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**Tail Blazers Agility Club
of The Brandywine Valley, PA, Inc.**

**Constitution
and
Bylaws**

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Constitution

Article 1 — Name and objectives

Section 1. Name

The name of the club shall be **Tail Blazers Agility Club of the Brandywine Valley, PA, Inc.**, hereinafter referred to as The Club.

Section 2. Objectives

The objectives of The Club shall be:

- A. To further the advancement of ~~all purebred breeds~~ **dog agility**;
- B. To do all in its power to protect and advance the interests of agility trials and to encourage sportsmanlike conduct at such events;
- C. To conduct agility trials under the rules and regulations of The American Kennel Club;
- D. To disseminate knowledge, conduct classes in agility, and promote the training of purebred and mixed breed dogs;
- E. To encourage the training of judges.

Section 3. Nonprofit status

The Club shall not be conducted or operated for profit, and no part of any assets or remainder or residue from dues or donations to The Club shall inure to the benefit of any member or individual.

Section 4. Amendments

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 1 — Membership

Section 1. Eligibility

There shall be four types of membership open to all persons 18 years of age and older who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

Types of memberships:

- A. **Individual:** An individual member is a person who is at least 18 years of age, is eligible to hold office, and may vote. Training privileges are available upon payment of training fees.
- B. **Family:** A family member is any number of people living in the same household who are 7 years of age or older. Family memberships receive two votes. Both voters must be at least 18 years of age and in good standing. A family must declare who will vote for the family at the beginning of each year. Family members who are at least 18 years of age are eligible to hold office. Training privileges are available upon payment of training fees. Family members under 18 years of age must be accompanied by an adult when training.
- C. **Associate:** An associate member is a person who is at least 18 years of age who wishes to remain connected to the club. An associate member is not eligible to hold office, may not vote, and does not have training privileges. An associate member may upgrade during the year to another membership category by meeting the requirements for good standing as stated in Section 5 of this Article and paying any difference in dues. A member in any other category may only become an Associate member at the beginning of the year after payment of the applicable dues for Associate Membership.
- D. **Junior:** A junior member is at least 7 years of age and is under 18 years of age. A junior member may not vote and may not hold office. Training privileges are available upon payment of training fees. When training, an adult 18 years or older must accompany a junior member.

Section 2. Dues

Membership dues shall not exceed \$50 per year for an individual ~~and or~~ family ~~type of~~ membership and shall not exceed \$30 per year for an associate ~~and or~~ junior ~~type of~~ membership. Dues are payable on or before the first day of January of each year. No member may vote whose dues are not paid for the current year. During the month of November ~~or earlier~~, the Treasurer 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 that is approved by the Board of Directors. In submitting an application, the applicant agrees to abide by the objectives of the Club and its Constitution and Bylaws and the Rules of the American Kennel Club. The application shall include the name, address, phone number and email address of the applicant. Accompanying the application, the prospective member shall submit dues payment for the current year. Each application will be reviewed at the next Board of Directors meeting following its receipt. The Board will then notify the general membership of the new application. At the next general meeting of the Club, the application will be voted upon by secret ballot and an affirmative vote of three-quarters of the members present and voting shall be required to elect the applicant into membership of the Club. The voting occurs in the proposed applicant's absence. The Membership Chairperson will send out a Welcome Packet to all new club members. The Membership Chairperson shall maintain all documents pertaining to Club Membership and publish a Membership Directory yearly to all members.

To upgrade from Individual Membership to Family Membership or from Junior membership to Individual or Family Membership, the proposed applicant will be required to fill out an Update Membership Application. The purpose of this is to maintain updated membership status records.

Rejected applicants will be notified by the Membership Chairperson and advised that they may not reapply for membership for six months. Persons whose application for membership has been rejected will have their dues returned to them.

Section 4. Termination of membership

Membership may be terminated as follows:

- A. **Resignation:** Any member in good standing may resign from the Club upon written notice to the **Club** Secretary, but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club, and they are incurred on the first day of January of each year.
- B. **Lapsing:** A membership will be considered lapsed/expired, and automatically terminated, if such member's dues remain unpaid 31 days from January 1st. However, the Board of Directors may grant an additional 30 days 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. **Expulsion:**— A membership may be terminated by expulsion as provided in Article VI, Section 4 of these Bylaws.

