



Colorado Springs Kennel Club, Inc.

Constitution and Bylaws

(PENDING APPROVAL BY AKC)

CONSTITUTION

ARTICLE I – NAME AND OBJECTIVES

Section 1. The name of the club shall be The Colorado Springs Kennel Club, Inc (aka The Club.)

Section 2. The objectives of The Club shall be:

- a. To encourage the dog fancy and to promote purebred registered dogs of all breeds recognized by the American Kennel Club according to the standards set forth by that body.
- b. To hold dog shows and obedience trials under the rules and regulations of the American Kennel Club.
- c. To encourage and promote sportsmanlike competition at such events.
- d. To protect and advance the interests of purebred dogs and their fanciers.
- e. To create and foster an appreciation on the part of the general public of the value of the purebred registered dog as a worker and companion.

Section 3. The Club is incorporated under the laws of the state of Colorado as a not-for-profit organization. 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 adapt 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 five types of membership:

- a. **Regular Membership** – shall be open to all persons eighteen years of age or older who are in good standing with the American Kennel Club and who subscribe to the purposes of The Club.
- b. **Family Membership** – Shall be open to two adult persons 18 years of age and older that reside at the same address. Each adult shall vote separately.
- c. **Associate Membership** – shall be open to all persons 18 years of age and older and who live outside the immediate area. Associate members cannot vote or hold office, and do not count in the determination of the quorum.
- d. **Life Membership** – shall be granted upon completion of fifteen years of active, dues paying, Regular Membership, provided the member has served The Club as an officer, Director, or show/trial chairman. Life members do not pay dues but may vote and hold office.
- e. **Junior Membership** – shall be open to all persons between the ages of 10 – 17. Junior members may not vote or hold office. Junior members may convert to regular membership upon reaching their 18th birthday.
- f. While membership is to be unrestricted as to residence, The Club's primary purpose is representing the breeders and exhibitors in the Colorado Springs/El Paso County area.

Section 2. Dues – Dues shall be payable on or before the first day of September. No voting-eligible member may vote whose dues are not paid for the current club year. During the month of August, the treasurer shall send each member a statement of dues for the ensuing year.

- a. Membership dues for the regular, family, associate, and junior memberships shall be recommended by the Board of Directors and approved by a 2/3-majority vote of the general membership. Life members shall pay no dues. Single membership dues shall be no higher than \$30.00 per year and family membership dues shall be no higher than \$50.00 per year. Dues notice will be sent at least 30 days prior to September 1st, the dues payable date, as specified in **Section 2. Dues**.
- b. Persons becoming members after March 1 of any year shall pay fifty percent (50%) of the annual dues for their specific membership category.

Section 3. Election of Membership –The applicant shall apply on a form as approved by the Board of Directors. Each applicant for membership shall have attended three out of the last six meetings. The applicant agrees to abide by The Club's Constitution and Bylaws and the rules of the American Kennel Club. A copy of the The Club's Constitution and Bylaws will be provided



to every new applicant at the time of their first Club meeting. 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 recording secretary. Each application is to be read at the first meeting of The Club following its receipt. At the third Club meeting the applicant attends within the six month window, the application will be voted upon. To be accepted, affirmative votes of 2/3 of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Meeting 1: Applicant submits application and dues. The applicant receives a copy of The Club's Constitution and Bylaws. The application is read to the members during the meeting as part of Election of New Members.

Meeting 2: Application is read to the members as part of Election of New Members.

Meeting 3: Application is read to the members as part Election of New Members and a vote is taken per **ARTICLE I – MEMBERSHIP Section 3.**

An applicant for membership who has been disapproved or who withdraws his or her application shall have his or her dues refunded.

Applicants for membership who have been rejected by The Club 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 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. Resignation by a member that is in-debt to The Club will be pursued for payment as prescribed by law.
- b. **By lapsing** – A membership shall be considered as lapsed and automatically terminated if such member's dues remain unpaid 30 days after the first day of the fiscal year. However, the Board may grant an additional 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 the meeting. A lapsing membership by a member that is in-debt to The Club will be pursued for payment as prescribed by law.
- c. **By expulsion** – A membership may be terminated by expulsion as provided in **ARTICLE IV – The Club Year, Annual Meeting, And Elections** of the Bylaws.



