

**CONSTITUTION & BY-LAWS**  
**THE LAWRENCE JAYHAWK KENNEL CLUB, Inc.**

CONSTITUTION

ARTICLE 1

NAME AND OBJECTS

SECTION 1. *Name.* The name of the Club shall be THE LAWRENCE JAYHAWK KENNEL CLUB, Incorporated.

SECTION 2. *Objects.* The objects of the Club shall be: to promote the training and quality in breeding of pure-bred dogs; dissemination of knowledge regarding obedience training; to conduct classes for the training of dogs and their handlers; to encourage the training of judges; to encourage and co-operate with individuals and other groups with similar purposes; to hold and support dog shows, obedience trials, agility trials and other performance events, exhibitions and matches under the rules and regulations of the American Kennel Club; to promote cooperation and good sportsmanship among its members in the training and exhibition 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 by-laws as may be required to carry out these objects.

## BY-LAWS

### ARTICLE I

#### MEMBERSHIP

SECTION 1. *Eligibility.* The membership of this Club shall consist of any breeder, owner, or lover of any breed of pure-bred dog and anyone interested in the care, development, or improvement of dogs of any breed who shall be elected to membership in accordance with Section 3 of this Article. There shall be three types of membership: one open to all persons eighteen years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of the Club; the second is a junior membership for persons under eighteen with no right to vote or hold office, and the third is a lifetime membership for members who have been a continuous member of the club for twenty-five years. Lifetime members have all the privileges of regular members but are not required to pay dues or perform the required activities to maintain active status. While membership is to be unrestrictive as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

SECTION 2. *Dues.* Membership dues shall be payable on or before the first day of May of each year. The exact amount of such dues shall be determined by a majority vote of the membership present at the annual meeting of each year. Membership applications dated after October 31 pay one-half of the annual dues. Full dues are due May 1 of the next year. No member may vote whose dues are not paid for the current year. On April 1 the Secretary shall send to each member a statement of dues for the ensuing year.

SECTION 3. *Election to Membership.* Each applicant for membership shall apply on a form as approved by the Board of Directors which shall provide that the applicant agrees to abide by this constitution and by-laws, the club Code of Ethics, 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. Accompanying the application, the prospective member shall submit dues payment for the current year. All applications are to be filed with the Secretary of the Club and each application is to be read at the first meeting of the Club following its receipt. At the second club meeting after the initial reading the application will be voted upon by the membership. An applicant should not be present at the meeting at which his/ her application is voted upon. The affirmative votes of 2/3 of the members present and voting by secret ballot at the meeting shall be required to elect the applicant. Applicants for membership who have been rejected by the Club will receive a refund of dues paid and may not reapply within six months after such rejection.

SECTION 4. *Termination of Membership.* Memberships 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 ninety days after the first day of the fiscal year; however, the Board of Directors may grant an additional thirty 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. No part of the annual dues shall be refunded to a member whose membership is terminated in any way.

### ARTICLE II

## MEETINGS AND VOTING

SECTION 1. *Club Meetings.* Regular meetings of the Club shall be held each month in the immediate vicinity of Lawrence, Kansas, at such hour and place as may be designated by the President, subject to Board approval. Written notice of each such meeting shall be mailed by the Secretary at least five days prior to the day of the meeting. The quorum for such meetings shall be 20% 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 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 vicinity of Lawrence, Kansas, and at such hour and place as may be designated by the person or persons authorized herein to call such meetings. Written notice of such meetings shall be mailed by the Secretary at least five days and not more than fifteen 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 20% of the members in good standing.

SECTION 3. *Board Meetings.* Meetings of the Board of Directors shall be held in the immediate vicinity of Lawrence, Kansas, at such date, hour and place as may be designated by the Board. The Board shall meet at least six times per year. Written notice of each 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 4. *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 at least three members of the Board. Such special meetings shall be held in the immediate vicinity of Lawrence, Kansas, and at such date, hour and place as designated 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 ten 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 the member is 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 six other persons, all of whom shall be active Club members in good standing . The Officers shall be elected for one-year terms. The six additional Directors shall be elected for two-year terms; three of the six being elected each year, with the others having one year of tenure remaining at the time of each election. The AKC Delegate shall be elected for a two-year term in an advisory capacity and shall not have a vote, however the AKC Delegate may also serve as an Officer or as a Director of the Board. 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, First Vice-President, Second 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 of Directors and shall have the duties and powers normally appurtenant to the office of President in addition to the powers particularly specified in these By-Laws.
- b.) The First Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity, and makes arrangements for the general club meetings.
- c.) The Second Vice-President shall be in charge of all Club activities dealing with the training of dogs for dog shows, obedience trials, or field trials, and shall request such help as shall be needed for the fulfillment of his/her duties.
- d.) 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. He or she 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 members of the Club with their addresses, and carry out such other duties as are prescribed in these By-Laws.
- e.) The Treasurer shall collect and receive all moneys due or belonging to the Club. He or she shall deposit the same in a bank satisfactory to the Board, in the name of the Club. The books shall at all times be open to inspection of the Board and a report shall be given at every meeting on the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting shall render an account of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded at the expense of the Club.
- f.) The AKC Delegate is expected to attend a minimum of two AKC meetings per year. He or she will represent the views of the Club and shall report on the meeting to the Club.