Section 5. Membership requirements

All members must not be in debt to the Club. Dues and training fees are considered debts.

Members with training privileges must actively participate in Club activities. **Please see Membership and Working Responsibilities in the Standard Operating Procedures.**

Article II — Meetings and Voting

Section 1. General Membership meetings

Meetings of the General Membership shall be held at least four times a year within the greater West Chester, Pa. area at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be emailed or other electronic means by the ~~Corresponding Club~~ Secretary at least ten days prior to the date of the meeting. The quorum for such meetings shall be 20% of the members in good standing.

Section 2. Special membership meetings

Special membership 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, or by the ~~Corresponding Club~~ Secretary upon receipt of a petition signed by five members of The Club who are in good standing. Such special Club meetings shall be held within the greater West Chester, PA area at such time and place as may be designated by the person or persons authorized herein to call such meetings.

Written notice of such meetings shall be emailed or other electronic means by the ~~Corresponding Club~~ Secretary at least five days and not more than fifteen days prior to the date of the meeting. The notice shall state the purpose of the meeting and no other club business may be transacted. The quorum shall be 20% of the members in good standing.

Section 3. Board of Directors meetings

A meeting of the Board of Directors shall be held each month within the greater West Chester, Pa. area at such hour and place as may be designated by the Board. Written notice of each such meeting shall be emailed or other electronic means by the ~~Corresponding Club~~ Secretary at least 5 days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

Only members of the Board of Directors are allowed to vote at a Board of Directors Meeting.

Members of the Board of Directors are expected to attend all Board of Directors meetings as well as annual and general or special meetings of The Club. Any member in good standing may attend the Board of Directors meetings, but may address an issue only if the Chair has recognized them. The Board of Directors may declare a meeting to be a closed session if there is a disciplinary matter to be considered. The Board of Directors may declare a portion of any meeting to be closed by a majority vote, and excuse any members present from that portion. The Board of Directors may also excuse any member or disruptive or unruly behavior.

Actions taken by the Board of Directors and documented in the minutes shall be

conveyed at a General Membership meeting.

If a member of the Board of Directors misses three meetings within the official Club year, the Board of Directors will review his/her absenteeism and decide if dismissal of the individual is warranted or other appropriate actions should be taken.

Section 4. Special Board of Directors meetings

The President or ~~Corresponding~~ Club Secretary may call a special meeting of the Board of Directors upon written request signed by at least three members of the Board of Directors.

Such special meetings shall be held within the greater West Chester, Pa. area at such place, date, and time as may be arranged by the person designated herein to call such a meeting.

The ~~Corresponding~~ Club Secretary shall ~~send a~~ written notice ~~by email or other electronic means~~ of such a meeting at least five days and not more than ten days before the date of such meeting. The notice shall state the purpose of such meeting and no other Club business shall be transacted.

A quorum for such a meeting shall be the majority of the members of the Board of Directors.

Section 5. Voting

Each member in good standing whose dues are paid for the current year shall be entitled to one vote at one meeting of The Club at which he is present. Proxy voting will not be permitted at any Club meeting or election.

Article III — Board of Directors

Section 1. The Board of Directors

The Board of Directors shall be comprised of the officers and three board members all of whom must be members in good standing with The Club. All officers shall be elected for a one-year term at the Annual Meeting and shall serve until a successor is elected. The board members who are not officers shall be elected for two-year terms. Two board members will be elected one year and one will be elected the following year. General management of The Club affairs shall be entrusted to the Board of Directors.

Section 2. Officers

The officers of The Club shall consist of the President, Vice President, ~~Recording Secretary, Corresponding~~ Club Secretary, and Treasurer who shall serve in their respective capacities both with regard to the Club and the Board of Directors and all meetings.

The President shall preside at all meetings of The Club and of the Board of Directors, and shall have the duties and powers normally appropriate to the office of President, in addition to those particularly specified in these bylaws.

The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity and other duties as prescribed in these bylaws.