ARTICLE II – MEETINGS AND VOTING

Section 1. Regular Club Meetings – Meetings of The Club shall be held in Colorado Springs, Colorado on the last Tuesday of each month, except June and December, at such hour and place as may be designated by the Board of Directors. In the exceptional case that a suitable meeting place is not available on the last Tuesday of a month, or because of a holiday, etc., the Board of Directors may designate another day of that month for the regular club meeting. Written notice of each such meeting place change shall be mailed by the corresponding secretary at least ten days prior to the date of the meeting. The quorum of such meetings shall be 20% of the regular, family and life 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 of Directors who are present and voting at any regular or special meeting of the Board of Directors; and shall be called by the corresponding secretary upon receipt of a petition signed by five or more members of The Club who are in good standing. Such special club meetings shall be held in Colorado Springs, Colorado at such place, date, and hour as may be designated by the person or persons authorized therein to call such meetings. Written notice of such a meeting shall be mailed by the corresponding secretary at least five days and not more than 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 20% of the regular, family and life members in good standing.

Section 3. Regular Board Meetings – Meetings of the Board of Directors shall be held quarterly in Colorado Springs, Colorado on the Tuesday prior to the regular club meeting at such hour and place as designated by the Board. Written notice of each such meeting place change from the corresponding secretary shall be mailed at least five days prior to the date of the meeting. The quorum for a Board meeting shall be a majority of the Board of Directors. Board meetings shall be open to the general membership as non-participating observers.

Section 4. Special Board Meetings – Special meetings of the Board of Directors may be called by the president and shall be called by the corresponding secretary upon receipt of a written request signed by at least three members of the Board of Directors. Such special Board meetings shall be held in Colorado Springs, Colorado at such place, date, and hour designated by the president. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. The corresponding secretary shall mail written notice of such meeting at least five days and not more than 10 days prior to the date of the meeting. A quorum for a Special Board Meeting shall be a majority of the Board.

Section 5. Voting – Each regular and family member in good standing, whose dues are paid for the current club year and each Life member shall be entitled to one vote at any meeting of The Club at which he or she is present. Associate and junior members shall have no voting privileges. Proxy or absentee ballots will not be permitted at any club meeting or election.

Section 6. Recall Election – In the event a person elected by the membership to an office, board or delegate position does not uphold their position according to the Standing Rules, the position can be brought to the Board for a recall election. A Recall Election must be approved by a



majority vote of the Board of Directors. Once approved, The Board will create a Recall Nomination Committee that will follow the same rules detailed in **ARTICLE IV – The Club Year, Annual Meeting, And Elections Section 4**. The Nomination Committee will present their slate at the next regular club meeting for the position(s) to be recalled. Additionally, club members can nominate, from the floor, other club members to be added to the slate – the nominated member must be present. The slate will be announced in the Club newsletter for voting at the next regular meeting. Two primary items will be presented on the ballot:

- A question to approve or disapprove the Recall Election
- The candidate(s)

Voting procedures described in **ARTICLE IV – The Club Year, Annual Meeting, And Elections** will be followed as in a general election. The newly elected position(s) will serve the remainder of the term.



ARTICLE III – BOARD, OFFICERS, AND AKC Delegate

Section 1. Board Of Directors – The Board of Directors shall be comprised of the:

- a. President,
- b. Vice-President,
- c. Recording Secretary,
- d. Corresponding Secretary,
- e. Treasurer, and
- f. Four (4) other persons (hereafter called Directors-at-Large.)

All of who shall be members in good standing and all of whom shall be elected at The Club's annual meeting as provided in **ARTICLE IV – The Club Year, Annual Meeting, And Elections**. The president and treasurer will be elected for a two-year term; other officers will be elected annually to one-year terms. The Directors-at-Large will be elected for two-year terms in the following manner; two of the Directors-at-Large will be elected each year to serve two-year terms. No officer or Director may serve in the same capacity for more than three consecutive terms. General management of The Club's affairs shall be entrusted to the Board of Directors. The Board may authorize expenditures, other than normal operating costs, of no more than \$400.00 per month without general membership approval, but may not incur obligations nor make pledges beyond the cash assets of The Club. It may undertake to raise funds by voluntary means, but may not levy assessments nor raise dues; such action may be taken only by the general membership.

