**MONROE KENNEL CLUB, Inc.**

**Constitution**

**ARTICLE 1**

**Name and Objective**

**SECTION I**

The name of this club shall be the Monroe Kennel Club, Inc. referred to henceforth as the “Club.”

**SECTION II**

The objective of this Club shall be:

1. To advance the principles and scientific practices in the breeding of pure bred dogs; promote and conduct licensed dog shows, sanctioned matches and obedience trials under the rules and regulations of the American Kennel Club; and to promote social and recreational activities in connection with dog breeding and exhibition.
2. To urge members and all breeders to accept the standard of their respective breeds, as approved by the American Kennel Club, as the only standard by which their respective breeds shall be judged, and to further the science of breeding pure bred dogs through financial support.
3. To support other worthy causes within Monroe County as may be proposed by the

Club’s Board of Directors and approved by the Club membership.

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**SECTION III**

The Club is incorporated under the laws of the state of Michigan as a non-profit organization. The Club shall not be conducted or operated for profit, and no part of any profits or its remainder or residue from the dues or donations to the club shall be applied to the benefit of any member or individual.

**SECTION VI**

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.

**BY-LAWS**

**ARTICLE I**

**Membership**

**Membership:** While membership is to beunrestricted as to residence, the Club’s primarypurpose is to be representative of the breeders and exhibitors in the area of Monroe, MI and immediate surrounding areas.

**SECTION I** - **ELIGIBILTY**

There shall be four (4) types of membership open to qualified persons who are in good standing with the American Kennel Club and who volunteer their time to the purpose of this Club. Members are expected to work at Club functions and attend the monthly meetings. The Club does not discriminate based on race, creed, color, religious affiliation, or sexual orientation.

1. A member in good standing is defined as one who is current with membership dues, or any money owed to the Club, being paid in full and has abided by the Constitution, By-Laws and, Code of Conduct.
2. Who are at least 10 years of age and older who are in good standing with the American Kennel Club and who subscribes to the purpose of this Club. While membership is to be unrestricted as to member’s residence, the Club’s purpose is to be representative of the breeders and exhibitors in its immediate area.

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1. The four (4) types of membership are as follows:
   1. **Adult Member.** Any individual at least 18 years of age and fulfilling theabove requirement **A.** Adult members enjoy all Club privileges including the right to vote and hold office. Club dues for individual adult member shall not exceed $25.00 annually.
   2. **Junior Member.** Any individual at least 10 years of age but not greater then17 years of age and fulfilling the above requirement **A.** Junior members are non-voting/non-office holding members which may automatically convert to adult member at age 18. Junior members must have an Adult member as a guardian and sponsor. Club dues for Junior Members shall be $7.50 per year.
   3. **Lifetime Member.** Any individual who has been an adult member for 25consecutive years will have the honor of being a lifetime member. Lifetime member pay no annual dues but are eligible to vote and hold office.
   4. **Household Membership.** Shall be defined as follows: a husband and wife, andany children under the age of 18 or two (2) adults residing in the same household, each eligible adult member to vote and hold office. Club dues for the household membership shall not exceed $35.00 per household per year.

**SECTION II** - **DUES**

Membership dues shall not exceed $25.00 per year. Dues for the ensuing year shall be determined by the Board of Directors subject to approval by the majority, two-thirds of the members present and voting at any regular meeting, payable on or before the 1st day of January of each year. Any proposed change in membership dues shall be presented to the membership by the board at a regular meeting, and notice sent to members at least ten days prior to the next meeting at which time a vote will be taken. **No member may vote whose dues are not paid for** **the current year.** The treasurer shall mail notice of payable dues; post marked at least ten daysbut not more than thirty days prior to first day of January.

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**SECTION III** - **ELECTION TO MEMBERSHIP**

1. Each applicant for membership shall make application on a form approved by the Board of Directors. The application shall provide for the following: Applicant’s name, address, phone number, occupation. Application forms shall state that the applicant agrees to abide by the constitution and by-laws and the rules of the Club, and the American Kennel Club; will carry the endorsement of two members in good standing: and shall be accompanied by payment of dues for the current year. Each applicant for membership shall attend two (2) meetings of the club as a guest and at the first meeting shall turn in an application.
2. All applicants are to be filed with the secretary and read for an approval at the first meeting following its receipt by the secretary. At the next meeting the application will be read for an approval a second time and shall be voted upon at that meeting. An affirmative vote of three-fourths of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.
3. Applicants for membership who have been rejected by the Club may not re-apply for six months after such rejection. The rejected applicant’s dues payment for the current year shall be returned in full.