SECTION 3. *Eligibility of Officers and Board Members.* No person shall be eligible to be an officer or member of the Board of Directors who shall not have been an active member of the Club in good standing for one year or more preceding the annual meeting of the Club at which the election is held.

SECTION 4. *Vacancies.* Any vacancies occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board at its first meeting following the creation of such vacancy, except that a vacancy in the office of President shall be filled

automatically by the First Vice-President and the resulting vacancy in the office of the First 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 first day of April and end on the 31st day of March. 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.

SECTION 2. *Annual Meeting.* The annual meeting shall be held in the month of April at which officers, the delegate to the American Kennel Club, and directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office at the conclusion of the annual meeting of the Club, and each retiring officer shall turn over to his or 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. In case of a tie vote, the President shall cast the deciding vote. The three nominated candidates for other positions on the Board who receive the greatest number of votes 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 January, the Board shall select a Nominating Committee consisting of three members and two alternates not more than one of whom may be on the Board. The Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a Chairperson for the Committee, and it shall be such person's duty to call a committee meeting which shall be held on or before February 15.

- a.) The Committee shall nominate one candidate for each office, and for three positions on the Board after securing the consent of each person so nominated. The Committee shall immediately report their nominations to the Secretary in writing.
- b.) Upon receipt of the Nominating Committee's report, the Secretary shall, at least two weeks before the March meeting, notify each Club member in writing of the candidates so nominated.
- c.) Any person so nominated who refuses to be a candidate for the position in which he or she has been nominated shall notify the Secretary in writing within ten days of the date of the Secretary's letter of notification.
- d.) Immediately after the expiration of the period in which nominees may so decline the nomination, the Secretary shall mail to each Club member a notice of all such declinations which he or she has received.
- e.) Additional nominations may be made at the March 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, the proposer shall present to the

Secretary a written statement from the proposed candidate signifying willingness to be a candidate. Except for the position of Delegate, no person may be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination from the Nominating Committee.

f.) Nominations cannot be made in any manner other than as provided in this Sec. 4, Art. IV.

## ARTICLE V

### COMMITTEES

SECTION 1. *Appointment.* The Board 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 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. *Terminations.* 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 service has 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. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$30, 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 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 in his or her own defense and bring witnesses if he or she wishes.

SECTION 3. *Board Hearings.* 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 of those present, reprimand or 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 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 recommendation 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 earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his or her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendation and shall invite the defendant, if present, to speak on his own behalf if he or she wishes. The members shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present 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.* Amendments to the constitution and by-laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% 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 consideration by the members within two months of the date when the petition was received by the Secretary. The petition, including any alterations suggested and accepted by the membership, must be submitted by the Secretary to the members for a vote at the meeting following that meeting at which the deliberations of the members is concluded.

SECTION 2. These constitution and by-laws may be amended by a 2/3 vote of the members present and voting by secret ballot at any regular or special meeting called for the purpose; provided the proposed amendments have been embodied in the call for such meeting and mailed to each member at least two weeks prior to the date of such meeting.

SECTION 3. No amendment to the constitution and by-laws that is adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

## ARTICLE VIII

### DISSOLUTION

SECTION 1. *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 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. *Club 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:

- a. Roll Call
- b. Minutes of last Meeting
- c. Report of Board
- d. Report of President
- e. Report of Secretary
- f. Report of Treasurer
- g. Report of the First Vice-President
- h. Report of Second Vice-President
- i. Report of the AKC Delegate
- j. Reports of Committees
- k. Election of Officers and Board (at annual meetings)
- l. Election of New Members
- m. Unfinished Business
- n. New Business
- o. 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:

- a. Roll Call
- b. Minutes of last Meeting
- c. Report of Secretary
- d. Report of Treasurer
- e. Report of First Vice-President
- f. Report of the Second Vice-President
- g. Report of the AKC Delegate
- h. Reports of Committees
- i. Unfinished Business
- j. New Business
- k. 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 By-Laws and any other special rules of order the club may adopt.