Section 2. Officers – The Club's officers, consisting of the president, vice-president, recording secretary, corresponding 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 be the chief administrative officer of the Board and Club. The president shall preside at all meetings of The Club, the Board of Directors, and shall have the duties and powers normally appurtenant to the office of president (in accordance with Robert's Rules of Order, except where they are in conflict with these Bylaws.) The president shall appoint all committees, subject to the approval of the Board of Directors, and may attend all committee meetings except the Nominating Committee. If present at such meetings he/she may not vote. In the year following the president's term of office, the former president may, at the Board's request, serve in an advisory, non-voting capacity at Board meetings. The president shall have other duties or responsibilities as may be stated in The Club's Bylaws and Standing Rules.
- 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. The vice-president shall have other duties or responsibilities as may be stated in The Club's Bylaws and Standing Rules.



- c. **The Recording Secretary** shall prepare and keep for permanent record, written minutes of all meetings of The Club, the Board of Directors and all other matters of which a record shall be so ordered by the Board of The Club. After acceptance by The Club, the recording secretary shall sign the minutes. The recording secretary shall have other duties or responsibilities as may be stated in The Club's Bylaws and Standing Rules.
- d. **The Corresponding Secretary** shall notify members of meeting changes as specified in **ARTICLE II – Meetings And Voting** and shall handle all correspondence requiring the attention of an officer, the Board of Directors, or The Club as a whole. Copies of all pertinent correspondence (examples: AKC notifications, legal documents, etc) are to be maintained in an orderly, permanent manner for future reference. All bills and receipts are to be turned over to the treasurer, as they are collected. The corresponding secretary shall have other duties or responsibilities as may be stated in The Club's Bylaws and Standing Rules.
- e. **The Treasurer** shall:
1. Collect and receive all monies due or belonging to The Club, and deposit them in the name of The Club in a bank designated by the Board of Directors. The treasurer's books shall at all times be open to inspection by the Board and the treasurer shall report at every Board meeting the condition of The Club's finances and a summary of receipts and payments not before reported; and at every club meeting the condition of The Club's finances in a format specified by the Board. No funds shall be disbursed and no indebtedness incurred unless previously authorized by The Club or the Board. Both the president and the treasurer shall sign all checks.
 2. Prepare and mail statements of dues.
 3. Maintain a current inventory of club property.
 4. Be bonded in such amount, as the Board of Directors shall determine, the cost of the bond to be paid by The Club.
 5. Maintain the books of record in a format prescribed by the Board in accordance with generally accepted accounting practice. The books and financial statements shall be balanced and reconciled monthly. An invoice, receipt, or other valid data must support all entries.
 6. A petty cash fund, not to exceed \$100.00 may be established at the discretion of the Board. If established, the fund will be maintained in accordance with generally accepted accounting practices.
 7. Be responsible for insuring that all federal, state and local tax liabilities and obligations are satisfied in accordance with current statutes.
 8. Be responsible for insuring the renewal of The Club's Articles of Incorporation with the Secretary of State in accordance with Colorado statutes.



9. Keep a roll of all members of The Club with their addresses, phone numbers, and breeds owned.
10. At the end of his/her term, the books will be audited by an impartial committee of at least two from the General Membership who were not involved with the previous year's audit or on the Board. This audit shall occur within thirty days of the date of the Annual Meeting.

Section 3. The AKC Delegate shall:

1. Be nominated and elected in accordance with the provisions of Article IV, Section 2, subject to approval by the AKC. The delegate shall be elected to a term of three (3) years commencing with approval by the AKC and may serve more than one term. Nominations for this office will be held in the second (2nd) year of the term of office or at the delegate's request. Delegate approval is a lengthy process. When AKC approves a delegate, one (1) year may elapse from the time approval was submitted and approved to the first AKC Delegates' meeting the new delegate can attend. For a delegate to be effective with AKC, it is necessary to have a delegate represent The Club for a period of at least three (3) years.
2. Keep the Board of Directors and the general membership informed of matters of Club importance from AKC.
3. Represent The Club at AKC Delegate Meetings when directed to do so by the Board or when a majority of The Club votes in favor of the AKC delegate to attend.
4. Submit a budget of proposed expenses to the Board of Directors for approval; expenses are not to exceed the total of reasonable airfare, meals, and lodging. Submit a list of items to be discussed and items to be voted upon by the AKC delegate.
5. Keep accurate expense account ledgers from each delegates' meeting attended and present to the Board of Directors.

Section 4. Vacancy – 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, AND ELECTIONS

Section 1. Club Year – The Club’s official and fiscal year shall begin on the first day of September and end on the 31st day of August.