Code of Conduct

1. Proper decorum is required at all business meetings.
2. No alcoholic beverages will be served or consumed by members during meetings or Club activities and on the show grounds.
3. All meetings of the Club are considered business meetings.
4. Any disruptive behavior or behavior reflecting badly on the reputation of the Club or its members will not be tolerated. Any person engaging in such behavior will be subject to disciplinary action by the Club including but not limited to expulsion from the Club.
5. Any disagreements between members should be discussed during meetings in a professional manner to facilitate a Club solution to the disagreement.

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**SECTION IV** - **TERMINATION OF MEMBERSHIP**

**Memberships may be terminated by:**

1. **Resignation:**

Any member resigning from the Club shall do so by written notice to the secretary.

1. **Lapsing:**

Any membership will be considered as having lapsed and automatically be terminated if such member’s dues remain unpaid for fifteen (15) days after the first day of the Club year; however, the Board may grant an additional fifteen (15) 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 for the ensuing year remain unpaid as of the date of that meeting.

1. **Expulsion:**

A member may be terminated by expulsion as provided in ARTICLE VI, SECTION 4 of this constitution and By-Laws.

1. **Theft:**

**Theft from the Monroe Kennel Club that member shall be immediately terminated from the club, and swiftly prosecuted by the club.**

**ARTICLE II**

**Meeting and Voting**

**SECTION I** - **CLUB MEETINGS**

Meetings of the Club shall be held in the County of Monroe, Michigan and surrounding areas on the second Tuesday of each month, weather permitting. The Board of Directors shall designate the hour and place. The secretary shall mail notice of each meeting at least ten days prior to the date of that meeting. The quorum for the meeting shall be twenty percent of the membership, including officers.

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**SECTION II SPECIAL MEETINGS**

Special Club meetings shall be called by the president or by the majority of the board; or by the secretary upon receipt of a petition signed by twenty percent of the members of the Club who are in good standing. Such special meetings shall be held in the County of Monroe, Michigan and surrounding areas. The hour and place may be designated by the president or secretary and must be in the County of Monroe, Michigan or surrounding areas. The secretary shall mail written notices; post marked at least five days but no more than thirty days prior to the decided date. Such notice shall state the purpose for the meeting and no other Club business may be transacted at that time. The quorum for such special meetings shall be twenty percent of the membership.

**SECTION III** - **BOARD OF DIRECTORS MEETINGS**

Board of Directors meetings shall be held in the County of Monroe, Michigan or surrounding areas, on the second Tuesday of each month, weather permitting. The president may designate the hour and place. The secretary shall mail notice of each meeting at least ten days prior to the date of that meeting. The quorum for the board meetings shall be the majority of the existing board.

**SECTION IV** - **SPECIAL BOARD MEETINGS**

Special meetings of the board may be called by the president; or by the secretary upon receipt of a written request signed by the majority of the existing board. Such requests must state the purpose or purposes of the said meeting and no other Club business may be transacted at that time. The hour and place may be designated by the president or secretary and must be in the County of Monroe, Michigan or surrounding areas. The secretary shall mail written notices; post marked at least five days but no more than thirty days prior to the designated date. Such notice shall state the purpose for the meeting and no other Club business may be transacted at that time. The quorum for the special board meetings shall be the majority of the existing board.

**SECTION V** - **VOTING**

Each member 18 years of age and in good standing whose dues are paid for the current year shall be entitled to one vote at any regular or special meeting of the club at which the member is present. **Proxy voting will not be permitted at any club meeting or election.**

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**ARTICLE III**

**Directors and Officers**

**SECTION I** - **BOARD OF DIRECTORS**

The Board of Directors shall be comprised of the president, vice president, secretary, treasurer and three (3) other members. All must be members in good standing. Those elected shall serve for a one-year term until their successors are elected. General management of the club’s affairs shall be entrusted to the board. Should Club membership exceed eighteen (18) members, one (1) additional board member shall be elected, by majority vote, for every six (6) additional members.

**SECTION II** - **OFFICERS**

The Club’s officers, consisting of the president, vice president, secretary and treasurer, shall serve in their respective capacities with regard to the Club and the Board of Director’s meetings for the entire elected terms. The records of all officers shall be open at all times for inspection by any member of the Club in good standing, upon request.

1. **President:**
   * Shall be the administrative and the executive head of the Club.
     + Shall preside at and conduct all the meetings of the Club and the Board of Directors.
     + Shall have powers and duties normally assigned to those particularly specified in this Constitution and by-laws.
     + Shall appoint a member in good standing for the position of show chairperson. The appointed member reserves the right to decline the position.
2. **Vice President:**
   * + Shall have the powers and exercise the duties of the president in case of death, absence, or any other incapacity of the president.
     + Shall be required to keep fully informed of the condition of the Club, its activities, and its undertakings, so that in the absence or of the incapacitation of the President, Club activities will not be diminished.
     + Shall further be required to perform any and all duties that may be assigned by the President, the Board of Directors or by the Club.

