

# By-Laws

revised February 2009, October 2013, October 2018

## Article I - Membership

### Section 1 - Eligibility

There shall be five types of membership.

- a. Regular Membership - shall be open to all persons eighteen years and older who are in good standing with any and all agility administrative organizations, and who are interested in promoting the sport of dog agility and subscribe to the purposes of this Club.
- b. Junior Membership - Open to all persons ages 8 through 17 who otherwise meet the requirements listed above. No dues shall be required of an Junior Member. Junior shall not be eligible to vote or hold an elective office.
- c. Associate Membership - is for individuals eighteen years and older who wish to maintain an affiliation with the club, but are not currently participating in Club activities. An Associate Member may not vote or hold elective office.
- d. Honorary - Open to any individual who has served the club in some way and whom the Board and membership chooses to recognize by designating as an Honorary Member. An honorary member is not entitled to vote or hold office. No dues shall be required of an Honorary Member.
- e. Lifetime - For those individuals who have been members for 20 years. Life members pay no dues but are eligible to vote and hold office.

### Section 2 - Change of Membership Type

A member must select the type of membership for the coming year at the time of paying dues. During the membership year, a Regular Member may change status to Associate Member by notifying the Treasurer in writing. An Associate Member may change to a Regular Member by notifying the Treasurer in writing.

### Section 3 - Dues

Membership dues shall be no more than \$20 for Regular (single) or Associate memberships and \$30 for Family memberships. No dues are required for Honorary, Lifetime, or Junior Memberships. No member may vote whose dues are not paid for the

current year. Each November the Treasurer shall send each member a statement of his dues for the ensuing year.

Members of the same family residing in the same household may qualify for the "Family Rate" for dues. The Family Rate shall apply to no more than two adults residing in the same household and any dependent children under 18 years of age. Adults shall qualify as Individual Members, and children as Junior Members. Dues under the "Family Rate" shall be one and one half the amount required for one individual.

#### **Section 4 - Election to Membership**

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Constitution and By-Laws. The application shall state the name and address of the applicant and shall be signed by two sponsoring members. The Prospective Member shall submit with the application the dues payment for the current year. New members voted in during the months of October, November and December shall have their dues applied to the following year.

Applications are to be filed with the Membership Chairman and are to be read at the first meeting of the Club following receipt. The information on the applicant shall be published in the club newsletter immediately following the first reading. A prospective member must attend a minimum of one club meeting before being voted on for membership. At the club meeting following its receipt, the application will be read again, and voted upon.

Affirmative votes of three-fourths of the members present and voting shall be required to elect the applicant. Voting will be by secret ballot and the applicant shall not be present at the meeting at which the application is voted on.

Applicants for memberships who have been rejected by the Club may not reapply within six months after such rejection.

#### **Section 5 - 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 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 each fiscal year.
- b. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after March 1. However, the Board may grant an additional 60 days of grace to such delinquent members in meritorious cases. In no case may be person whose dues are unpaid as of that date be entitled to vote at any Club 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 - Regular meetings**

Regular meetings of the organization will be established by the Board at the first meeting following the Annual Meeting and will be published in the Snow Job. Meetings shall be held within a 30-mile radius of Snohomish. In special circumstances, upon recommendation of the Board and approval of the membership, meetings may be held outside this area. There shall be a minimum of six meetings per year. The quorum for such meetings shall be 20% of the members in good standing.

### **Section 2 - Annual Meeting**

The annual meeting will be held during the month of January.

### **Section 3 - 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 in good standing. Such special meetings shall be held within a 30-mile radius of Snohomish, at such place, date and time as may be designated by the person or persons authorized to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least five days and not more than ten days prior to the date of the meeting. No other club business may be transacted at that meeting. The quorum for such a meeting shall be 20% of the members in good standing.

### **Section 4 - Board Meetings**

Meetings of the Board of Directors shall be held each month within 30 air miles of the City of Snohomish, Washington, the day, time and place to be determined by the Board of Directors. Written notice of such meeting shall be mailed by the Secretary at least five days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

### **Section 5 - 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 or verbal request of at least three members of the Board. Such meetings shall be held within 30 air miles of the City of Snohomish, the day, time and place to be determined by the person authorized herein to call such meeting. Written

notice of such meeting shall be mailed by the Secretary at least five days and not more than 10 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting, and no other business shall be transacted.

## **Section 6 - 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/she is present. Proxy or absentee voting will not be permitted at any club meeting or election. No junior or honorary member shall hold voting privileges.

## **Article III - Directors and Officers**

### **Section 1 - Board of Directors**

The Board shall be comprised of the President, Vice President, Secretary, Treasurer and three other persons.

All Board members shall be members in good standing of the organization, and all shall be elected for one-year terms at the Club's annual meeting as provided in these By-Laws, and shall serve until their successors are elected. General management of the Club 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.

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.

The Vice-President shall have the duties and exercise of the President in case of the President's death, absence or incapacity.

The Secretary shall keep a record of all meetings of the Club and of the Board and all meetings of which a record shall be ordered by the Club. The Secretary shall notify members of meetings, notify new members of their election to membership and notify officers and Board Members of their election to office. The Secretary shall keep a roll of members of the Club with their addresses and carry out such other duties as are prescribed. The Treasurer shall collect and receive all moneys due or belonging to the Club. (S)he shall deposit the same in a bank designated by the Board, in the name of the Club. His/her books shall at all times be open to inspection by the Board and s/he shall report to them at every meeting, the condition of the Club's finances and every item of receipt or payment

not before reported; and before the 31st of December s/he shall render an account of all moneys received and expended during the fiscal year.

