, Annual Meeting, and Elections

Section 1 **Club Year**. The Club's fiscal year shall begin on the first day of January and end on the thirty-first 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 to the election at the next annual meeting.

Section 2 **Annual Meeting**. The annual meeting shall be held in April at which time officers and directors for the ensuing year shall be elected by secret, written ballot form among those nominated in accordance with Section 4 of this article. Those elected shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within thirty days after the election.

Section 3 **Elections.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The two nominated candidates for other Board positions 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 December, 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 Recording Secretary shall immediately notify the committee persons and alternatives of their selection. The Board shall name the Chairperson of the Committee, and it shall be his/her duty to call a meeting which shall be held before February 1.

- a. The Committee shall nominate one candidate for each office and two candidates for the other two positions on the Board, and after securing the consent of each person so nominated, shall immediately report their nominations to the Recording Secretary in writing.
- b. Upon receipt of the Nominating Committee's report, the Recording Secretary shall, before February 15, notify each member of the Club in writing of the candidates nominated.
- c. Additional nominations may be made at the March meeting by any member in good standing and in attendance provided that the person so nominated accepts when his name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her nominator shall present to the Recording Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate.

No person may be a candidate for more than one position, and the additional nominations provided for herein may be made only from among those members who have not accepted a nomination from the Nominating Committee.

- d. Nominations can not 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 are Tracking Tests, Sanctioned Tracking Matches, tracking clinics, trophies, annual prizes, membership, and other

areas which may be well 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.

Article VI

Discipline

Section 1 **American Kennel Club Suspension.** Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of the Dog Tracking Club of Maine for a like period.

Section 2 **Charges.** Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club or sport. Written charges with specifications must be filed in duplicate with the Recording Secretary and filed with a deposit of \$10 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Recording 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 or the sport. If the Board finds that the charges do not allege such conduct as outlined herein, it may refuse to entertain the jurisdiction. If the Board entertains the 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 Recording 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 the complainant and defendant, the Board, may, by a majority 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 a penalty of expulsion. In such a case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at an ensuing Club meeting which considers the Board's recommendation.

Immediately after the Board has reached a decision, its finding shall be written and filed with the Recording Secretary. The Recording Secretary, in turn, shall notify each of the parties of the 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 Club held within sixty (60) but no earlier than thirty (30) days after the date of the Board's recommendation. The defendant shall have the privilege of appearing on his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The membership shall then vote by secret written ballot on the proposed expulsion. A 2/3 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 VIII

Dissolution

Section 1 The Club may be dissolved at any time by the written consent of not less than 2/3 of the membership. 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 therefrom nor any assets of the Club shall be distributed to any members of the Club. However, after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs. Such organizations shall be chosen 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 the last Club meeting
- Minutes of the last Board meeting
- Report of the President
- Report of the Recording Secretary
- Report of the Corresponding Secretary
- Report of the Treasurer
- Reports of the Committees
- Election of Officers and Board (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:

Minutes (or a summary) of the last Board meeting
Report of the Secretary
Report of the Treasurer
Reports of the Committee
Unfinished business
New business
Adjournment

Section 3 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with this Constitution and set of By-Laws and any special rules of order for the Dog Tracking Club of Maine.

Adopted 3/93
Revised 2/94