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1. **Secretary:**
   * Shall keep a record of all meetings of the Club and the Board of Directors and of all matters of which a record shall be ordered by the Club.
   * Shall be in charge of all correspondence.
   * Shall notify members, at their provided addresses, of meetings.
   * Shall notify prospective applicants of their acceptance or rejection of membership.
   * Shall notify officers and the board of directors of their election to Club office.
   * Shall keep a roll of the membership in attendance at each Club meeting.
   * Shall read all correspondence sent or received since the previous regular meeting.
   * Shall mail, or email, the minutes from the last meeting two weeks prior to the next scheduled Club meeting.
   * Shall keep a current a list of home addresses, email addresses and telephone numbers for all Club members and membership applicants to facilitate timely communication. Members and membership applicants shall promptly notify the Club secretary in the event of any changes to their information.
2. **Treasurer:**
   * Shall collect and receive all monies due or belonging to the Club and make available an accurate accounting of said monies.
   * Shall make deposits in the name of the Club satisfactory to the board of directors.
   * Shall mail notice of payable dues.
   * Shall be authorized, along with the president, vice president, and secretary, to sign checks in the name of the Club. Two signatures shall be required, by any two of the four officers, on any and all checks bearing the name of the Club.
   * Shall be required to maintain current and satisfactory books regarding Club receipts and expenditures, which shall be open to inspection by the board of directors at any time.
   * Shall report to the board of directors at each meeting the condition of the club’s finances regarding those items not previously mentioned.
   * Shall render a complete accounting on or before the January meeting, but no later than the thirtieth day of January, of all monies received and/or disbursed during the year and turn over a detailed statement, together with all the records, to the auditing committee. The auditing committee shall examine the records from the treasurer, and within thirty days of receiving said records each fiscal year, report its findings to the full membership.

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**No** checks shall be made payable to “cash.”Any authorized officer or member found doing soshall be subject to expulsion from the Club. Any member seeking reimbursement in the amount of fifty-dollars ($50.00), or more, **must** obtain prior authorization from the treasurer and one other authorized officer. Any unauthorized expense will become the responsibility of the member seeking reimbursement. No reimbursement will be made for any unauthorized expenditures by any members or officers.

**SECTION III** - **VACANCIES**

Any vacancy occurring on the Board during the year shall be filled for the remainder of the vacated term by a majority vote of all existing Board members present at the first regular Board meeting following the occurrence of said vacancy, or at a special Board meeting called for that purpose. The exception shall be that a vacancy in the office of the president shall be filled automatically by the vice president and the resulting vacancy in the office of vice president shall be filled for the remainder of the term by majority vote of the Board.

**SECTION IV** - **ATTENDANCE**

The unexcused absence of any officer or member of the Board from three consecutive Board of Directors meetings or special Board meetings may result in recommendation for removal from the Board.

**ARTICLE IV**

**Club Year, Annual Meeting, Elections**

**SECTION I** - **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 the election at the next annual meeting.

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**SECTION II** - **ANNUAL MEETINGS**

The annual meeting shall be held in Monroe County, Michigan, or surrounding areas, in the month of December, at which time the directors and officers for the following year shall be elected by a secret written ballot from those members nominated in accordance with Section V of this article. A newly elected officer shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over, to the elected successor, all properties and records relating to that office within thirty days following the election.

**SECTION III** - **ELECTIONS**

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. A nominated member shall reserve the right to decline his/her nomination. The candidates replaced via election shall remain eligible for other positions on the Board of Directors. Those who receive the greatest number votes for a Board position shall be declared elected.

No member may hold more than one directorship at a time.

**SECTION IV** - **ELECTION QUALIFICATIONS**

In order to be eligible to hold office or directorship, a member must be eighteen years of age and have been a member in good standing for a period of one year immediately prior to the elections and have attended fifty percent (50%) of scheduled meetings during the year.

**SECTION V** - **NOMINATIONS**

No person who has not been nominated is eligible as a candidate in any Club election. During the month of August, 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 secretary shall immediately notify those nominated of their selection. The Board shall name a chairman for the committee and it shall be that person’s duty to call a committee meeting. The nomination meeting shall be held before the October meeting each year. The nominating ballot shall be given to the secretary ten days prior to the October meeting.

1. The committee shall nominate one candidate for each office and one candidate for each position on the Board of Directors. Each member nominated for an officer position or a Board position may or may not consent to their nomination. Those nominated shall immediately notify the nominating committee of their decision in writing.

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1. Upon receipt of the nominating committee’s report, the secretary shall notify each member in writing, no less than two weeks prior to the November meeting, of the candidates so nominated.
2. Additional nominations may be made at the November meeting by any member in attendance, provided that the person so nominated does not decline the nomination. Further provision shall be that if the proposed candidate is not in attendance at this meeting, the nominating member 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.
3. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

**ARTICLE V**

**Committee**

**SECTION I**

The Board of Directors may, each year, appoint standing committees to advance the work of the club in such matters as dog shows, obedience trials, trophies, annual prizes, membership, and other fields 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 assist on particular projects. General committee appointments shall be in effect no longer than the official year in which the appointments are made.

