

Bylaws

Muddy Paws

Agility Club

Of Kitsap

December 1, 2008

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Constitution

Article I - Name and Objects

Section 1.

The name of the Club shall be Muddy Paws Agility Club of Kitsap (MudPACK).

Section 2.

The objectives of the Club shall be to:

- a) promote and publicize the sport of agility
- b) develop members' skills and abilities in handling
- c) provide training and/or education opportunities for members and community
- d) provide opportunities for competition
- e) share knowledge and sources of knowledge about the sport of agility
- f) provide a social forum for those who share a common interest in dogs and the sport of agility
- g) support and encourage other members who engage in the sport of agility
- h) promote and maintain a philosophy of positive attitudes
- i) promote the humane treatment of dogs

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 objectives.

Bylaws

Article I - Membership

Section 1. Eligibility.

A person is eligible to apply for membership when (s)he demonstrates an interest in the sport of dog agility.

There shall be three types of membership open to those who subscribe to the purposes of this Club.

- a) Regular Membership is open to people 18 years or older. A regular member pays dues, has one vote, may hold an elected office, and has all the normal duties, obligations and responsibilities of a member in good standing of the Club.
 - b) Household Membership is open to families. A family comprises such persons as habitually reside under one roof and form one domestic circle. A Household member pays dues, if 18 years of age or older has two votes per membership, may hold an elected office and has all the normal duties, obligations and responsibilities of a member in good standing of the Club.
 - c) Junior Membership is open to people under the age of 18. A Junior member pays dues, has no vote, may not make motions, or hold office. Parental approval is required. Parental supervision may be required at the discretion of the Board.
- No person may hold more than one membership.
 - A member in good standing of the Club is defined in Section 4 in Membership Responsibilities.
 - A member in good standing of the Club is not, as such, personally liable for the debts, liabilities, or obligations of the Club legally or financially.
 - Membership in the Club shall not vest in any member any distributions from the Club during the existence of the Club, but shall only entitle the member in good standing to vote all meetings of the members.

Section 2. Dues.

Membership dues shall be payable on or before the first day of January of each year. No member, whose dues are delinquent, may vote, conduct any official business or hold office in the Club. During the month of November, the Treasurer

shall send to each active member in good standing a statement of his or her dues for the following year.

The amount of annual membership dues shall be \$20.00 per Individual Membership, \$25.00 per Household membership and \$10.00 per Junior Membership. The amount of the annual dues may be changed by the Board of Directors no more than once every two years.

Section 3. Membership Acceptance.

Each applicant for membership shall apply on a form as approved by the Board of Directors and shall agree to abide by these Bylaws.

If membership application is made after October 31st, then dues will apply to the following year.

Section 4. Membership Responsibilities.

- Each member must satisfy the Club's membership responsibilities in order to be considered a member in good standing. Members in good standing are eligible to vote and to hold office in the Club. Members in good standing shall:
 - Adhere to the Constitution and Bylaws of Club.
 - Have no outstanding debts to the Club.
 - Contribute to the Club by working at club-sponsored events, on a Club committee, or on the Board of Directors during the calendar year.
 - All members who attend Club activities must practice safe and non-abusive (physical or verbal) handling methods, show consideration for other handlers and their dogs at all times and promptly clean up after their dogs.
 - All members who attend Club activities are responsible for their own dog and their dog's behavior. They must keep their dogs under control at all times, and must warn others present if their dog is likely to show aggression toward the other people or dogs, so that all meetings and events will be safe for all dogs and humans.
 - All members who attend Club activities will be asked to arrive early to help set up equipment or to stay to the end to help take down equipment. It is expected that after a Club event, all equipment will be either left properly set up or stored appropriately.
 - Sign the Club's waiver agreement annually.
 - Inform Club Secretary of any changes in address, telephone number and/or email.

Section 5. Termination of Membership.

Memberships may be terminated:

- (a) By death or resignation. The death of any member terminates the membership. Any member in good standing may resign from the Club upon written notice to the Secretary.
- (b) By lapsing. A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid by the first day of March. In no case may a person whose dues are unpaid as of the date of any meeting be entitled to vote at that Club meeting. However, the Board of Directors may grant an additional ninety days of grace at its discretion.
- (c) By expulsion. A membership may be terminated by expulsion as provided in Article VI of these bylaws. Upon termination of membership the person must return all Club property.