~~The Recording Secretary shall keep a record of all meetings of The Club and of the Board of Directors, and of all matters of which The Club shall order a record.~~

The ~~Corresponding~~ Club Secretary shall have charge of recording and correspondence, keep a record of all meetings of the Club and of the Board of Directors, and of all matters for which the Club shall order a record, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office and carry out such other duties as are prescribed in these bylaws.

The Treasurer shall collect and receive all monies due or belonging to The Club and promptly pay all bills due. The Treasurer shall promptly deposit it in a bank as designated by the Board of Directors, in the name of The Club. The books shall be open at all times to inspection by the Board of Directors. A monthly written report shall be presented at every meeting of the condition of the Club finances and every item or receipt or payment not before reported. Copies of the reports will be available to members in good standing if requested. At the Annual meeting, the treasurer shall render an account of all monies received or expended during the previous fiscal year. The billing of annual dues and prompt notification to the ~~Corresponding~~ Club Secretary of lapses of membership shall be the responsibility of the Treasurer. The Treasurer may be bonded, but such bonding will be at the discretion of the Board of Directors. The Treasurer shall confirm any indebtedness to The Club prior to formal acceptance of a resignation. The Treasurer shall carry out such other duties as are prescribed in these bylaws.

~~The offices of Recording and Corresponding Secretary may be held by the same person in which case the Board of Directors shall be comprised of seven members.~~

Section 3 Vacancies

Any vacancies occurring on the Board of Directors during the year shall be filled until the next annual election by a majority vote of the members of the Board of Directors at the first regular Board of Directors meeting following the creation of such a vacancy, or at a Special Board of Directors Meeting called for that purpose. A vacancy in the office of President shall be filled automatically by the Vice President. A board member who is not an officer shall fill the resulting vacancy in the office of Vice President. The Board of Directors shall appoint a club member in good standing to fill the board member vacancy.

Article IV — Club year, Annual Meeting, elections, nominations

Section 1. Club year

The Club's fiscal year shall begin on January 1 and end on December 31. 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 during the month of June at which time officers and board members 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 immediately turn over to his or her successor in office all properties and records relating to that office. All property and records must be transferred no later than 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 of Directors who receive the greatest number of votes for such positions shall be declared elected.

Section 4. Nominations

No person shall be a candidate in an election who has not been nominated. The Board of Directors shall name a Nominating Committee by February 1 of each year. The Nominating Committee shall be composed of three members and two alternates, not more than one of whom may be a member of the Board of Directors. The ~~Corresponding~~ Club Secretary shall immediately notify the Nominating Committee and alternates of the selection. The Board of Directors shall name a Chairperson for the Committee, and it shall be their duty to call a committee meeting by March 1.

Section 5. Candidates

No person may be a candidate in The Club election who is not eligible under Article II, Section 1. The Nominating Committee shall nominate from the members of The Club one candidate for each vacancy on the Board of Directors, after securing the consent of each person nominated. The Nominating Committee shall submit the list of candidates in writing by March 15 to the ~~Corresponding~~ Club Secretary.

No two members of the same household are eligible to hold office.

Club members who are paid by The Club are not eligible to hold office, but may hold a position on a committee.

No person may be nominated for more than one position.

The ~~Corresponding~~ Club Secretary shall notify each member in writing by email or by other electronic means, of the Nominating Committee's slate, at least two weeks prior to the April General Membership meeting.

Section 6. Additional nominations

Additional nominations may be made at the April General Membership Meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed, and provided further, that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the ~~Corresponding~~ Club Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. Nominations cannot be made at the annual meeting or in any manner other than as provided in this Section.

Article V — Committees

Section 1. Standing committees

The Board of Directors may appoint standing committees to advance the work of The Club in such matters as equipment, membership, training/seminars, public relations/education, site, shows, fundraising, and other activities which may well be served by committees. The Board of Directors shall also appoint a committee chairperson for each standing committee. Such committees and their activities shall always be subject to the final authority of the Board of Directors. Special committees may also be appointed by the Board of Directors to aid it on special projects.

Committee reports shall be presented at each General Membership meeting. In addition, committee reports will be submitted to the Board of Directors when requested. Committee reports summarizing the committee's activities for an event must be presented to the Board of Directors within 30 days from the date of the event.