**SECTION II**

Any Committee appointment may be terminated by a majority vote of the full membership of the Board. The Board shall then provide written notice to the appointee. The Board shall then appoint successors to those persons whose services have been terminated. Appointments shall be based on the needs of the Club.

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**ARTICLE VI**

**Discipline**

**SECTION I** - **AKC SUSPENSION**

Any member who is suspended from the privileges of the American Kennel Club shall automatically be suspended from the privileges of the Monroe Kennel Club for a like period.

**SECTION II** - **CHARGES**

Any member may bring charges against another member for alleged misconduct prejudicial to the best interests of the Club, or to their respective breed. Written charges, with specifications, must be filed in duplicate with the secretary along with a deposit of twenty-five dollars. The deposit shall be forfeited if the Board of Directors, following a Board meeting addressing said charges, does not sustain the charges raised. 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 alleged charges, if proven true, might constitute conduct prejudicial to the best interest of the Club or their respective breed. If the Board assigns validity to the charges, it shall fix a date of hearing by the Board, not less than three weeks no more than six weeks thereafter. The secretary shall promptly send a copy of the charges to the accused member by registered/certified mail together with a notice of the hearing. The defendant is assured that he/she may personally appear in his own defense and bring witnesses if he so desires.

**SECTION III** - **BOARD HEARING**

The Board of Directors shall have complete authority to decide whether counsel may attend the hearing, but plaintiff and defendant shall be treated uniformly in that regard. Should the charges be sustained after a hearing of all evidence and testimony presented by both plaintiff and defendant, the Board may, by a majority vote, reprimand or suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. Immediately after the Board has reached a decision, its findings shall be put in writing and filed with the secretary, who shall then notify each of the parties of the decision, and penalty, if any, via registered/certified mail. Should charges warrant, an expulsion proceeding shall ensue.

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**SECTION IV** - **EXPULSION**

Should the Board deem reprimand/suspension insufficient, it may also recommend to the full membership a penalty of expulsion. In such case, the suspension shall not restrict the defendant’s right to appear before his fellow members at the next Club meeting following his/her suspension. Expulsion of a member from the Club may only be satisfied at a regular general membership meeting, following a Board hearing, and upon the Board’s recommendation for expulsion, as provided in SECTION III of this Article.

The meeting shall allow the full membership to weigh the Board’s recommendation and a period of commentary by the full membership shall be provided. The defendant shall have read the charges and the Board’s findings and, if present, to speak on his own behalf. The membership shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those then present at the meeting shall be required. If the expulsion is not so voted, the suspension penalty shall stand.

**ARTICLE VII**

**Amendments**

**SECTION I** - **AMENDMENTS**

1. Amendments to the Constitution and the by-laws may be proposed by the Board of Directors. Amendments may also be proposed by written petition addressed to the Secretary and signed by twenty percent of the membership in good standing.

Amendments proposed by such petition shall be promptly considered by the Board of Directors. The proposed amendments must then be returned, by the secretary, to the membership with the recommendations of the Board. A vote by the members shall then take place within three months following the date it was returned by the secretary.

1. The Constitution and by-laws may be amended by a two-thirds secret ballot 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.
2. The Monroe Kennel Club Constitution and by-laws must be followed by all members. Any dispute over intent of meaning in regards to the content of the Constitution and by-laws shall be clarified by the Board of Directors.

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**ARTICLE VIII**

**Dissolution**

**SECTION I** - **DISSOLUTION**

The Club may be dissolved at any time by the written consent of not less than two-thirds of the 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 the operation of law, none of the property of the Club or 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.

**ARTICLE IX**

**Order of Business**

**SECTION I ORDER OF BUSINESS**

**A. Regular Club Meeting**

The order of business at meetings, so far as the character and nature of meetings may permit, shall be as follows:

1. Call to Order
2. Roll Call
3. Minutes of the last meeting
4. Report of the last meeting of the Board of Directors
5. Report of the Sectary and correspondence
6. Report of the Treasurer
7. Reports of the President
8. Report of the Committees
9. Election of Officers and Board (at annual meeting)
10. Election of new members
11. Unfinished Business
12. New Business

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* 1. Adjournment

**B. Board of Directors Meeting**

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

1. Reading of the minutes of the last regular meeting
2. Report of the Secretary
3. Report of the Treasurer
4. Report of the Committees
5. Unfinished Business
6. New business
7. Adjournment

**ARTICLE X**

**Parliamentary Authority**

**SECTION I** - **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 other special order the Club may adopt.

Date of adopted changes: January 14, 2014

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