Article II - Meetings and Voting

Section 1. Club Meetings.

There will be a minimum of four membership meetings per year within the North Kitsap, Washington area at such hour and place as may be designated by the Board of Directors or the membership at the prior meeting. Written notice of each meeting shall be mailed or emailed by the Secretary, or Board member acting for the Secretary, at least 21 days prior to the date of the meeting. A quorum shall be twenty (20) percent of the 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 or 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 in the North Kitsap, Washington area at such place, date, and hour as may be designated by the Board of Directors. Written notice of such a meeting shall be mailed or emailed by the Secretary, or Board member acting for the Secretary, at least 5 days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other Club business shall be transacted. The quorum for a special meeting shall be twenty (20) percent of the members in good standing.

Section 3. Board Meetings.

Meetings of the Board of Directors shall be held in the North Kitsap, Washington area at such hour and place as may be designated by the Board. Written notice of each meeting shall be mailed or emailed by the Secretary, or Board member acting for the Secretary, at least 14 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Board Meetings are open to the entire membership.

Section 4. Special Board Meetings.

Special meetings of the Board may be called by the President or Secretary at the request of at least three (3) members of the Board. Special meetings shall be held in the North Kitsap, Washington area at a place, date, and hour as may be designated by the person authorized herein to call such meeting. The Secretary, or Board member acting for the Secretary, shall mail, or email, written notice of the meeting at least 5 days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other Club business shall be transacted. The quorum for the meeting shall be a majority of the members of the Board. Special Board Meetings are open to Board members and any invited persons only.

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 general membership meeting. Each Household is entitled to two votes at such meetings. Junior members are not entitled to a vote. Absentee voting by any individual or household in good standing will be permitted at any Club meeting or election. The absentee ballot must be received in writing or email by the deadline date and time established by the Secretary.

Article III - Officers and Directors

Section 1. Board of Directors.

The Board shall be comprised of the Officers and up to three other people (Directors), all of whom shall be 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 belonging 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:

1. 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.
2. Have charge of the correspondence and legal documents.
3. Notify members of meetings.
4. Notify new members of their acceptance to membership.
5. Notify officers and directors of their election to office.
6. Keep a roll of the members of the Club with their addresses.
7. Maintain records and documentation of all Club activities such as meeting minutes, flyers, catalog covers, newsletters, programs, etc.
8. Carry out other duties as are prescribed in these bylaws.
9. Duties such as membership, historian, etc. may be delegated.

(d) The Treasurer shall:

1. Receive all moneys due or belonging to the Club and pay all Club debts promptly. Moneys shall be deposited in a bank designated by the Board, in the name of the Club.
2. The Club has the right to determine and purchase the accounting software format to be used by the Treasurer. The data (both hardcopy and electronic) and purchased software are owned by the Club. The books shall be open to inspection by the membership at all times.
3. Submit a report on the Club's financial position for every meeting. Formal financial statements shall be submitted to the Board quarterly and to the membership annually. Such reports shall include, at a minimum, a Balance Sheet (Statement of Position) and a Statement of Receipts and Expenditures.
4. There will be an annual internal review by two Club members (one Board member and one non-Board member) appointed by the Board of Directors. In the event that an Internal Revenue Service tax return needs to be filed, the Treasurer is responsible for seeing that this is done in accordance with the current tax laws.

Section 3. Vacancies.

Any vacancies occurring on the Board 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.

In the event that the Club cannot fill all Board positions, it is desired that the President, Vice-President, Secretary and Treasurer positions be filled first before the Director positions. This aids in the continuity of the Club and its ability to sustain itself.

A vacancy can be due to resignation or non-participation of an officer in his/her duties. The intent is that all Board members are to be actively involved in order to sustain the energy and decision making of the Club. If a Board member fails to fulfill his/her responsibilities, the other Board members have the responsibility to replace the non-active member. Non-active is defined as a Board member who is absent from three or more consecutive scheduled meetings and does not fulfill the obligations of the position. The Board will ask the absent Board member to resign. If resignation is not offered, then replacement of that Board member can be obtained by a two-thirds (2/3) majority vote of the Club members in good standing.

Article IV - The Club Year, Annual Meeting, and Elections

Section 1. Club Year.