### **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 all the then members of the Board at its first regular meeting following the creation of such vacancy, or at a Special Board Meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

### **Section 4 - Removal from Office**

Any officer or Board Member may be removed from office for failing to maintain all qualification and duties throughout his/her entire term of office, by a two-thirds vote of members present and voting at any regular or special meeting called for the purpose, providing a written petition signed by 20% of members in good standing is submitted to the Secretary and notice of the meeting is mailed to each member at least two weeks prior to the date of the meeting.

### **Section 5 - Attendance at Meetings**

It is expected that officers or Board Members will make every effort to attend all meetings. In the event they are not able to attend a meeting, they should contact the President or Vice President before the meeting and explain the reason they are not able to attend. An officer or Board Member who accumulates more than two absences will be subject to review and possible removal from office.

### **Section 6 - Term limits**

No person may serve more than two consecutive terms in any one office, with the exception of the office of Treasurer.

## **Article IV - The Club Year, Annual Meeting, Elections**

### **Section 1 - Club Year**

The Club's fiscal year shall begin on the first day of January and end of the 31st day of December.

## **Section 2 - Annual Meeting**

The Annual Meeting shall be held in the month of January, at which Officers and Board Members of 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 at the conclusion of the Annual Meeting, and each retiring officer shall turn over to his successor all properties and records relating to that office within 30 days after the election.

## **Section 3 - Elections**

A member must be active and in good standing, as defined in Article I, a minimum of six months before being eligible to hold any office, including the Board.

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The immediate Past President shall automatically be a member of the Board of Directors. The two nominated candidates for other positions on the Board who receive the greatest number of votes for such positions shall be declared elected. In the event the current President is re-elected as President, the board shall be comprised of the three nominated candidates who receive the greatest number of votes.

## **Section 4 - Nominations**

No person may be a candidate in a club election who has not been nominated.

During the month of September, the Board shall select a Nominating Committee consisting of three members and one alternate, not more than two of whom shall be members of the Board. The Board shall name a Chairperson for the committee, and it shall be the Chairperson's duty to call a committee meeting which shall be held on or before November 1.

In the event a member of the nominating committee wishes to be nominated for an office, he or she shall resign from the nominating committee and his or her position in that committee filled by the alternate member.

The Committee shall nominate one candidate for each office and one candidate for each position on the Board, with the exception of one board position, which shall automatically fall to the immediate Past President. If the current President is re-nominated, the committee shall nominate one additional person for the Board to fill the position normally assumed by the Past President.

After securing the consent of each person so nominated, the Committee shall immediately report their nominations to the President, who shall, in turn, report to the membership.

Additional nominations may be made at the December meeting by any member in attendance provided that the person so nominated does not decline when his or her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his or her proposer shall present to the Secretary a written statement from the

proposed candidate signifying his willingness to be a candidate. No person can be a candidate for more than one position.

Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

## **Article V - Committees**

### **Section 1 - Standing Committees**

The Board may each year appoint standing committees to advance the work of the Club in areas 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 - Termination of Appointment**

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 I - USDAA, AKC, NADAC or other Administrative Body Suspension**

Any member who is suspended by any agility administrative organization will have charges brought against him or her by the Board and will be subject to disciplinary action, as provided for in the balance of this Article.

### **Section 2 - Charges**

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the sport or the Club. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of \$10 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. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the sport or the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the sport or the Club it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date of a hearing by the Board not less than three 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 on his/her own defense and bring witnesses if (s)he 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 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 recommendations as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not sooner 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 findings and recommendations and shall invite the defendant, if present, to speak in his own behalf if he wishes. Those present at the meeting 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 - Indemnification and Moneys**

### **Section I - Indemnification**

To the full extent permitted by the Washington Business Club act, this club shall indemnify any director, officer or member of the Club against expenses actually and reasonably incurred by him or other in connection with the defense of any action, suit or proceedings,

civil or criminal, which said person has been made a party by reason of being or having been such director, officer or member (except in relation to matters as to which he or shall be adjudged to be liable for negligence or misconduct in the performance of duty to the Club) and it is authorized to make any other indemnification that may be authorized by the By-Laws or resolution of the Board of Directors.

## **Section II - Moneys**

No person or committee can obligate the Club for any moneys without prior permission of the Club or the Board of Directors.

## **Article VIII - Amendments**

### **Section 1 - Proposal**

Amendments to the Constitution and By-Laws may be proposed at any regular monthly meeting.

### **Section 2 - Passage**

The proposed amendments to the Constitution and By-Laws shall be published in the first newsletter following the meeting at which they are proposed, and notice given in the newsletter that these proposals will be voted on at the next meeting. At that meeting, the proposed amendments will be open for discussion. Passage of the amendment requires a 2/3 majority of the members present and voting at that meeting.

## **Article IX - Dissolution**

The club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club, whether voluntary or involuntary or by operation of law, after payment of the Club's debts its assets shall be distributed equally among the members in good standing.

## **Article X - Order of Business**

### **Section 1 - Club Meetings**

At meetings of the Club, the order of business, as 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 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 - Board Meetings**

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

- Minutes of last meeting
- Report of the Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business<
- New business
- Adjournment

## **Section 3 - Rules of Order**

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