Section 2. Training and Show Committees

The Board of Directors shall appoint a member from the Board ~~of Directors~~ to the Training Committee and ~~shall appoint a member from the Board of Directors~~ to the Show Committee. The Board of Directors representatives on the Training ~~Committee~~ and ~~on the Show Committees~~ will change with the annual elections as appropriate.

The Training Committee shall be comprised of the Beginners Training Director, the Continuing Training Director, one Board Member, and an Instructor and/or Assistant Instructor.

The Show Committee shall be comprised of the Trial Chair, Hospitality Coordinator, Volunteer Coordinator, and three club members, one of whom should be a Board Member.

Section 3. Dissolving a committee or terminating a committee appointment

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 The Club for a like period.

Section 2. Charges

Any member in good standing may bring charges against another member for alleged misconduct prejudicial to the best interests of The Club or the sport of dog agility. Written charges with specifications shall be notarized and must be filed in duplicate with the ~~Corresponding~~ Club Secretary together with a deposit of \$25.00, which shall be forfeited if such charges are not sustained by the Board following a hearing. The ~~Corresponding~~ Club Secretary shall promptly send a copy of the charges to each member of the Board of Directors or present them at the next Board of Directors meeting at which time a decision shall be made to entertain or refuse jurisdiction. The Board of Directors 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 agility. If the Board of Directors considers that the charges do not allege conduct which would be prejudicial to the best interests of The Club or the sport of agility, it may refuse to entertain jurisdiction. If the Board of Directors entertains jurisdiction of the charges, it shall fix a date for a Board of Directors hearing not less than three weeks nor more than six weeks thereafter. The ~~Corresponding~~ Club Secretary shall promptly send one copy of the charges to the accused member by registered or certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he or she wishes.

Section 3. Board of Directors 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 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 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 his 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 ~~Club~~ Secretary. The ~~Club~~ Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

Section 4. Expulsion

The expulsion of a member from The Club may be accomplished only at a meeting of The Club following a Board of Directors Hearing, and upon the Board of Director's recommendation as provided in Section 2 of this Article. Such proceedings may occur at a regular or a special meeting of the Club to be held within sixty days, but not earlier than thirty days, after the date of the Board of Director'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 recommendation of the Board of Directors. The defendant will be allowed to make a statement which will be followed by a secret ballot vote. Expulsion will only occur if two-thirds of the members present vote for expulsion.

Article VII — Amendment

Section 1. Amendments

Amendments to the Constitution and Bylaws may be proposed by any member of the Board of Directors or by written petition by a voting member and addressed to the ~~Corresponding~~ ~~Club~~ Secretary and signed by 20% of the membership in good standing. Those individuals signing the petition will be verified by the ~~Corresponding~~ ~~Club~~ Secretary to ensure that they are members 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 of Directors by the ~~Corresponding~~ ~~Club~~ Secretary for a vote within three months of the date when the petition was received by the ~~Corresponding~~ ~~Club~~ Secretary.

Section 2. Voting

The Constitution and Bylaws may be amended by a secret two-thirds vote of the members present and voting. Voting may occur at any General Membership or Special Membership meeting called for this purpose, provided the proposed amendments have been included in the notice of the meeting and ~~emailed~~ ~~or by other electronic means~~ to each member at least two weeks prior to the date of such meeting. Voting shall be by secret ballot.

Article VIII — Dissolution

Section 1. Dissolution

The Club may be dissolved at any time by the written consent of at least 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 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 present or former members of The Club. After payment of any debts of The Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the current Board of Directors.

Article IX — Order of business

Section 1. General Membership meetings

At a meeting 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 — Signing meeting roster
- Reading and Approval of Minutes
- Report of the President
- Report of the ~~Recording~~ Club Secretary
- ~~Report of the Corresponding Secretary~~
- Report of the Treasurer
- Reports of Committees
- Election of Officers and Board Members (Annual Meeting only)
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

Section 2. Board of Directors Meetings

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

- Reading and Approval of Minutes
- ~~Report of the President~~
- Report of the ~~Recording~~ Club Secretary
- ~~Report of the Corresponding Secretary~~
- Report of the Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

Article X Parliamentary authority

Section 1. Parliamentary authority

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.