The Club's year shall begin immediately at the conclusion of the election at the annual meeting of the Club and shall continue through the election of the next annual meeting of Club. The Club's fiscal year shall begin on the first day of January and end on the last day of December.

Section 2. Annual Meeting.

The annual meeting shall be held between January 1st and February 15th, at which officers and directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 3 of this Article. They shall take office immediately upon the conclusion of the election. Each retiring officer shall turn over to his/her successor all properties and records relating to that office within 30 days after the election.

Section 3. Nominations.

By November 1st, the Board shall select a Nominating Committee, consisting of a minimum of two and no more than five members. The Committee shall be composed of at least one Board member and one non-Board member. The Nominating Committee will send written notification regarding membership of the committee to each Club member in good standing. The Committee will ask Club members in good standing to volunteer for Board positions. The Committee shall meet throughout the month of November, solicit nominations from the membership, and obtain a written acceptance from each nominee. Any and all members in good standing who volunteer to run for a Board position will be placed on the ballot.

No person may be a candidate for more than one position.

The nominating committee will ask all nominees to submit a summary paragraph describing themselves and their talents and/or skills that will enable them to be a good candidate for the Board position for which they are running.

By December 15th, the committee shall submit the slate of candidates with the accompanying written acceptances and summary paragraphs to the Secretary who shall mail or email a ballot to each member in good standing of the Club ten days before the annual meeting.

During the Annual Meeting, voting will be done by secret ballot by each member in good standing. If a member is unable to attend the annual meeting, he/she may vote by proxy. Proxies must be received by the date and time of the Annual Meeting or by email by the deadline date and time specified by the Secretary.

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

Section 4. Elections.

The candidate receiving the greatest number of votes for each office shall be declared elected. The candidates for Director positions on the Board who receive the greatest number of votes for such positions shall be declared elected.

Article V - Committees

Section 1. Standing Committees.

The Board may appoint standing committees to advance the work of the Club. 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. Written notice of the decision to terminate the appointment shall be sent to the appointee.

Article VI - Discipline

Section 1.

Any member who is suspended from the privileges of membership in any local or national dog organization for violations of standards that apply to sportsmanship, handling, ethics, or personal behavior will be subject to a review of the charges by the Club in order to determine whether the infraction(s) may require disciplinary action by the Club.

Section 2.

Any member in good standing may bring charges against another member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be sent to the member so charged by registered or certified mail, return receipt requested, at least 30 days prior to the meeting where the charges will be presented. The charges should then be presented at a regular Club meeting with enough copies for all those present. The member submitting the charges should be prepared to answer questions from the members present and elaborate on the charges if necessary. If the member so charged contests the allegations, that member will be permitted to submit a written rebuttal at the same meeting, with enough copies for all those present, and should be prepared to answer question from the members present.

Both the member making the charges and the member who is charged, may bring witnesses, documents, tapes, or other recognized forms of evidence to support their presentations. At the conclusion of the presentations, the members involved shall be excused. The members present at the meeting will determine the merit of the charges and reach a decision either by consensus or, if that is not achievable, by a majority vote of those present. The members present will

then compose a decision letter detailing the grounds on which the final determination was made and the disciplinary action required by the Club. The recording secretary for that meeting will send copies of that letter to both parties and include the written charges, the written rebuttal and the letter in the minutes for that meeting.

Disciplinary action may range from a warning to a suspension to expulsion.

Article VII - Amendments

Section 1. Proposing Amendments.

Amendments to the Constitution and Bylaws may be proposed to the Club in person at a meeting or by written petition signed by twenty (20) percent of the membership. Amendments proposed shall be published in the minutes together with a summary of the discussion following their proposal.

Section 2. Voting.

The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of all Club members in good standing. Proposed amendments and a ballot must be mailed, or emailed, to each member at least two (2) weeks prior to the return date of the opening of the ballots. Completed ballots may be mailed or emailed to the Secretary to be received no later than a date established by the Board and printed on the ballot.

Article VIII - Dissolution

Section 1.

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 nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club. 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. General Membership Meetings.

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
- Amendments to the Agenda
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of the Board of Directors (at the annual meeting)
- Applications of new members
- Unfinished business
- New business
- Adjournment

Section 2. Board of Directors Meetings.

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

- Approval of the minutes of the 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.