

# CONSTITUTION

## ARTICLE I

### Name & Objectives

**SECTION 1.** The name of the Club shall be THE CAVALIER KING CHARLES SPANIEL CLUB OF SOUTHERN CALIFORNIA

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

- (a) to encourage and promote quality in breeding of pure-bred Cavalier King Charles Spaniels and do everything possible to bring their natural qualities 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 the Cavalier King Charles Spaniel shall be judged.
- (c) to do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition at dog shows, obedience and agility trials.
- (d) to conduct sanctioned matches, specialty shows and obedience and agility trials under the rules and Regulations 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 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.** There shall be four types of membership

(1) **Regular Membership** - Open to persons 18 years or older who are residents of Southern California, in good standing with the American Kennel Club, reside within our club's area, and have met the requirements of Membership pursuant to Section 1 (c).

(a) Regular Members- Enjoy all club privileges including the right to vote and hold office.

(b) Sponsors- All applicants for Regular Membership must be sponsored by two (2) Regular Members in good standing, neither from the same household nor from the household of the applicant.

(c) Candidates for Regular Membership must be at least 18 years old and have been an Associate member or Junior member (over 18 years) for 1 calendar year before attaining eligibility for Regular Membership.

(d)- Regular Members must be members for 2 calendar years before applying for Breeder Referral consideration.

(2) **Associate Member** - All applicants for Associate Membership must be sponsored by two (2) Regular Members in good standing, neither from the same household nor from the household of the applicant.- Entitled to all club activities and 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 who are not active.

(a)- Associate Members wishing to apply for Regular Membership must be an Associate member for one calendar year.

(b) Only Associate Members residing within our club's area will be considered for Regular Membership.

(3) **Junior Membership** - Open to minors under 18 years of age; a non-voting/non-office holding membership which may then apply for Associate Membership after a minimum of one year of membership and having attained the age of 18 .

(4) **Honorary Membership** - An individual who has made significant contributions to our Breed or to the Club. Honorary Members pay no dues and are ineligible to vote.

**SECTION 2, Dues**, Membership dues shall not exceed \$50.00 per person per year payable on or before the first day of January of each year. A grace period of 30 days will be allowed. No member may vote whose dues are not current.

During the month of November, the Treasurer shall send to each member, a statement of dues for the ensuing year. Associate Membership dues will be the same as Regular Members. Junior Membership dues will be set at one half of Regular and Associate Membership dues.

**SECTION 3. Election to Membership.** Each applicant for membership shall apply on a form approved by the board of directors. Said application will provide that the applicant agrees to abide by the Club's 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 members in good standing as stated above in Section 1.(b). Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the Secretary or membership chair person and each application is to be read at the first regular meeting of the Board following submission of the application. Therefore the applicant is required to attend at least two club-sponsored events (i.e. matches, regular meeting, etc) prior to application being submitted for board action. Once the applicant has complied by attending two club events, the Secretary will submit the application to the Board members at the next regular Board meeting. At that time the application will be voted on by Board Directors. The applicant must receive affirmative votes of 2/3 or the majority of Board members present and voting to be elected to membership.

Applicants for membership who have been rejected by the club may reapply (1) year following any rejection.

**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 Recording 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 thirty (30) days after the first day of the fiscal year; however, the board may grant an additional thirty (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.

(c) **by expulsion.** A membership may be terminated by expulsion as provided in Article VI of these bylaws.

## **ARTICLE II Meetings & Voting**

**SECTION I. Club Meetings.** Meetings of the club shall be held a minimum of 6 times annually in the greater Los Angeles 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 ten (10) days prior to the date of the meeting. The quorum for such meetings 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; 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 in the greater Los Angeles 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 a special club meeting shall be mailed by the Secretary at least ten (10) days 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 twenty (20) percent of the members in good standing.

**SECTION 3. Board Meetings.** Meetings of the board of directors shall be held a minimum of 6 times annually within the greater Los Angeles area at such hour and place as may be designated by the board. Written notice of each such meeting shall be mailed by the Secretary 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 in or within the greater Los Angeles area at such date, place and hour as may be designated by the person authorized herein to call such meeting. The Secretary shall mail written notice of such meetings at least ten (10) days and not more than fifteen (15) 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. The quorum for such a meeting shall be a majority of the board.

**SECTION 5. Voting.** Each 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 they are 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 other persons, all of whom shall be members in good standing and all of whom shall be elected for a two-year term 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 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, 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 by 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.

**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.

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

**SECTION 1. Club Year.** The club's fiscal year shall begin on the 1st day of January and end on the last 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 the election at the next annual meeting, i.e. October to October.

**SECTION 2. Annual Meeting.** The annual meeting during the month of October shall be held at a designated location in the greater Los Angeles area 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 thirty (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 June the board shall select a Nominating Committee consisting of three members and two alternates, not more than one of who 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 July 1st.

(a) The committee shall nominate one candidate for each office and position on the board 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 notify each member of the nominated candidates in writing at least 2 weeks prior to the August meeting.

(c) Additional nominations may be made at the August 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, agility, rescue, trophies, membership 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.

## **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 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 \$100.00, 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 interests of the club, it may refuse to entertain jurisdiction. If the board entertains jurisdiction of the charges, it shall fix a date for a hearing by the board not less than three (3) weeks or 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 their own defense and bring witnesses if desired.

**SECTION 3. Board Meeting.** 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 (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 their 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 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 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 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 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 (20) percent of the 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 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 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.

## **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 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. 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.