Section 2. Annual Meeting – The Annual Meeting shall be held in the month of August at which time the Officers and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with **ARTICLE IV – The Club Year, Annual Meeting, And Elections Section 4.** They shall take office immediately upon conclusion of the Annual meeting and each retiring Officer shall, within thirty days after the election, turn over to his or her successor in office all properties and records relating to that office.

Section 3. Elections – The nominated candidate receiving the greatest number of votes for each office, directorship or delegate position shall be declared elected.

Section 4. Nominations – No person may be a candidate in a club election who has not been nominated for the position. No person may be a candidate unless he has attended at least four regular club meetings as a regular club member or life member during the twelve-month period immediately preceding the election. During the month of May, the Board shall appoint a Nomination Committee consisting of at least three and not more than five voting club members. No more than one member of the Nomination Committee may be a member of the Board. The Board shall name a chairperson for the committee and it shall be his or her duty to call a committee meeting which shall be held in the month of June.

- a. The Committee shall nominate at least one and no more than two candidates for each office, directorship or delegate position available. After obtaining the consent of each person nominated, the Committee shall immediately report his or her nominations to the corresponding secretary and president in writing by June 30th.
- b. Upon receipt of the Nominating Committee’s report, the corresponding secretary shall, before July 15th, notify each club member in writing of the candidates nominated.
- c. Additional nominations may be made at the July meeting by any member in attendance provided that the person so nominated accepts when his or her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the recording secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations that are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.
- 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. Appointments – the president, subject to the approval of the Board, may each year appoint standing committees to advance the work of The Club in such matters as programs, club publicity, 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. Removal From Committees – Any committee appointee can be removed by a majority vote by Board members. Upon written notice to the removed appointee, the Board may appoint a successor to the person whose services on the committee have been terminated. Committee chairpersons shall have additional duties and responsibilities as may be stated in The Club's Bylaws and Standing Rules.



ARTICLE VI – Discipline

Section 1. American Kennel Club Suspension – Any member who is suspended from the privileges of the American Kennel Club shall automatically be suspended from the privileges of The Club for a like period.

Section 2. Charges – Any member may prefer charges against another 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 corresponding secretary together with a deposit of \$50.00 that shall be forfeited if the Board, following a hearing, does not sustain such charges. The corresponding 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 interest of The Club or the sport of pure-bred dogs. If the Board considers that the charges do not allege conduct that 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 3 weeks or more than 6 weeks thereafter. The corresponding 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 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 this regard. Should the charges be sustained after hearing, all 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. If the Board deems this punishment insufficient, it may also recommend to the general membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his or her 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 corresponding secretary. The corresponding 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 **ARTICLE VI – DISCIPLINE Section 3**. Such proceeding may occur at a regular or special club meeting to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation. 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 recommendations, and shall invite the defendant, if present, to speak in his or her own behalf if he or she wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 (two-thirds) vote of the eligible members 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 or Bylaws may be proposed by the Board of Directors or by written petition addressed to the corresponding secretary signed by twenty percent (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 corresponding secretary for consideration only at a regular Club meeting within three months of the date when the petition was received by the corresponding secretary.

Section 2. The Constitution or Bylaws may then be amended by a 2/3 (two-thirds) secret vote of the eligible members present and voting at the next regular Club meeting, provided the proposed amendments have been mailed to each member at least two weeks prior to the date of the meeting.

Section 3. No amendment to the Constitution or Bylaws that is adopted by The Club shall become effective until the Board of Directors of The American Kennel Club has approved it.



ARTICLE VIII – Dissolution

The Club may be dissolved at any time by the written consent of not less than 2/3 (two-thirds) votes of the eligible members of The Club. 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 Board, the order of business, unless otherwise directed by a majority vote of those present, shall be:

- a. Minutes of last meeting
- b. Corresponding Secretary's Report
- c. Treasurer's Report
- d. Committee Reports
- e. Unfinished business
- f. New business
- g. Adjournment

Section 2. At meetings of The Club the order of business, so far as the character and nature of the meeting may permit, shall be:

- a. Roll Call
- b. Minutes of last meeting
- c. President' Report
- d. Corresponding Secretary's Report
- e. Treasurer's Report
- f. Committee Reports
- g. Election of Officers and Board (at annual meeting)
- h. Election of new members
- i. Unfinished business
- j. New business
- k. Adjournment



ARTICLE X – Parliamentary Order

Section 1. "Robert's Rules of Order, Newly Revised," (most recent edition) 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.